

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Information Management
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
BPMS, CTO	Internal Services	Information Management	Records and Document Management	Related policies, guidelines, training, records and document management plans and related correspondence, notes, tracking records, retention and disposition, reference materials; information related to business processes and general operations; information related to IM systems including: business requirements, metadata definitions, classification structures, business rules and procedures etc.	files are contained in servers: ACQBS001, ITSBS001, NCRS002, NCRS003, NCRS004, NCRS005, NCRS006, NCRS007, NCRS008, NCRS009, NCRS001, NCRP001		2, 5, 10 yrs	End of Fiscal Year
CTO			Data Management Services	Business rules, procedures, value chain analysis, data requirements, structural Design Models, information and functional models, metadata application profile, program/Business Unit specific data structures, reference data values, controlled value sets, metadata definitions, metadata registry/repository, classification structures, Data Management Registry, catalogue of information artifacts, metadata retention criteria			2, 5, 10 yrs	Policies: after superseded; Administrative IRs: after last administrative use; Information generated on IRs: after data transferred or destroyed
OCIO, CTO			Web Content Management	Procedures, strategy and plans for web content architecture, web content information risk profiles, web content development workflow, web content accessibility structure, web metadata, training material			2, 5, 10 yrs	Policies: after superseded; Administrative IRs: after last administrative use; Information generated on IRs: after data transferred or destroyed
CTO, BPMS			Archival Services	Assessment of information resources of long-term or continuing value, preservation requirements; information related to business processes and general operations, transfer policy, availability requirements, technical specifications for transfer, information related to record series', active records lists and file classification plans; information related to records destruction and disposal notices			2, 5, 10 yrs	Policies: after superseded; Administrative IRs: after last administrative use; Information generated on IRs: after data transferred or destroyed

BPMS, all Sectors			Business Intelligence (BI) & Decision Support	Business rules, business vocabulary, data quality requirements, metadata requirements, reports on corporate data, relational & multi-dimensional data structures, data schemes, data sets, data stores, data cubes			2, 5, 10 yrs	File closure
BPMS			Access to Information and Privacy (ATIP)	Departmental ATI policy requirements, , procedures, statistics, Record of Decision (ROD) of information collected, recommendations, requests received, requests fulfilled; information related to routing of requests to the responsible organization, Question Period (QP), tracking records			2, 5 yrs	File closure
BPMS	Internal Services	Administration & Business Management	HR Management Services	Documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related correspondence, and notes; information related to staffing approach, interview questions and notes, assessment criteria, and decision; information related to employee files; information related to staff learning and development plan i.e., professional performance evaluation; information related to Occupational Health and Safety and the Hazardous Prevention Program; information related to staff discipline, grievances, records of decision; information related to alternative work arrangements; classification of position, Org chart, position security, language profile, Values and Ethics, Resource Management and Planning, knowledge transfer, On-boarding, exit interviews, departure form, compensation, overtime; information related to business processes and general operations; information related to SLE and operational training and development programs; information related to employee awards and recognition program; information related to Unit Security Officer (USO) duties and personnel security program, including personnel clearances, passes, identification, the use of locks, key and combinations; and the special requirements for sensitive areas	files are contained in servers: ACQBS001, ITSBS001, NCRS002, NCRS003, NCRS004, NCRS005, NCRS006, NCRS007, NCRS008, NCRS009, NCRR001, NCRP001		7 yrs	End of Fiscal Year

BPMS		Financial Management	Final approved budget estimates and submissions, supporting documents, calculations and annual costing; documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates, supplementary estimates; information related to grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing and capital estimates; reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers; monthly and periodic interim financial statements and summaries prepared for management; records relating to the allocation of funds from Treasury Board and allocations within the organization; notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc.; information related to business processes and general operations; information related to Delegation of Authority			7 yrs	End of Fiscal Year
BPMS, ISS		Materiel Services	Asset database, asset tracking records, reports on missing assets, reports on asset write-off's, copies of (SSC) documents regarding issuing of materiel, request correspondence, documents surrounding licenses or permits			1, 6yrs	File closure
OCIO		Communications Management	Briefing notes or documents providing advice, speeches, meeting minutes, reference material, e-mails confirming receipt and/or return of documents, logs, spreadsheets, statistics, internal communication plan, inventory on pages from internet site, guide for using internet site, monitoring reports, final versions of news letters, speeches, event notifications, announcements			2 yrs	File closure
BPMS, ISS		Procurement Management	information related to the Hardware, Software and professional services contracts; request for acquisition services (RAS), MOU; information related to IT Asset Management, directives, guidelines, procurement planning and reporting, proactive disclosure, contracts evaluations, requirements definition, contract administration; information related to acquisition cards, contract close-out, records of decision,			7 yrs	File closure
PM, all Sectors		Policy, Standards and Guidelines Management	Planning and strategy documents; information resources related to decision-making: supporting materials, methodologies, models, policy documents, standards documents, guidelines, research and analysis, legal advice, related correspondence; notes, tracking records, approval logs of final policy proposals, recommendations and supporting documents, general operating procedures, policy development processes, templates, checklists etc.			5 yrs	Process superseded

PM, BPMS		Investment Planning	<p>Report/assessment on previous investments, Capability Gap Analysis, minutes/presentations from information sessions for participants; Information related to projects under consideration, investment summary notes/Investment Analysis Reports; project priority ranking, i.e. any input from stakeholders or other sections on priorities and proposals; minutes, of board/working group tasked with creating investment plan, project charter for creation of investment plan, approval from senior management; investment plan, reports (monthly, annual) from group tasked with creation of investment plan, briefing notes on issues, reports from regions, reports to Cabinet, feedback on/revisions to planning process, project close-out reports, lessons learned, targeted performance indicators, performance measurement table, Treasury Board Consultation, Feedback/comments on drafts, plans, etc., follow-up reports, Treasury Board approval, communication with TBS over changes to investment plan after approval, Communication with stakeholders</p>			10 yrs	End of the fiscal year to which the resource corresponds
SMS, all Sectors		Project Management	<p>Transition Plan (for implementation of new Policy on the Management of Projects); Project Management templates, communication templates; information related to project evaluations, status reports, project sign-offs, briefing notes, meeting minutes, performance measures, project scope, project charter, progress reports, risk management plans; information related to TB submissions for Preliminary Project Approval (PPA), TB submission for Effective Project Approval (EPA), additional EPA for IM/IT projects; information related to business cases; list of project team members, stakeholders, sponsors, managers etc.; contracts (if applicable); information regarding organization project management capacity assessments, approved change action requests, CFO signed statements, project deliverable, project close/completion, "lessons learned", best practices, final and approved versions of documents</p>			10yrs	File closure
PM, CTO		Risk Management	<p>Framework on ITS Risk Management for the Department, ITS Control Frameworks, Threat and Risk Assessments Processes, Risk Management Grids; information related to Threat and Vulnerability Assessment Facilitation, action plan assessments, mitigation strategies, environmental scan; information related to program/branch specific risk management, training & awareness material</p>			2, 5, 6yrs	File closure

BPMS, PM			Performance and Reporting	<p>PERFORMANCE MEASURES DEVELOPMENT: Definition documents (e.g.: KPIs, MPIS), process documents specific to programs measured, project or action plans relevant to metrics, documents establishing the strategic review of plans or programs; documents related to background research and negotiations for developing performance measures and evaluation metric</p> <p>REPORTING AND OVERSIGHT Final, approved versions of reports, business intelligence reports, briefing notes, recommendations/comments resulting in major changes; inputs and correspondence relating to corporate reporting documents i.e. Departmental Performance Report (DPR), Management Accountability Framework (MAF), Program Activity Architecture (PAA), Performance Measurement Framework (PMF); information related to business processes and general operations, strategic advice and recommendations related to the delivery of programs</p>			10 yrs	File closure
BPMS			Audit/Evaluation	<p>Major drafts and final approved internal audit reports and recommendations; information resources related to the implementation of recommendations and status reports (including management letters); Information resources related to audits of technology services, programs and systems, records of audit planning or liaison with auditing body; minutes and notes of meetings, notes taken at interviews, correspondence, project initiation memo; audit terms of reference (TOR), risk assessment, tools and checklists, documented evidence, letters of intent (OAG) and correspondence, audit plan, evaluation plans, briefing notes, evaluation assessment reports</p>			6 yrs	File closure
OCIO, BPMS all Sectors			Governance & Executive Services	<p>Final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding; final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office; notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, tracking records, approval logs; Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board; major drafts of proposed new or amended policy instrument, legal opinions and decisions; information relating to the various internal and external working groups and/or committees structured for specific tasks, including Records of Decision (ROD), Terms of Reference (TOR); information related to Parliamentary Affairs; information related to Travel, Hospitality, Conferences & Events (THC)</p>			2, 5, 10yrs	File closure

All Sectors		Issues Management	Information related to the issues received, fulfilled, and pending, statistics; information related to routing of issues to the responsible organization; information resources related to the approval of response, and closure of file, related correspondence, notes, tracking records, meeting agenda and minutes			10 yrs	File closure
ISS		Print Services	Work order, work order receipt confirmation, summary reports, priority reports, extract file, reprint file, notes, and correspondence related to the print job, meeting agenda, minutes related to print job, Receiver's information, invoice, shipping tracking number			7 yrs	File closure
BPMS, SMS, PM		Business Planning	Records relating to the development and review of the organization's strategic, corporate or business plans; final versions of Integrated Business Plan (IBP) & associated annexes; notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders, etc.; associated correspondence related to Business Plans and their development; final, approved versions of high level plans and strategies for providing ongoing administrative or operational support; program plans relating to divisions, business units and projects within the organization; inputs and correspondence relating to corporate reporting documents i.e. Report on Plans and Priorities (RPP), Management Accountability Framework (MAF), Program Activity Architecture (PAA)			10 yrs	File closure
BPMS		Accommodations	Information and documentation related to telecommunication equipment (i.e.: BB listing, requisition); information and documentation related to office refit and ergonomic assessments/requests, floor plans, move requests			7 yrs	File closure

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Information Technology
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
CTO, PM	Internal Services	Information Technology	Plan and Organize	Enterprise architecture maps, IT process maps; information related to the Enterprise Architecture (EA) Framework	files are contained in servers: ACQBS001, ITSBS001, NCRS002, NCRS003, NCRS004, NCRS005, NCRS006, NCRS007, NCRS008, NCRS009, NCRS001, NCRP001		2 yrs	File closure	
ISS			Availability Management	Availability Plan, metrics for service interruptions, notices to clients of service interruptions, diagnostic reports, availability reports, incident resolution progress reports, service outage analysis, failure impact analysis reports			2 yrs	Last administrative action	
SMS, ISS, PM			Service Level Management	Service catalogue, strategic and planning documentation, service level requirements, service specification sheets, service level agreements (SLA), operational level agreements, memorandums of understanding (MOU), letters of intent (LOI), service quality plans, performance reports, progress benchmark or monitoring reports, process and service improvement plans, reports on internal control systems, business intake form, estimates, service requests, templates; information related to business processes and general operations; information related to quality management activities			2 yrs	File closure	
SD			Capacity Management	Capacity plan, capacity database, input into SLA's, evaluation of the IT infrastructure, requests for change, capacity management performance reports			2 yrs	File closure	

ISS			IT Service Continuity Management	IT Service continuity management policy, risk assessment on IT infrastructure, risk prevention plan; information related to emergency management, business resumption plans, disaster recovery plans; agendas, minutes, related correspondence, notes, tracking records, agreements between service providers and the branch, major drafts identifying recommendations to departmental policy and/or departmental planning instruments, project and/or action plans, draft and final version of presentations, briefing notes, final version of unit processes, call letters, performance tracking sheets; Business Continuity test plans and results, operational Business Continuity; information records such as call trees, Awareness and Readiness Documentation			2 yrs	File closure
ISS, CTO			IT Security Management	Records of authentication measures, encryption measures, advice/approval from other organizations regarding security issues; information related to maintenance of firewalls, security testing and audit; reports on security leaks, records of investigations into alleged security breaches, referral of breaches to law enforcement authorities; security standards, copies of disaster recovery plans as they relate specifically to electronic records, backup and recovery procedures, access to mainframe requests, IT security work requests, daily mainframe security logs, and resource material relating to technology used by users; information related to awareness and training; information related to compliance to security policies; information related to IT security architecture, minutes and notes of meetings			2 yrs	Last administrative action
ISS			Service/Help Desk	Call log, incident/issue report			2 yrs	File closure
ISS			Incident Management	Records documenting emergency incidents and the steps taken to remedy the situation; information related to incident reports (i.e. SITREPS), correspondence, and reviews			2 yrs	Last administrative action
ISS			Problem Management	Incident database, problem log, problem management record, analysis reports on infrastructure, requests for change, knowledge base (database), reports on classified incidents, post implementation reviews			2 yrs	Last administrative action
PM, SD			Change Management	Approved and rejected requests for change and related information; revised approved requests for change, change logs, configuration charts, scheduling changes, evaluation of change reports; architecture updates (for maintenance changes), changes to architecture framework and principles; request for architecture work, plans, process documents, RACIs, business scenarios, templates, gap analysis documents, user guides, SDLC documentation (project schedules, other project related documents); continuous improvement reports & documents, CCB and CAB Records of Decision and impact assessments			2 yrs	Policies: superseded; Administrative IRs: last action

PM, SD, CTO			Release Management/ Configuration Management	Master release schedule, software/hardware inventory, configuration database, back-out plans, testing reports, testing protocols, UAT test case studies, reports from UAT, user guides, release plans, release procedures, communications related to releases, training material, reports on releases, stakeholder requirements, detailed design specifications, Certification Evidence Report, Accreditation/De-accreditation Letter, Concept of Operations (CONOPS) documents			2 yrs	File closure

PROGRAM/SERVICE INFORMATION	
Organization:	Accommodation & Real Property Services
Centre/Directorate:	Federal Accommodation/Federal Holdings/Real Property Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.					(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the retained; these are comprised of a retention period and retention trigger			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Functions	Activity	Sub-Activity	Business	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Program Management Sector - Policy and Governance Directorate		Business Management Model Design	RP-2-010		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Program Management Sector - Policy and Governance Directorate		Real Property Governance Framework	RP-2-010		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Program Management Sector - Policy and Governance Directorate		Terms of References for Committees	RP-2-010		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	Program Management Sector - Federal Accommodation and Holdings Program		Funding Protocol	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	Program Management Sector - Federal Accommodation and Holdings Program		Record of Quasi-Stat Submission	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	Program Management Sector - Federal Accommodation and Holdings Program		Program Alignment Architecture (PAA)	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	Program Management Sector - Federal Accommodation and Holdings Program		Funding Arrangements	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Program Management Sector - Policy and Governance Directorate		Recommendations or advice (in the form of comments, track changes or email)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Records of Consultation	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Records of Decision (RODs)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Analysis Studies	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Policy Impact Analysis	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Background Research	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Program Management Sector - Policy and Governance Directorate		Policy Instrument Drafts	RP-2-030-01		7 years	Cancellation/Revision of Policy

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Service Program Management Directorate / Policy and Governance Directorate		Final versions of procedure	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Service Program Management Directorate / Policy and Governance Directorate		final version of directive	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Policy and Governance Directorate		final version of policy	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Policy and Governance Directorate		information session brochure	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Policy and Governance Directorate		communiqué	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Policy and Governance Directorate		manuals	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Program Management Sector - Policy and Governance Directorate		policy implementation templates	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Program Management Sector - Policy and Governance Directorate		Key Performance Indicators (KPIs)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Program Management Sector - Policy and Governance Directorate		Client feedback evaluation report	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Program Management Sector - Policy and Governance Directorate		Agendas	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Program Management Sector - Policy and Governance Directorate		Meeting minutes/ Records of Decision (RODs)	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Program Management Sector - Policy and Governance Directorate		Policy Steering Committee (PSC) - Terms of Reference (ToR)	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Program Management Sector - Policy and Governance Directorate		Presentations	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Planning and Reporting	Program Management Sector - Policy and Governance Directorate		Policy Work Plan	RP-2-030-03		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Manage Space Envelope Data	Space envelope report	RP-2-080-04-1		25 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Manage Space Envelope Data	Converted Space envelope report Report	RP-2-080-04-1		25 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Respond to Information Requests and Ad-hoc Reporting	Space Envelope Information Management System Reports	RP-2-080-04-2		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Respond to Information Requests and Ad-hoc Reporting	Request for Information Research Report	RP-2-080-04-2		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Space Envelope Regime Best Practices	Best Practice	RP-2-080-04-4		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Space Envelope Regime Best Practices	Procedures	RP-2-080-04-4		5 years	Fiscal Year End

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Space Envelope Regime Best Practices	Space Envelope Billing and Reporting Templates	RP-2-080-04-4		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Space Envelope Regime Best Practices	Training presentation Decks	RP-2-080-04-4		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Client Management and Billing	Occupancy Instrument System (OIS) Reports	RP-2-080-04-5		25 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Program Management Sector - Federal Accommodation and Holdings Program	Client Management and Billing	Bill Invoices for overspends	RP-2-080-04-5		25 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Advice and Guidance (Issue Management)	Program Management Sector - Policy and Governance Directorate			RP-2-100-01		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Advice and Guidance (Issue Management)	Program Management Sector - Service Program Management Directorate		Guidance and Advice (Email)	RP-2-100-01		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Analysis of Business Case for RPIB & Sub-RPIB	Program Management Sector - Service Program Management Directorate		Business Cases	RP-2-100-02		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Review of TB Submissions	Program Management Sector - Service Program Management Directorate		TB Submissions	RP-2-100-03		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Review and Contribute to Memoranda to Cabinet	Program Management Sector - Service Program Management Directorate		Memorandum to Cabinet	RP-2-100-04		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Establishing Budgets and Rates for Service	Program Management Sector - Service Program Management Directorate		Budgets	RP-2-110-02		12 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Establishing Budgets and Rates for Service	Program Management Sector - Service Program Management Directorate		Budget templates	RP-2-110-02		2 years	New Version of document
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Establishing Budgets and Rates for Service	Program Management Sector - Service Program Management Directorate		Report of Hourly Billable Rates	RP-2-110-02		12 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Annual Reference Level Update (ARLU)	RP-2-110-03		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Main Estimates	RP-2-110-03		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Supplementary Estimates	RP-2-110-03		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Capital Budget	RP-2-110-03		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		ADM Presentations	RP-2-110-03		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Government Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Building Inventory List	RP-2-110-03		20 years ?	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Budget Plan	RP-2-110-04		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Budget Initial Allocation report	RP-2-110-04		10 years	Current Year

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Budget Management Performance Accord+	RP-2-110-04		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Budgetary Activities	Program Management Sector - Federal Accommodation and Holdings Program		Resourcing Calendar	RP-2-110-04		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Management	Program Management Sector - Federal Accommodation and Holdings Program		Budget Reallocation report	RP-2-110-05		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Management	Program Management Sector - Federal Accommodation and Holdings Program		Budget Adjustment Requests	RP-2-110-05		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Management	Program Management Sector - Federal Accommodation and Holdings Program		Reserve report	RP-2-110-05		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Monitoring & Oversight	Program Management Sector - Federal Accommodation and Holdings Program		Departmental Management Report - Monthly Review	RP-2-110-06		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Monitoring & Oversight	Program Management Sector - Service Program Management Directorate		RP Financial Analysis Tool	RP-2-110-06		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Monitoring & Oversight	Program Management Sector - Service Program Management Directorate		Financial Performance Memos	RP-2-110-06		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Monitoring & Oversight	Program Management Sector - Service Program Management Directorate		Financial Statements	RP-2-110-06		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Monitoring & Oversight	Program Management Sector - Service Program Management Directorate		Year-end Reports and presentations	RP-2-110-06		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Reporting	Program Management Sector - Federal Accommodation and Holdings Program		Trends Analysis	RP-2-110-07		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Reporting	Program Management Sector - Federal Accommodation and Holdings Program		Year-End Actual Spending Report	RP-2-110-07		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	RP Financial Reporting	Program Management Sector - Policy and Governance Directorate		Quarterly Financial/Project Status Reports	RP-2-110-07		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Creation of Templates & Instructions	Program Management Sector - Federal Accommodation and Holdings Program		Financial Templates	RP-2-110-09		5 years	Superseded
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Creation of Templates & Instructions	Program Management Sector - Federal Accommodation and Holdings Program		Financial Template Procedures	RP-2-110-09		5 years	Superseded
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Capital Vote Definition	Program Management Sector - Federal Accommodation and Holdings Program		Business Processes	RP-2-110-08		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Capital Vote Definition	Program Management Sector - Federal Accommodation and Holdings Program		Capital Vote Structure Report	RP-2-110-08		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Fund Allocation Management	Capital Vote Definition	Program Management Sector - Federal Accommodation and Holdings Program		TB Guidelines	RP-2-110-08		20 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	NCA Portfolio Management		authorization of acquisition	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	NCA Portfolio Management		Project Complexity and Risk Assessment (PCRA)	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	NCA Portfolio Management		Preliminary and Simplified Project Plans (PPP/SPP)	RP-1-010		10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA Portfolio Management - Owner Investor (OI)	Transfer Asset Administration	Roles & Responsibilities Report (Record of Accountabilities and Responsibilities)	RP-1-020-01-4		10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA Portfolio Management - Accommodations Management	Administer Asset with Special Considerations	license authorization	RP-1-020-01-5		10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	NCA Portfolio Management - Accommodations Management	Manage Traffic Control, Grounds & Parking	parking advice and guidance	RP-1-020-02-8		5 years	Date of Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Notice of excess	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Technical Analysis and Study reports	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		risk assessment	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Briefing Notes	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Business Case	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		RODS - meetings with stakeholders (OGD, Provincial, Municipal)	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Formal evaluation of offers	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Real Estate Online (REO) web site content	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Disposition	NCA Portfolio Management		Letter to Municipality/Province	RP-1-030		10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Dispose of Asset	NCA Portfolio Management		record of authorization/acceptance of surrender or resolution of lease	RP-1-030		7 years	expiry of lease or any renewal/option thereof.
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Dispose of Asset	NCA Portfolio Management		record of authorization of relinquishment of license	RP-1-030		7 years	expiry of lease or any renewal/option thereof.
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Close-out Disposition	NCA Portfolio Management		Transfer Agreement	RP-1-030		7 years	
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Close-out Disposition	NCA Portfolio Management		ROD (final approvals and authorizations)	RP-1-030		7 years	
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Close-out Disposition	NCA Portfolio Management		property transfer documentation	RP-1-030		7 years	
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Close-out Disposition	NCA Portfolio Management		negotiation records	RP-1-030		7 years	
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Statement of Requirements (SOR)	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Statement of Requirements Approval (SORA)	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Preliminary Project Plan (PPP)	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Preliminary Project Plan Approval (PPPA)	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Project Charter (PC)	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Project Charter Approval (PCA)	RP-1-040		7 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Planning Meeting Minutes	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Response to Media	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Speaking Notes for the Minister	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Public Notices	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Budget	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Schedule	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Project Scope (Plan)	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		External Progress Report	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Internal Progress Report	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Photos	RP-1-020-02-16		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Project Commissioning	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Record of Consultations (Negotiations)	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Canadian Environmental Assessment Act (CEAA) Screening and Monitoring	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Federal Heritage Review Buildings Office (FEBRO) Report	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA PM Sector - NCA Project Development Directorate		Sustainable Development Strategy	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		Best offer evaluation and selection report	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		lease tender documents	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		market survey reports	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		market analyse reports	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		Record of lease negotiation	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Real Estate Services		Record of fit-up contract negotiation	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Accommodations Management		revised Lease Project Approval (LPA)	RP-1-050		10 years	Disposition of Asset

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Accommodations Management		Direct Negotiation Waiver	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Accommodations Management		Lease Project Approval (LPA)	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA Portfolio Management - Owner Investor (OI)		Lease covenant/condition report	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA Portfolio Management - Real Estate Services		leasing final approvals	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA Portfolio Management - Real Estate Services		project management records	RP-1-050		10 years	Expiry of Lease
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA Portfolio Management - Real Estate Services		signed instrument, act, licence or plan - Lease Project Approval	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA Portfolio Management - Real Estate Services		lease	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA Portfolio Management - Real Estate Services		Lease Compliance Report	RP-1-050		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		NCA Portfolio Management - Accommodations Management		signed written request for exemption	RP-1-060-10		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	NCA Portfolio Management - Owner Investor (OI)		National Investment Strategy	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	NCA Portfolio Management - Owner Investor (OI)		National Portfolio Plan	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	NCA Portfolio Management - Owner Investor (OI)		RP Investment Frameworks	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	NCA Portfolio Management - Owner Investor (OI)		Record of Quasi-Stat Submission	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	NCA Portfolio Management - Owner Investor (OI)		Funding Arrangements	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Oversee RP Financial Frameworks	NCA Portfolio Management - Owner Investor (OI)		Funding Protocol	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	NCA Portfolio Management - Owner Investor (OI)		Long Term Vision Plan (LTVP)	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	NCA Portfolio Management - Owner Investor (OI)		Community-Based Investment Strategy	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	NCA Portfolio Management - Owner Investor (OI)		Regional Investment Strategy	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to investment Strategies	NCA Portfolio Management - Owner Investor (OI)		Compliance Reports	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	NCA Portfolio Management - Owner Investor (OI)		Optimize Cost Savings Reports	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	NCA Portfolio Management - Owner Investor (OI)		National Investment Strategy	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development		NCA Portfolio Management - Owner Investor (OI)		recommendations for improvements to policy and procedure	RP-2-030		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	NCA Portfolio Management	Program Oversight & Committees	Records of Decision (RODs)	RP-2-040-1		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	NCA Portfolio Management	Program Oversight & Committees	Terms of Reference (TORs)	RP-2-040-1		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	NCA Portfolio Management	Program Oversight & Committees	Committee meeting minutes	RP-2-040-1		6 years	From Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Plan & Conduct Asset Performance Review	Asset Performance Assessment	RP-1-020-01-1		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Plan & Conduct Asset Performance Review	Asset Performance Assessment Benchmarks	RP-1-020-01-1		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Plan & Conduct Asset Performance Review	Quality Assurance (QA) review of Building Performance Review	RP-1-020-01-1		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Asset Management Plan (AMP)	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Asset Management Plan (AMP) development advice	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	asset-related evaluation data	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Facility Condition Index and other Key Performance Indicators (KPIs)	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Long term asset management plan	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Asset Performance Monitoring Report	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Building Management Plan (BMP)	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	record of clients consultations	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	site development and urban design analysis report	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Review of Asset Management Plan (AMP)	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Capital Asset Planning System (CAPS) reports	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	signed Quality Assurance (QA) reviews of Building Management Plan (BMP) project work plan listings	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	audits of Building Management Plan (BMPs)	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Conduct Asset Management Planning	Compliance and Design Review reports - Workplace 2.0	RP-1-020-01-2		10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Transfer Asset Administration	Transfer and Acceptance of Administration	RP-1-020-01-4		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA-OPS - PTS	Transfer Asset Administration	Transfer of Mortgage	RP-1-020-01-4		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	NCA-OPS - PTS	Inspect Property or Asset	building and structural elements inspection reports	RP-1-020-02-4		10 years	Upon creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	NCA-OPS - PTS	Inspect Property or Asset	building and structural elements testing reports	RP-1-020-02-4		10 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	NCA-OPS - PTS	Safety & Security Services	building emergency plan	RP-1-020-02-10		10 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	NCA-OPS - PTS	Safety & Security Services	control of access measures	RP-1-020-02-10		10 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA-OPS-PTS		bid advice	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up	NCA-OPS - PTS - Architecture & Interior Design		Refit feasibility study	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up	NCA-OPS - PTS - Architecture & Interior Design		options analysis report	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up	NCA-OPS - PTS - Architecture & Interior Design		refit work inspection records	RP-1-040		7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Architecture & Engineering Design Services	NCA-OPS - PTS - Architecture & Interior Design		Specifications Survey Reports	RP-1-060-03		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Architecture & Engineering Design Services	NCA-OPS - PTS - Architecture & Interior Design		Project Plans	RP-1-060-03		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Architecture & Engineering Design Services	NCA-OPS - PTS - Architecture & Interior Design		Project Specifications	RP-1-060-03		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Architecture & Engineering Design Services	NCA-OPS - PTS - Architecture & Interior Design		Asset Drawings	RP-1-060-03		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Urban Design Services	NCA-OPS - PTS - Architecture & Interior Design		control of access measures	RP-1-060-04			Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Urban Design Services	NCA-OPS - PTS - Architecture & Interior Design		consideration of height restrictions reports	RP-1-060-04			Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Urban Design Services	NCA-OPS - PTS - Architecture & Interior Design		view preservation plans	RP-1-060-04			Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Urban Design Services	NCA-OPS - PTS - Architecture & Interior Design		site plans	RP-1-060-04			Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Urban Design Services	NCA-OPS - PTS - Architecture & Interior Design		wind force analysis report	RP-1-060-04			Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS		outdoor space designs	RP-1-060-05		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS		working drawings and specifications	RP-1-060-05		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS		landscape maintenance procedures	RP-1-060-05		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS		climatic review report	RP-1-060-05		10 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	geological review report	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	hydrographic review report	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	utility and services review report	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	Record of site selection	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	visual analysis report	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	landscaping work inspection reports	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Landscape Design and Site Development Services	NCA-OPS - PTS	advice - Issues and Improvements recommendations	RP-1-060-05	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Building Data Capture (3D Scan) - DATA SET	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Electronic drawings - AutoCAD (CAD) etc.	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Map (Record of property/asset boundary description)	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	extent of title report	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	extent of title plan	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Client Accommodation Requirements Questionnaire (CARQ)	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	boundary request assessment	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Record of challenge to boundary request	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Record of alternative solutions to boundary request	RP-1-060-06	10 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		record of escalation of boundary request	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		tenant department authorization	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Level 1 & 2 authorization letter (ADM to ADM)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Level 3 & 4 authorization letter (DM to DM)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		acknowledgement of receipt of authorization letter	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Statement of Requirements (SoR)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Preliminary Project Plan (PPP)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Investment Analysis Report (IAR)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		record of transmission	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Business Requirements Document - RP-GEOBOUND-PROC	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		business processes - RP-GEOBOUND-PROC	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		portfolio investment recommendations (IAR)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Project Complexity And Risk Assessment - RP-GEOBOUND-PROC	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		leasing recommendations - RP-GEOBOUND-PROC	RP-1-060-06		10 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	geodetic positioning surveys	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Cadastral Plan	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Certificate of Title Correspondence - Notes	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Certificate of Title Correspondence - Reports	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Land Title Explanatory Drawing	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Land Ownership Inventory Report	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Survey Plan	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Surveyor's Real Property Report	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Building Location Survey	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	Surveyors Report	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	land title advice	RP-1-060-06	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services	legal land survey	RP-1-060-06	10 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		position control surveys	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		position monitoring surveys	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		pre-design topographic plan	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		topographic survey	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		post construction Topographic plan	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Geospatial Data Repository reports	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		maps	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		GIS Imagery / Remote Sensing Images	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Project Charter	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Project plan	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Project proposal	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Statement of Work (SOW)	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Geomatics Services	NCA-OPS - PTS - Geomatics Services		Project Budget	RP-1-060-06		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Hydrographic Advisory Services	NCA-OPS - PTS - Geomatics Services		hydrographic field studies	RP-1-060-07		10 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Hydrographic Advisory Services	NCA-OPS - PTS - Geomatics Services		dredging surveys	RP-1-060-07		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Hydrographic Advisory Services	NCA-OPS - PTS - Geomatics Services		marine area surveys	RP-1-060-07		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Hydrographic Advisory Services	NCA-OPS - PTS - Geomatics Services		waterway surveys	RP-1-060-07		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Hydrographic Advisory Services	NCA-OPS - PTS - Geomatics Services		records of major water-related hazards	RP-1-060-07		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		interior finish designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Ergonomics designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Acoustic designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Thermal conditions assessments	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Ventilation designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Lighting designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Security plans	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Space & circulation plans	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Way finding plans	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Office plants designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Interior Design Services	NCA-OPS - PTS - Architecture & Interior Design		Colour psychology analysis Workstation designs	RP-1-060-08		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Technical Guidance & Advisory	NCA-OPS - PTS - Mechanical and Electrical Engineering		Technical review of documents (track changes documents, etc.)	RP-1-060-12		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Technical Guidance & Advisory	NCA-OPS - PTS - Mechanical and Electrical Engineering		Technical advice	RP-1-060-12		10 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Technical Guidance & Advisory	NCA-OPS - PTS - Mechanical and Electrical Engineering		Record of Decision (Correspondence)	RP-1-060-12		10 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	NCA-OPS - PTS - Architecture & Interior Design		Technical Conservation Advice	RP-1-060-15		80 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	NCA-OPS-PTS		Technical Input (Studies, Emails, Track changes)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Program Oversight & Committees	Committee meeting minutes	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Program Oversight & Committees	Records of Decision (RODs)	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Program Oversight & Committees	Terms of Reference (TORs)	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Quality Management	Process Maps	RP-2-040-02		3 years	New Version Created
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Quality Management	Quality Management Templates	RP-2-040-02		3 years	New Version Created
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Quality Management	Guidance Documents	RP-2-040-02		3 years	New Version Created
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	NOVUS process mapping	RP-2-040-03		5 years	From Creation
		1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	Requirements analysis & assessment	RP-2-040-03		5 years	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	Case Studies	RP-2-040-03		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	Program Management Plan	RP-2-040-03		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	Program Design Analysis	RP-2-040-03		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Design	Records of Decision (RODs)	RP-2-040-03		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Implementation	Presentations	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Implementation	Processes Maps and Descriptions	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs & Solutions Implementation	Training Binders	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs Maintenance	Internal Audit Records	RP-2-040-05		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Programs Maintenance	Management Reviews	RP-2-040-05		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Statement of Requirements (SOR)	RP-2-040-06		7 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Planning Meeting Minutes	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Response to Media	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Ministerial Response	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Public Notices	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Budget	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Schedule	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Scope plan	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	External Progress Report	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Internal Progress Report	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Photos	RP-1-020-02-16		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Project Commissioning Report	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Record of Consultations (Negotiations)	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Canadian Environmental Assessment Act (CEAA) Screening and Monitoring	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Federal Heritage Review Buildings Office (FEBRO) Report	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS - Geomatics Services	Special Initiatives	Sustainable Development Strategy	RP-2-040-06		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Stakeholder Engagement	Record of Decision (Correspondence)	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Stakeholder Engagement	Presentations	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA OPS Professional and Technical Services Management	NCA-OPS - PTS	Work Management	Work plans	RP-2-040-08		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Strategy and Planning		NCA-OPS - PTS - Architecture & Interior Design		review of Real Property organizational capacity	RP-2-070		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Strategy and Planning		NCA-OPS - PTS - Architecture & Interior Design		capacity-based limits reports	RP-2-070		10 years	Current Year

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Strategy and Planning		NCA-OPS - PTS - Architecture & Interior Design		record of approval of capacity-based limits	RP-2-070		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Strategy and Planning		NCA-OPS - PTS - Architecture & Interior Design		record of delivery of attestation of capacity to TB	RP-2-070		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	NCA-OPS - PTS - Architecture & Interior Design		Accommodation planning feasibility Study	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	NCA-OPS - PTS - Architecture & Interior Design		Statement of Requirement (SOR) - accommodation planning - review and input	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	NCA-OPS - PTS - Architecture & Interior Design		Asset Planning Design specifications	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Project Review Advisory Committee (PRAC) Terms of Reference	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Project Review Advisory Committee (PRAC) Review & Approval Process & Procedures	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Project Review Advisory Committee (PRAC) Meeting Schedules	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Project Review Advisory Committee (PRAC) Meeting Agenda	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Project Review Advisory Committee (PRAC) Meeting - Records of discussion / record of decisions	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Environmental Management Plan	RP-1-020-02-16		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	NCA OPS - All Real Property Teams & Operational Support Services		Environmental Compliance Reports	RP-1-020-02-16			Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Intergovernmental Affairs	Duty to Consult	NCA OPS - RP Team 1 - Leased Purchase Sale Leaseback		Records of Consultation	RP-2-060-01			
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Intergovernmental Affairs	Duty to Consult	NCA OPS - RP Team 1 - Leased Purchase Sale Leaseback		Records of Compliance with Nunavut Land Claims Agreement	RP-2-060-01			
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback		Letter -covenant/condition restricting or controlling use	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback		Contract -covenant/condition restricting or controlling use	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback		MOU - covenant/condition restricting or controlling use	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Asset Performance Monitoring Report (APMR)	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	RPI Asset Performance Assessment Benchmarks	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Building Condition Report (BCR)	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Quality Assurance review of asset condition reports	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Revenue Opportunity Analysis report	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Financial Analysis Report	RP-1-020-01-1		10 years	After last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	NCA OPS - All Real Property Teams	Plan & Conduct Asset Performance Review	Impact Assessment Reports	RP-1-020-01-1		10 years	After last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Feasibility report	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Investment Analysis Report (IAR)	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Project Complexity Risk Analysis (PCRA) Report	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Project Plans	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Financial Analysis	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Revised Lease Project Approval (LPA)	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Statement of Requirements,	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Space Allocation Calculator	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Planning & Implementation Services	NCA OPS - All Real Property Teams		Space Measurement Request	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		lease	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Lease amendments	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Sub-Lease Agreement (SALI)	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Lease Compliance Report (LCR)	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Lease Compliance Report(LCR) Feedback Report	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Lease Condition Report	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		audits statements	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Tenant Correspondence	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Tenant Advisories	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		record of payments	RP-1-050		10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		Additional services value estimate report			10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	NCA OPS - All Real Property Teams		landlord compliance assessment report			10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		NCA OPS - All Real Property Teams	Energy and Utilities Services	Energy Management Incentive and Subsidy Documents	RP-1-060-01		5 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		NCA OPS - All Real Property Teams	Energy and Utilities Services	energy use assessment reports	RP-1-060-01		5 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		NCA OPS - All Real Property Teams	Energy and Utilities Services	energy use recommendations	RP-1-060-01		5 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Management & Oversight	NCA OPS - Real Property Team - Alternative Forms of Delivery		Contract Management Plan	RP-1-070		7 years	Contract End Date

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Project Invoicing Detail Report (PIDR) Review	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Results Letter	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Non-conformance report	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Opportunity for Improvement (OFI)	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Contractor Incentive Program (CIP) Target Letter	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Quality Management Reports & Audits/Inspections	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Quality Management Process / Procedures	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Contract Performance Measures	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Monitoring & Reporting	NCA OPS - Real Property Team - Alternative Forms of Delivery	Performance Monitoring Reports	RP-1-070	7 years	Contract End Date
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		NCA OPS - All Real Property Teams	Client Correspondence	RP-1-080	3 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		NCA OPS - All Real Property Teams	Meeting Minutes	RP-1-080	3 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	Annual reports on financial performance of asset	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	financial performance indicators	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	operational performance monitoring report	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	functional performance monitoring report	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	functional performance targets report	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	strategic value assessments	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	NCA OPS - All Real Property Teams	performance information review report	RP-2-010	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Intergovernmental Affairs	Duty to Consult	NCA OPS - RP Team 1 - Leased Purchase Sale Leaseback	Records of Consultation	RP-2-060-01		
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Intergovernmental Affairs	Duty to Consult	NCA OPS - RP Team 1 - Leased Purchase Sale Leaseback	Records of Compliance with Nunavut Land Claims Agreement	RP-2-060-01		
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS - Operational Support Services	Asset Tracking Spreadsheet	RP-2-090	Indefinitely	
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS - Operational Support Services	Building Management Plan (BMP) Call letter	RP-2-090	2 years	End fo Fiscal Year

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS -Operational Support Services		Building Management Plan (BMP) Supporting information records	RP-2-090		2 years	End to Fiscal Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS -Operational Support Services		Procedures	RP-2-090		2 years	Cancellation or revision of guidance information
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS -Operational Support Services		Supporting Data Spreadsheets	RP-2-090		2 years	Cancellation or revision of guidance information
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		NCA OPS -Operational Support Services		guidance or direction - emails	RP-2-090		2 years	Cancellation or revision of guidance information
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	Plan & Conduct Asset Performance Review	National Call Letter- Asset Performance Monitoring Report (APMR)	RP-1-020-01-1		10 years	After completion
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	Plan & Conduct Asset Performance Review	National Call Letter + Amendments - Building Management Plan (BMP)	RP-1-020-01-1		10 years	After completion
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	Plan & Conduct Asset Performance Review	National Call Letter Amendments - Building Management Plan (BMP)	RP-1-020-01-1		10 years	After completion
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Technical Guidance & Advisory	Professional and Technical Service Management Sector -Environmental Services Directorate		Technical Guidance and Instruction for Hazardous Waste Removal.	RP-1-060-12		10 years	End of Fiscal Year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Technical Guidance & Advisory	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management		Asset Performance Monitoring Report (APMR) Technical Reference	RP-1-060-12		5 years	After Last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Heritage Recording Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Historic Structures Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Conservation Guidelines	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Condition Assessment /Screening Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Monitoring Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Conservation Plan	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Heritage Conservation Review Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		AutoCAD(CAD) Drawings	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Quality Assurance Document Review Report	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Contract Terms of Reference (TOR)	RP-1-060-15		50 years	N/A
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Professional and Technical Service Management Sector -Heritage Conservation Services		Request for Proposal (RFP)	RP-1-060-15		50 years	N/A

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Storage Tank Management Advice	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Transportation of Dangerous Goods Manifest	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Hazardous Waste Removal Plan	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Halocarbon Phase out Plan	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Polychlorinated biphenyls (PCB) Management Plan	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Tank Management Plan	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Halocarbon Management Standard Operating Procedures (SOPs)	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Halocarbon management best practices	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Hazardous Waste Removal Report	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Halocarbon Management Report	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Environmental Regulations and Assessments	Polychlorinated biphenyls (PCB) Management Report	RP-1-060-16-3		8 years	End of Project
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services		Professional and Technical Service Management Sector -Environmental Services Directorate	Canada Labour Code - Building Environment Compliance	Compliance Reports	RP-1-060-16-4		8 years	End of Project
			REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application			Tank Decommissioning Report				
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Professional and Technical Service Management Sector		Policy advice	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Records of Decision (Correspondence)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Request for team Review	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Policy Drafts	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		record of approval	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Records of Consolation	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Minutes	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Professional and Technical Service Management Sector		Background Research Studies	RP-2-030-01		7 years	Cancellation/Revision of Policy

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Professional and Technical Service Management Sector		Information session handouts	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Professional and Technical Service Management Sector		manuals	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Professional and Technical Service Management Sector		tools	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Deploy approved policies and PRDs	Professional and Technical Service Management Sector		templates	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Professional and Technical Service Management Sector - Heritage Conservation Services		Review - Standard or Policy impact Heritage Conservation	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Professional and Technical Service Management Sector		Key Performance Indicators (KPIs)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Professional and Technical Service Management Sector		client feedback and suggested revisions	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Agendas	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Meeting Minutes	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Records of Decision (RODs)	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Terms of Reference (ToR) for Policy Steering Committee	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Briefing Notes	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Presentations	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Professional and Technical Service Management Sector		Records of Decision (Correspondence)	RP-2-030-02		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Planning and Reporting	Professional and Technical Service Management Sector		Policy Work Plan	RP-2-030-03		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Planning and Reporting	Professional and Technical Service Management Sector		Presentations	RP-2-030-03		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Development Quality Management and Oversight	Professional and Technical Service Management Sector		Policy Development Guidelines	RP-2-030-04		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Development Quality Management and Oversight	Professional and Technical Service Management Sector		Approval Process Instructions	RP-2-030-04		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector	Program Oversight & Committees	Records of Decision (RODs)	RP-2-040-01		6 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	Program Oversight & Committees	International Facility Management Association (IFMA) Membership Roster	RP-2-040-01			

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	Programs & Solutions Implementation	Building Management Plan (BMP) Management Analysis Template	RP-2-040-04		5 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector		Internal Audit Records	RP-2-040-05		5 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector		Management Review	RP-2-040-05		5 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector		Internal Audit Records	RP-2-040-05		5 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector	Stakeholder Engagement	Records of Decision (Correspondence)	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector	Stakeholder Engagement	presentations	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector	Stakeholder Engagement	Memorandum of Understanding (MOUs)	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - - Advisory and Practices- Project Delivery Directorate	Stakeholder Engagement	Brochures	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - - Advisory and Practices- Project Delivery Directorate	Stakeholder Engagement	Trade Show Displays	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - - Advisory and Practices- Project Delivery Directorate	Stakeholder Engagement	Magazines	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - - Advisory and Practices- Project Delivery Directorate	Stakeholder Engagement	Articles	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - Heritage Conservation Services	Stakeholder Engagement	Network Staff Directory	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector - Heritage Conservation Services	Stakeholder Engagement	Promotional Posters	RP-2-040-07		3 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector	Work Management	Statement of Work (SOW)	RP-2-040-08		5 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Professional and Technical Service Management Sector	Professional and Technical Service Management Sector -Advisory and Practices- Project Delivery Directorate	Knowledge Management	Report on Crown Owned Assets (History & Milestones)	RP-2-040-09		10 years	After Last Administrative Action
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management		advice and guidance	RP-2-090		5 years	New Version
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management		Guidance for Departments Requiring Tenant Service	RP-2-090		5 years	New Version
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Statement of Requirements (SOR)	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Statement of Requirements Approval (SORA)	RP-1-040		7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Real Property Investment Board (RPIB) Terms of Reference	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Real Property Investment Board (RPIB) Members List	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Real Property Investment Board (RPIB) Meeting Schedules	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Real Property Investment Board (RPIB) Meeting Agenda	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Real Property Investment Board (RPIB) Meeting - Records of discussion / record of decisions	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Accreditation	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Validation Checklists	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Internal Agreement	RP-1-040	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Plans / Design/ Reviews / Approval	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Drawings	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Reports	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Specifications	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Standards	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Studies	RP-1-020-02-16	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Requisition for Goods and Services and Construction Form (PWGSC 9200)	GC-3-020-02	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Signed Contract	GC-3-020-02	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Fair and Reasonable Review	GC-3-020-02	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Fee Proposals	GC-3-020-02	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams	Risk Management Plan - Pre-Approved Amount for Anticipated Amendments (PAAA)	GC-3-020-02	7 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Warranties	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Sub-Agreement for Lessee's Improvements (SALI)	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Change Orders	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Extension of Time	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Letter of Intent	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Contemplated Change Notice (CCN)	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Fit-up Compliance Monitoring Form	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Funding Documentation and Verification of Amount	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Memo from ADM to Director	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Memo from Director to DG	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Proposal by Lessor	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Goods Contract	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Risk for Goods and Services and Construction Form	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Signed Contract	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Fair and Reasonable Review	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Fee Proposals	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Risk Management Plan - Pre-Approved Amount for Anticipated Amendments (PAAA)	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Security Requirements Checklist (SRCL) and Security Clauses	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Terms of Reference (TOR)	GC-3-020-02		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Amendments	GC-3-020-02		7 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Canadian Environmental Assessment Act (CEAA) Screening and Monitoring	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	MCP Sector - All MCP Teams		Federal Heritage Review Buildings Office (FEBRO) Report	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management	Construction	MCP Sector - All MCP Teams		Sustainable Development Strategy	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	MCP Sector - Project Management Office		Delegation of authority	RP-2-010		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	MCP Sector - Project Management Office		validation of performance information documentation by business-line experts	RP-2-010		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Requirements analysis consultation documents	RP-2-040-03		1 year	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Requirements Assessment	RP-2-040-03		1 year	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Case studies	RP-2-040-03		1 year	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Records of Decision	RP-2-040-03		1 year	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	TBS Submission	RP-2-040-03		3 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Internal submission document	RP-2-040-03		3 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Design	Program Management Plan	RP-2-040-03		3 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Programs & Solutions Implementation	Correspondence (needs analysis)	RP-2-040-04		5 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Stakeholder Engagement	Memorandum of Understanding	RP-2-040-07		3 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Major Crown Projects	MCP Sector - Project Management Office	Stakeholder Engagement	Record of Decision	RP-2-040-07		3 years	Project Close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Risk Profiling	MCP Sector - Project Management Office		notification of new risks report	RP-2-050		5 years	Project close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Develop Risk Management plan	MCP Sector - Project Management Office		risk management plan	RP-2-050		5 years	Project close
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Estimates, Appraisals, and Valuation Services	Accommodation, Portfolio Management And Real Estate Services Sector - Valuation		Appraisals	RP-1-060-17		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Estimates, Appraisals, and Valuation Services	Accommodation, Portfolio Management And Real Estate Services Sector - Valuation		Estimates	RP-1-060-17		10 years	End of Fiscal year

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Partnership Development & Maintenance	Provide Project Advice	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services		Advice - Analysis	RP-1-090		7 years	End of project
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Partnership Development & Maintenance	Provide Project Advice	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services		Advice - Investment Portfolio	RP-1-090		7 years	End of project
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Partnership Development & Maintenance	Provide Project Advice	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services		Reports on Value for Money	RP-1-090		7 years	End of project
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Payment in Lieu of Taxes (PILT) Application	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Record of receipt or acceptance of Payment in Lieu of Taxes (PILT) Application	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Payment in Lieu of Taxes (PILT) application - Record of Decision	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Confirm Eligibility & Property Values	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Lease Schedule Report (R3)	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Confirm Eligibility & Property Values	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Valuation Review Report	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Tax class and tax rates report	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Payment in Lieu of Taxes (PILT) calculation report	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Schedule of Federal Property Values and Final Payment in Lieu of Taxes (PILT) Calculation (R1)	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Actual Cheque requisition	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Schedule of Frontage/Area and Service Charge Calculations (R2)	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Custodian Invoices	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Payments by Internal Order - Balance with Sigma (M10)	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Memorandum of Understanding (MOU)	RP-1-100		5 years	New version created
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Custodian Inventory report	RP-1-100		10 years	End of Fiscal year

	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Annual Reference Level Update (ARLU) forecasts to custodians	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Budget Estimate - Detail	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting		Current Estimate - Detail	RP-1-100		10 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services		research notes - Public-Private Partnerships (P3) Development	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services		Research summaries	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		research notes - industry and peer "good practices", industry trends	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		National Portfolio Board - Terms of Reference (ToR)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		National Portfolio Board - Reports to Real Property Management Committee (RPMC)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Regional Investment Boards Terms of Reference (TORs)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Real Property Investment Board (RPIB) - Terms of Reference (TORs)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		National Integrated Investment Plan (IIP) Implementation Network - Terms of Reference (TOR)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		National Integrated Investment Plan (IIP) Implementation Network - Meeting Minutes	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		National Integrated Investment Plan (IIP) Implementation Network - Records of Decision (RODs)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		integrated investment Plan (IIP)	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		integrated investment Plan (IIP) Revisions	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Lessons Learned	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		integrated investment Plan (IIP) Governance Structure	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		integrated investment Plan (IIP) Processes	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		integrated investment Plan (IIP) - Longterm Performance Measurements	RP-2-010		6 years	From Creation

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Integrated Investment Plan (IIP) -Investment Tracking spreadsheet	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	reviews - Internal Investment Management Boards project and strategy submissions	RP-2-010		6 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Key Performance Indicators (KPIs)	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Benchmarks - Real Estate Executive Board (REEB)	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Benchmarks -National Executive Forum on Public Property (NEFPP)	RP-2-010		7 years	End of Fiscal year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Community Based Investment Strategies	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Review - Regional Based Investment Strategies	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Review - Community Based investment Strategies	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	National Investment Strategy	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Review - National Investment Strategy	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Monitor & report on compliance to Investment Strategies	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Amendments - National Investment Strategy	RP-2-020		7 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Accommodation, Portfolio Management And Real Estate Services Sector - Payments In Lieu of Taxes Management & Consulting	Request For Legal Review	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Accommodation, Portfolio Management And Real Estate Services Sector - Payments In Lieu of Taxes Management & Consulting	Drafts for Legal Review	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Accommodation, Portfolio Management And Real Estate Services Sector - Payments In Lieu of Taxes Management & Consulting	Legal Opinions	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Accommodation, Portfolio Management And Real Estate Services Sector	Recommendation or Advice	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Accommodation, Portfolio Management And Real Estate Services Sector	Policy Instrument drafts	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Accommodation, Portfolio Management And Real Estate Services Sector	Records of Consultation	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Accommodation, Portfolio Management And Real Estate Services Sector	Records of Decision (Correspondence)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments	Accommodation, Portfolio Management And Real Estate Services Sector	Records of Decision	RP-2-030-01		7 years	Cancellation/Revision of Policy

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting / Public Private Partnership Development Advisory Services	Policy Impact Assessment & Analysis	RP-2-030-01		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting / Public Private Partnership Development Advisory Services	Request (rational) for update / revisions to policy	RP-2-030-01		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Quarterly & Yearly report - to DG and ADM	RP-2-030-01		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Accommodation, Portfolio Management And Real Estate Services Sector	Key Performance Indicators	RP-2-030-01		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy	Accommodation, Portfolio Management And Real Estate Services Sector	evaluation Client feedback	RP-2-030-01		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Request for Approval	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Agendas	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Meeting minutes	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Records of Decision (RODs)	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Policy Steering Committee - Terms of Reference TOR)	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Briefing Notes	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Presentations	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process	Accommodation, Portfolio Management And Real Estate Services Sector	Records of Decision (Correspondence)	RP-2-030-02		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Planning and Reporting	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Record of Approval	RP-2-030-03		7 years	New Version or Cancellation of Policy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Policy Planning and Reporting	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Policy Gaps/ Assessment	RP-2-030-03		7 years	New Version or Cancellation of Policy

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Programs Maintenance	Post occupancy evaluation	RP-2-040-05		5 years	Upon Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Special Initiatives	Advice (Fit-up Projects, and project Leadership project assistance)	RP-2-040-06		5 years	end of initiative
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Special Initiatives	Deficit Reduction Action Plan (DRAP) savings tracking spreadsheet	RP-2-040-06		5 years	end of initiative
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Request for Consultations	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Consultation Agenda	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	List of Invitees / required Subject Matter Experts (SMEs)	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Consultation Schedule	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Consultations correspondence	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Consultations - submissions	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Record of decisions (RODs)	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	Record of Discussion	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Stakeholder Engagement	post-Consultations analysis reports	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector	Stakeholder Engagement	Real Property Service Agreement	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector	Stakeholder Engagement	Memorandum of Understanding (MOU)	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector	Stakeholder Engagement	Presentations	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector	Stakeholder Engagement	Records of Decision (Correspondence)	RP-2-040-07		3 years	From Creation

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Stakeholder Engagement	Communiqué	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Stakeholder Engagement	Our Portfolio, Our Story - promotional story	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Stakeholder Engagement	Regional Engagement Strategy	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector	Work Management	Final Work Plan	RP-2-040-08		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Knowledge Management	Annual properties for Review Report (R4 Report)	RP-2-040-09		10 years	Upon Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Accommodation, Portfolio Management And Real Estate Services Sector	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Knowledge Management	Pictures of Spaces Fit-up to Workplace 2.0 Standards	RP-2-040-09		10 years	Upon Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Risk Management	Conduct Environmental Scan for Risk Management	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		environmental scans	RP-2-050		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Risk Management	Develop Risk Management plan	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Risk Management Strategy	RP-2-050		5 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Presentations	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Report on Crown Owned Properties (Our Properties Report)	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Sales Leaseback Annual Report	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Directory of Federal Real Property (DFRP) - national asset management information submissions	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Law Records Administration - national asset management information submissions	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Directory of Federal Real Property (DFRP) - Reports	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Law Records Administration - reports	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Stewardship and divestiture strategy - engineering assets	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Portfolio strategic action plans	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Advice - portfolio migration strategies	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Portfolio Stewardship Strategy	RP-2-080-02		10 years	Current Year

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	National Portfolio Strategy	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Regional Portfolio Strategies	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Record of Decisions (Correspondence)	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Review - Strategic Accommodation Action Plans	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Draft strategic Planning Process (NPB)	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	approved strategic Planning Process (NPB)	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	best practices	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	briefing presentations	RP-2-080-02		10 years	Current year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Guidance & Procedures	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	National Portfolio Management Plan	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Real Property Portfolio Strategic Planning Process	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Portfolio Management Guidance	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Review - Investment Analysis Reports	RP-2-080-02		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Reporting & Monitoring	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Real Property Portfolio Performance Assessment	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Reporting & Monitoring	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Benchmark reports - asset, regional, and national	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Reporting & Monitoring	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	Portfolio Performance Indicator Reports	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	Manage Space Envelope Data	Space Envelope Rates Report	RP-2-080-04-1	25 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Outreach and Education	Space envelope validation process	RP-2-080-04-3	5 years	Replaced by new version
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Client Management Best Practices	Expansion Control Framework (ECF) Conversion Guidelines	RP-2-080-04-4	5 years	Replaced by new version
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Client Management Best Practices	Space Envelope Standards	RP-2-080-04-4	5 years	Replaced by new version

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Manage the Space Envelope	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	Client Management Best Practices	Best Practices	RP-2-080-04-4		5 years	Replaced by new version
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Management & Advisory	Advice and Guidance (Issue Management)	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Record of Decision (Correspondence)	RP-2-100-01		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Review of TB Submissions		Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Recommendation and advice (track change documents, emails)	RP-2-100-03		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Review of TB Submissions		Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management		Review of Treasury Board Submissions	RP-2-100-03		7 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Business case	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Contract Strategy	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Supplier positioning Analysis Reports	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Contract Exit Strategy	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Requirements definition	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Procurement outcomes and objectives	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Market research report (pricing strategy, Service Level Agreement, contract durations, Terms of Reference)	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Consolidated procurement Plans	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Statement of Standard specifications	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Statement of Requirements (SOR)	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Statement of Requirements Approval (SORA)	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Request for Proposal / Request for Quotation / Request for Information	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Letter of Invitation / Instruction to suppliers	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Schedule of requirements	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Contract General terms and conditions	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Sample contract	RP-1-070		7 years	Contract End Date

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Contract Risk Reports	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Completed Requisition Form	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Standard Statement of Work	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Technical description - Terms of Reference, Statement of Work including design/drawings and technical specifications for works	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Standard Terms of Reference	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Governance Model	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Project Plan	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Work Breakdown Schedule	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		activities report	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Charters	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Position Papers	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Component of the Request for Proposal	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Asset Data Details and Summaries	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Newsletter	RP-1-070		2 years	Date Created
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Communiques	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Success Stories	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		Approved final and distributed e-mails	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		correspondence	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		memorandums	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Establishment	Alternate Forms of Delivery Sector		briefing notes	RP-1-070		7 years	Contract End Date

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Final Acceptance Review Report	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Financial Administration and Control	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Follow up plan	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Intermediate Acceptance Review	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Preliminary (Acceptance-in-principal)	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Major RP Contract Management	Contract Initiation	Alternate Forms of Delivery Sector		Acceptance Review Risk Dashboard	RP-1-070		7 years	Contract End Date
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Alternate Forms of Delivery Sector		Delegation of authority	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	Alternate Forms of Delivery Sector		Control and oversight regime, record of	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		Real Property Portfolio Performance Assessment	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		Annual report on financial performance of RPI	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		reevaluation of financial performance indicators	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		financial performance indicators (PWGSC Barometer financial performance indicators/reports)	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		operational performance monitoring, records of	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		functional performance monitoring, records of	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		functional performance targets	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		strategic value characteristics and questions	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		strategic value assessments	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		review of performance information	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		COMPLETED Performance Metric Templates	RP-2-010		5 years	Document finalized
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	Alternate Forms of Delivery Sector		validation of performance information documentation by business-line experts	RP-2-010		5 years	Document finalized

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs Maintenance	Alternate Forms of Delivery Sector		Records of Decision	RP-2-040-05		5 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Stakeholder Engagement	Alternate Forms of Delivery Sector		Memorandum of Understanding	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Stakeholder Engagement	Alternate Forms of Delivery Sector		Correspondence (emails, letters)	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Stakeholder Engagement	Alternate Forms of Delivery Sector		Communiqués	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	CCRPS RP Account Executive - Teams		needs analysis	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	CCRPS RP Account Executive - Teams		negotiation records	RP-1-010		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	CCRPS RP Account Executive - Teams		Needs analysis	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction	CCRPS RP Account Executive - Teams		Project plans	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up	CCRPS RP Account Executive - Teams		Fit-up analysis	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up	CCRPS RP Account Executive - Teams		Feasibility studies	RP-1-040		7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Analysis of issues and recommendations for improvements	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Intelligence reports	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client meeting reports	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client Satisfaction Scorecard	RP-1-080-03		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client feedback questionnaire	RP-1-080-03		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Annual client letters	RP-1-080-03		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client feedback questionnaire	RP-1-080-03		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Departmental Service Agreements (DSL)	RP-1-080-02		10 years	Fiscal Year End

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Master Level Agreements (MLA)	RP-1-080-02		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Service Level Agreements (SLA)	RP-1-080-02		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Memorandum of Understanding (MOUs)	RP-1-080-02		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Lease Admin Agreement	RP-1-080-02		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client Strategy	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Presentations	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Briefing Notes	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Statement of Requirements	RP-1-080-01		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Service Level Agreements (SLA)	RP-1-080-02		10 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Briefing Note	RP-1-080-03		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		issue tracking spreadsheet	RP-1-080-03		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client Engagement handouts	RP-1-080-04		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Records of Decisions	RP-1-080-04		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Meeting Minutes	RP-1-080-04		5 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client info sheets	RP-1-080-04		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Contact Lists	RP-1-080-04		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Client Correspondence	RP-1-080-04		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management		CCRPS RP Account Executive - Teams		Ministerial/ DM/ ADM correspondence	RP-1-080-05		3 years	Fiscal Year End
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	CCRPS Real Property Solution (RPSOL)		benchmarking exercise	RP-2-010		10 years	end of fiscal year

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	CCRPS Real Property Solution (RPSOL)		Real Property Institute of Canada reports	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	CCRPS Real Property Solution (RPSOL)		client service standards research report	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Conduct RP Research	CCRPS Real Property Solution (RPSOL)		Other Government Departments Portfolios research reports	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Establish & Implement RP Governance Structures	CCRPS RP Account Executive - Teams		Governance frameworks and terms of reference	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	CCRPS Real Property Solution (RPSOL)		strategic value assessments	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	CCRPS Real Property Solution (RPSOL)		Performance Metric Report	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	CCRPS Real Property Solution (RPSOL)		data integrity procedures	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Governance	Monitor RP Performance	CCRPS Real Property Solution (RPSOL)		Key Performance Indicators	RP-2-010		10 years	end of fiscal year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS RP Account Executive - Teams	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Terms of Reference	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Records of Decisions	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Presentations	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Agendas	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Minutes	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Business Rules	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Database Reports	RP-2-040-01		6 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Quality Management	Pricing Guidelines	RP-2-040-02		3 years	New Version Created
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS RP Account Executive - Teams	Programs & Solutions Implementation	Business Development Strategy	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Programs & Solutions Implementation	Strategic Direction for Revolving funds	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Programs & Solutions Implementation	Revolving fund monitoring report	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Programs & Solutions Implementation	Advice and Guidance correspondence (Emails)	RP-2-040-04		5 years	From Creation

	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Programs & Solutions Implementation	Presentations	RP-2-040-04		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS RP Account Executive - Teams	Programs Maintenance	Policy analysis and Implementation	RP-2-040-05		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Programs Maintenance	Program Evaluation forms	RP-2-040-05		5 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS Real Property Solution (RPSOL)	Special Initiatives	NOVUS- Training	RP-2-040-06		5 years	End of Initiative
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Client Concultance (CCRPS)	CCRPS RP Account Executive - Teams	Stakeholder Engagement	communications	RP-2-040-07		3 years	From Creation
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	CCRPS RP Account Executive - Teams		Request Threat & Risk Assessment (TRA)	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	CCRPS RP Account Executive - Teams		Correspondence (emails, letters)	RP-2-080-01		10 years	Project Close out
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	CCRPS RP Account Executive - Teams		long term accomodation plans	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	CCRPS RP Account Executive - Teams		Meeting Minutes	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Prop	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Accommodation Management Planning Services	CCRPS RP Account Executive - Teams		Records of Decision	RP-2-080-01		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Request for Quotation/ Request for Proposal (RFQ/ RFP)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		business case			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Preliminary Project Plan (PPP)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Preliminary Project Plan Approval (PPPA)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Project Charter (PC)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Project Charter Approval (PCA)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Feasibility Report (FR)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Feasibility Report Approval (FRA)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Preliminary Project Approval (PPPA)			7 years	Project Completion
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Energy Services Acquisition Directorate		Investment Analysis Report (IAR)			7 years	Project Completion

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Business Innovation and Integration Directorate		Special Initiative Sector (SIS) Communications Kit			3 years	from creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Business Innovation and Integration Directorate		Special Initiative Sector (SIS) Communications Plan			3 years	from creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Business Innovation and Integration Directorate		Special Initiative Sector (SIS) Communications Survey			3 years	from creation
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	Programs & Solutions Implementation	Special Initiatives Sector - Business Innovation and Integration Directorate		Templates			3 years	from creation

PROGRAM/SERVICE INFORMATION	
Organization:	Accommodation & Real Property Services
Centre/Directorate:	Federal Holdings (also see Federal Accommodation)
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity) the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.			(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).		(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the retained; these are comprised of a retention period and retention trigger.	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Functions	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	authorization of acquisition - INVESTMENT ANALYSIS REPORT	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	authorization of acquisition - MINUTES	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	authorization of acquisition - AGENDA	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	Studies	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	emails	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	analysis	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	business case	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	correspondence	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	documentation	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	framework	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	Investment Analysis Report (IAR)	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	Reports	RP-1-010		10 years	Disposition of Asset	
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition	Engineering Assets Strategy Sector	Work orders	RP-1-010		10 years	Disposition of Asset	

	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Asset Administration	Engineering Assets Strategy Sector Transfer Asset Administration	license admin transfer - another Minister	RP-1-020-01-4		10 years	Last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Asset Administration	Engineering Assets Strategy Sector Transfer Asset Administration	license admin transfer -another Minister	RP-1-020-01-4		10 years	Last Administrative Action
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Accidents and Incidents	report of vehicu+168:0681ar accident on government property	RP-1-020-02-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Accidents and Incidents	report of damage to government property due to a vehicular accident	RP-1-020-02-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Inspect Property or Asset	Inspections reports	RP-1-020-02-4		5 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	Governor in Council (GIC) approval of demolition of Kingsmere park building	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	record of maintenance	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	Planned Maintenance - National Tenant Satisfaction Survey Results	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	maintenance deferral risk mitigation strategy	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	open work orders	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	audit of open work orders	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	notice from Minister to renew/repair bridge	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	approval of order from Governor in Council (GIC)	RP-1-020-02-7-1		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	record of compliance with notice to renew/repair	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	record of dry dock maintenance	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	Governor in Council (GIC) authorization to take possession of dry dock due to lack of maintenance	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Repair & Maintain Property or Asset	record of expenditures to restore dry dock to working order	RP-1-020-02-7-2		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of parking permit issuance to client	RP-1-020-02-8		5 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of permit parking signage	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of time period signage	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of restricted parking signage	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of disabled parking signage	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	parking rate schedule	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of tenant parking lease	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	assessment of local parking market value	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	parking market rate review report	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of parking assignments	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	best-use of parking review report	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	parking policy and procedure review report	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	parking inventory advice and guidance	RP-1-020-02-8		10 years	Upon creation

	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	records of maintenance	RP-1-020-02-8		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of charges/tolls collected - dry dock	RP-1-020-02-8		2 years	End of lease
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	tariff of tolls or rates	RP-1-020-02-8		10 years	Change of asset status
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of submission of tariff rate by company	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	Governor in Council (GIC) directive	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	Governor in Council (GIC) approval of tariff	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of Governor in Council (GIC) disallowance of tariff or part of a tariff	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of substitute tariff rate submitted by company	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of substitute tariff fixed by Governor in Council (GIC)	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	record of Governor in Council (GIC) application for priority use of dry dock	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Manage Traffic Control, Grounds & Parking	annual statements filed by company responsible for dry dock	RP-1-020-02-8		10 years	Divestiture of asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Safety & Security Services	audit of health & safety projects	RP-1-020-02-10		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Safety & Security Services	Reports related to tenant health and safety issues	RP-1-020-02-10		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Safety & Security Services	environmental risk remediation report	RP-1-020-02-10		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Report on Asset	Risk Management Report	RP-1-020-02-12		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Report on Asset	Risk Analysis reports	RP-1-020-02-12		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Report on Asset	Memorandums to Cabinet	RP-1-020-02-12		10 years	Upon creation
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Maintain & Operate Asset	Engineering Assets Strategy Sector Technical Records Management	Technical Reports & Studies on Asset	RP-1-020-02-15		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition	Engineering Assets Strategy Sector	Notification of Surplus RPI	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition	Engineering Assets Strategy Sector	notice from government department of Intent to acquire surplus RPI for public purpose	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition	Engineering Assets Strategy Sector	disposal strategy for RPI classified as strategic surplus	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition	Engineering Assets Strategy Sector	business case for RPI classified as strategic surplus	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition	Engineering Assets Strategy Sector	disposition plan	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	authorization for disposal of federal Real Property	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Records of Decision	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Record of decision	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Operations plans	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Case Studies	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Risk Assessment	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Environmental Assessments	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Disposition consultation report	RP-1-030		10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Confidentiality agreements	RP-1-030		10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Draft agreements	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Contracts	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	Agreements	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of Minister of Justice approval of disposition instrument	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	terms and conditions of delivery of disposition instrument	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of Minister of Justice approval of Terms and Conditions for disposition	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of interest in surplus Real Property from priority organizations	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	written confirmation of interest from priority organizations	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of financial commitment supporting confirmation of interest	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	written confirmation of interest from Aboriginal Affairs and Northern Development Canada (AANCD)	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	archaeological and heritage assessment	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	market value assessment report	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of inheritance of grant/concession	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of Minister of Justice cancellation of defective grant	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of corrected grant issued in lieu	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset	Engineering Assets Strategy Sector	record of authorization of grant/concession to corporation	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	acceptance report of transfer of administrative responsibility from Crown	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	written agreement to transfer between Minister & agent corporation	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	record of sale or transfer of surplus RPI	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	Record or Minister of Justice approval of disposition	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	authorization report of surrender or resiliation of lease	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition	Engineering Assets Strategy Sector	authorization report of relinquishment of license	RP-1-030	10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	Engineering Assets Strategy Sector	covenant/condition restricting or controlling use of asset	RP-1-050	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	Engineering Assets Strategy Sector	lease	RP-1-050	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	Engineering Assets Strategy Sector	Lease Compliance Report	RP-1-050	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing/Letting Planning & Management	Lease Administration	Engineering Assets Strategy Sector	Lease Condition Report	RP-1-050	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Evaluation Services	Engineering Assets Strategy Sector	Evaluation Reports on accessibility		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Evaluation Services	Engineering Assets Strategy Sector	Evaluation Reports on accessibility exemption		10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Engineering Assets Strategy Sector	Parks Canada Consultations		80 years	From Creation
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Engineering Assets Strategy Sector	Heritage Buildings Options Analysis		80 years	From Creation
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Specialized Professional & Technical Services	Heritage Conservation Services	Engineering Assets Strategy Sector	Heritage Character Evaluation		80 years	From Creation

	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	Engineering Assets Strategy Sector	Community-Based Investment Strategy (CBIS)	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	Engineering Assets Strategy Sector	CBIS -Presentations	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	Engineering Assets Strategy Sector	CBIS - press releases	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	Engineering Assets Strategy Sector	CBIS - meeting minutes	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment Planning & Oversight	Establish & Implement RP Investment Frameworks	Engineering Assets Strategy Sector	CBIS - communication strategy	RP-2-020		10 years	Fiscal Year End
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs	Engineering Assets Strategy Sector	Advice and input into policy instrument (correspondence, track-change documents)	RP-2-030-01		7 years	Cancellation/Revision of Policy
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	RP Portfolio Planning & Oversight	Asset Portfolio Planning Services	Engineering Assets Strategy Sector	Portfolio Stewardship Strategy	RP-2-080-02		10 years	Current Year
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Engineering Assets Management Plans (EAMP) development advice	RP-2-090		10 years	New Version
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Engineering Assets Management Plans (EAMP) standards, processes & guidelines	RP-2-090		10 years	New Version
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Engineering Assets Management Plans (EAMP) policy and procedure updates	RP-2-090		10 years	New Version
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Engineering Assets Management Plans (EAMP) priority list	RP-2-090		10 years	New Version
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Property and Facility Manager Handbook	RP-2-090		10 years	New Version
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance		Engineering Assets Strategy Sector	Lease Administration Training Manual	RP-2-090		10 years	New Version

PROGRAM/SERVICE INFORMATION	
Organization:	Accommodation & Real Property Services
Centre/Directorate:	Payments in lieu of Taxes
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.		(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).		(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for th retained; these are comprised of a retention p	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Functions	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application		PILT Application			End of Fiscal year	Stakeholder Filled out by Realty Taxing Authority (RTA) Created in Web-based PILT Application Online Paper copy of the Application is kept in the filing cabinet. If the Application is Complete and Accepted (i.e. contains all necessary signatures, By-law etc.), it will be entered into the
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application		Record of receipt or acceptance of PILT Application			End of Fiscal year	Auto-reply message is sent to a RTA when Application is submitted electronically via PILT Applications Online.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Receive, Verify & Record Application		Record of changes that need to be made to PILT application			End of Fiscal year	When incomplete Application is received, Senior Valuation Officer (SVA), usually sends an email or makes a phone call to the RTA requesting the missing information. SVA will keep an email sent to the RTA, however, we do not keep any other record of changes that need to be made
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Confirm Eligibility & Property Values		Lease Schedule Report (R3)			End of Fiscal year	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Confirm Eligibility & Property Values		Valuation Review Report			End of Fiscal year	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities		Tax class and tax rates of each property			End of Fiscal year	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities		PILT calculation of each property			End of Fiscal year	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities		Schedule of Federal Property Values and Final PILT Calculation (R1)			End of Fiscal year	The purpose of this report is to provide information about property values, tax rates and PILT amounts by property and by tax class to Taxing Authorities for a specific tax year. Also included as part of the output, is a form letter, a notes page and payments details which will be sent out to the various Taxing Authorities. Generated from the PILT

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities		Actual Cheque requisition			End of Fiscal year	Either generated from the PILT System, or in some cases, manually created. Both formats: electronic and paper.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Compute PILT Amounts & Make Payments to Taxing Authorities		Schedule of Frontage/Area and Service Charge Calculations (R2)			End of Fiscal year	The purpose of this report is to provide Frontage & Area and Service Charge calculations and PILT amounts to the Taxing Authorities on their properties for a specific tax year,
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Custodian Invoices			End of Fiscal year	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Payments by Internal Order - Balance with Sigma (M10)			End of Fiscal year	This report displays payments by Internal Order, and it is used at the end of the fiscal year to balance the accounts with Sigma. Payments are identified by type, sorted by cheque requisition date and totaled by Internal Order number.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		MOUs			New version created	with OGDs and Crown Corporations and private organizations MOU concerning the Management of PILT (MOU PILT) Can be approved at Director, DG, and ADM level Working copy in word, Paper file kept as well as PDF of signed copy
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Custodian Inventory report detailing payments (C1)			End of Fiscal year	This report provides custodians with property values, PILT and payment amounts relating to their inventory. The report may be produced for either Fiscal Year or Tax Year. Is this the same as the PILT Property Inventory?
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Annual Reference Level Update (ARLU) forecasts to custodians			End of Fiscal year	This report details the three fiscal years of data: (a) the selected fiscal year ARLU Forecast, (b) the previous fiscal year Current Estimate, and (c) the Actual amount from 2 fiscal years back. The report provides detailed breakdown by property for a given facility within an organization for a Custodian Department.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Budget Estimate - Detail			End of Fiscal year	The report provides a detailed breakdown of the Budget Estimate calculations by property for a given facility within an organization for a Custodian Department.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	PILT Services	Client Relationship Management		Current Estimate - Detail			End of Fiscal year	The report provides detailed breakdown of the Current Estimate calculations by property for a given facility within an organization for a Custodian Department.

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs		Request For Legal Review				New version of policy or ca	Legal opinions on various PILT Initiatives (policy)
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs		Drafts for Legal Review				New version of policy or ca	Input for assisting DOJ with drafting Legal Opinion (policy)
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Provide guidance, advice and tools for development of policy and PRDs		Legal Opinions				New version of policy or ca	Legal opinions on various PILT Initiatives (policy)
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Develop policy instruments		Policy Instrument (document)				New version of policy or ca	Approved PILT policies
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy		Policy Impact Assessment & Analysis				New version of policy or ca	Analysis of Policy Change impacts
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Monitor & Evaluate Policy		Request (rational) for update / revisions to policy				New version of policy or ca	Policy review document
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process		Request for Approval				New version of policy or ca	Approval at various level
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Real Property (RP) Policy & Policy Related Document (PRD) Development	Manage Policy Approval Process		Record of Approval				New version of policy or ca	BN - approval from senior management
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Quarterly Reports				Upon Creation	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Requests from Taxing Authorities				Upon Creation	Taxing Authorities sends their requests to the PILT DAP Chairperson. We use the request to update the quarterly report.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Analysis of PILT DAP Members				Upon Creation	Individuals submit their CV according to the Merit of Criteria for a possible appointment to the PILT DAP.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	DAP Advice				Upon Creation	The PILT DAP Chairperson submits a report to the Minister once the hearing is done.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Correspondence with DAP Chair and Members				Upon Creation	Correspondence regarding DAP cases.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Case Management Reports				Upon Creation	Prepared by PILT Directorate for case management Meetings
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Issues Report				Upon Creation	Prepared by PILT Directorate for discussions with national office
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	DAP Case Status Report				Upon Creation	Prepared by National Office
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	TA DAP Report				Upon Creation	Prepared by taxing Authority for presentation before DAP hearing
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	DAP Members Status Report				Upon Creation	Prepared by National Office
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Program Oversight & Committees	Meeting Venue Contracts				Upon Creation	Prepared by National Office

	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Quality Management	Guidance (Bulletin)			Until Replaced by new version	Bulletins on various PILT subjects in order to assist SVA regional offices.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs & Solutions Design	Compliance / Evaluation reports			Until Replaced by new version	PILT monitoring / regional offices
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs & Solutions Implementation	Work plans (training)			Upon Creation	Process and training documents regarding preparing the workplans
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs & Solutions Implementation	Training			Until Replaced by new version	PILT Policy Information Session handouts
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs & Solutions Implementation	PILT application template			Until Replaced by new version	Business and Information Management Advisor and/or PIT Information and Operation Officer will make changes to the Application Forms, or will submit the request for changes to the Management Team
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs Maintenance	Request For Legal Review			Upon Creation	Legal opinions on various PILT initiatives (PILT issues)
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Programs Maintenance	Legal Opinions			Upon Creation	Legal opinions on various PILT initiatives (PILT issues)
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Request for Consultations			Upon Creation	Consultations on various subject including International studies.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Consultation Agenda(s)			Upon Creation	Policy review exercise
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	List of Invitees / required SMEs			Upon Creation	Stakeholder Invitations
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Consultation Plan(s) / Schedule(s)			Upon Creation	Internal and External to government
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Consultations correspondence			Upon Creation	Stakeholder Invitations
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Consultations - submissions / content input			Upon Creation	
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	Record of Discussion / Record of decisions			Upon Creation	Feedback and decisions from Consultation Session
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Stakeholder Engagement	post-Consultations analysis reports			Upon Creation	Analysis of results of consultations
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Work Management	Final Work Plan				List of properties that will have a valuation review in a given year. Type of review that will be performed, basic or valuation review.
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Programs Management & Oversight	Payment in Lieu of Taxes	Knowledge Management	Report send to taxing authority of what properties are going to be reviewed in a given year. R4 Report			Upon Creation	Generated from the PILT System Keeping paper copy in the filing cabinet Done by regions The purpose of this report is to advise Taxing Authorities prior to their Provincial Appeal Deadline Date which Properties PILT plans to review. Notification Letter generated with the report.

PROGRAM/SERVICE INFORMATION	
Organization:	Accommodation & Real Property Services
Centre/Directorate:	Parliamentary Precinct
Division/Offices:	Option: to create the schedule at the divisional level

OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business	Fonction	Activity	Sub-Activity	Business Process	Sub-Process	IRBV	Classification Structure		Retention Period	Retention Trigger
										File Classification Code	File Classification Code		
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			needs analysis			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			negotiation records			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			needs analysis			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			architectural evaluation			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			advice - recommended solution			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			building evaluation cost estimates			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			technical studies & reports			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			authorization of acquisition - INVESTMENT ANALYSIS REPORT			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			authorization of acquisition - MINUTES			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			authorization of acquisition - AGENDA			10 years	Disposition of Asset
	1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Studies			10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			emails			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			analysis			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			business case			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			correspondence			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			documentation			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			framework			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Investment Analysis Report (IAR)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Work orders			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			TB Submissions			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			authorization of acquisition			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Project Complexity and Risk Assessment (PCRA)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Preliminary and Simplified Project Plans (PPP/SPP)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Project Charter			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			records of negotiation			10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Feasibility studies			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			due diligence reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			requirements fit reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			needs analysis reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Briefing note			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			site selection options analysis report			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			site selection criteria report			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Technical Analysis and Study reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Investment Analysis Reports (IAR)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Business Cases			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Plan & Manage Acquisition			Investment management reports			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.3 Real Property Services	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset			Letter - covenant/condition restricting or controlling use			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.3 Real Property Services	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset			Contract - covenant/condition restricting or controlling use			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.3 Real Property Services	NCA OPS - RPT #1 - Lease Purchase - Sale leaseback	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Acquisition	Acquire Asset			MOU - covenant/condition restricting or controlling use			10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			authorization of acquisition			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			Land Titles			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			license			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			license authorization			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			needs analysis			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			Land Title			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Acquire Asset			documentation of transfer or sale			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			Investment Analysis Report (reference copy)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			Direct Negotiation Waiver			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			Lease Project Approval			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			record of decision (site selection for acquisition)			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			final agreements and titles			10 years	Disposition of Asset
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Acquisition	Close-out Acquisition			final approval acquisition			10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Preventative Maintenance - Records of Decisions	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Preventative Maintenance - Risk management meetings	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Preventative Maintenance - risk mitigation	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Preventative Maintenance - correspondence	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Tiring Tool guideline	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Life-cycle/Built quality report	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Asset Financial Performance report	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Operations and Management Rentable Meters squared calculation (O&M/m2r)	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Asset Vacancy reports	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Full Time Equivalent Rentable Meters squared calculation (m2r/FTE)	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Annual Work Program Report	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Benchmark report	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Plan & Conduct Asset Performance Review	Asset Planning database reports	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset Management Plan (AMP)	10 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset Management Plan (AMP) development advice	10 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	asset-related evaluation data
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Facility Condition Index and other Key Performance Indicators (KPIs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Long term asset management plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset Performance Monitoring Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Building Management Plan (BMP)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	record of clients consultations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	site development and urban design analysis report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Review of Asset Management Plan (AMP)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Capital Asset Planning System (CAPS) reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	signed Quality Assurance (QA) reviews of Building Management Plan (BMP) project work plan listings
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	audits of Building Management Plan (BMPs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Compliance and Design Review reports - Workplace 2.0

10 years	After Last Administrative Action
10 years	After Last Administrative Action
10 years	After Last Administrative Action
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10 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Building Management Plan (BMP)	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset Management Plans (AMP)	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset Management Strategy	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Capital Asset Planning System (CAPS) Reports	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Building Management Plan (BMP) Review	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Quality Assurance review reports of Building Management Plan (BMP) project work plan	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Correspondence (emails, letters)	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	studies, and analysis (for planning purposes)	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Briefing Notes	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Highest/Best-Use Assessment report	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Land Use Plans	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset-related Business Continuity Plans	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Emergency Plans	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Maintenance Plans	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	written recommendations for repairs and capital projects	10 years	After last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	energy use recommendation implementation plan	5 years	Upon creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Highest/Best-Use Assessments	10 years	After completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Land Use Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Asset-related Business Continuity Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Emergency Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Maintenance Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Infrastructure Development Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Conduct Asset Management Planning	Master Plans
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	Briefing Notes
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	correspondence
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	publications
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	communication strategies
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	Correspondence - letters
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	Briefing Notes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	Publications
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	bulletins
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Dedicate Asset to Public Purpose	communication strategies

10 years	After completion
10 years	After completion
10 years	After completion
10 years	After completion
10 years	After completion
10 years	After completion
3 years	Upon creation
3 years	Upon creation
3 years	Upon creation
3 years	Upon creation
3 years	Date of Last Administrative Action
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3 years	Date of Last Administrative Action
3 years	Date of Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		Transfer and Acceptance of Administration	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		Transfer of Mortgage	10 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		transfer notice	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		authorization of transfer notice	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		admin transfer - province	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		written notice of reversion to Crown	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		order in council	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		admin transfer - agent corporation	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		admin transfer - another minister	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		license admin transfer - another Minister	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		license admin transfer -another Minister	10 years	Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		Transfer agreements	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		operational transition plan	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Transfer Asset Administration		Roles & Responsibilities Report (Record of Accountabilities and Responsibilities)	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Plan & Manage Asset Administration	Administer Asset with Special Considerations		license authorization	10 years	After completion
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset			record of charges/tolls collected - dry dock	2 years	End of lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset			tariff of tolls or rates	10 years	Change of asset status
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset			record of submission of tariff rate by company	10 years	Divestiture of asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			Governor in Council (GIC) directive
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			Governor in Council (GIC) approval of tariff
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			record of Governor in Council (GIC) disallowance of tariff or part of a tariff
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			record of substitute tariff rate submitted by company
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			record of substitute tariff fixed by Governor in Council (GIC)
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			record of Governor in Council (GIC) application for priority use of dry dock
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset			annual statements filed by company responsible for dry dock
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Manage Accidents and Incidents		Incident Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Manage Accidents and Incidents		Incident Report Emergency Logistics
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Manage Accidents and Incidents		Incident Claim reports
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Manage Accidents and Incidents		report of vehicular accident on government property
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Manage Accidents and Incidents		report of damage to government property due to a vehicular accident
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Assess & Report on Compliance	Fire Compliance reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Assess & Report on Compliance	report on compliance with TBS Fire Protection Standard
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Assess & Report on Compliance	Certification from Fire Alarm Company
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Assess & Report on Compliance	correspondence - feedback from clients on Fire code violations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Maintain Fire Protection Equipment	records of fire equipment/systems maintenance
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Maintain Fire Protection Equipment	records of fire equipment/systems testing
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Maintain Fire Protection Equipment	records of fire equipment/systems inspection
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Maintain Fire Protection Equipment	Fire System Operation Manuals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Administration	Maintain & Operate Asset	Fire Protection	Fire Protection Coordination & Inv	Fire Notification/Incident Report

10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Divestiture of asset
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
3 years	Upon creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Energy and Utilities Services		
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		building emergency plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA OPS - PTS	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		control of access measures
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Site Specific Health and Safety Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Site Specific Health and Safety Plan Acceptance Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Building Emergency Plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Door Security Procedures
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Risk Management Report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Risk Analysis reports
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Safety & Security Services		Memorandums to Cabinet
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Tenant Alterations Services		Tenant request/work orders
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Tenant Alterations Services		request evaluation checklist
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Tenant Alterations Services		records of alterations performed
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Tenant Alterations Services		Specific Service Agreement
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Report on Asset		Request Threat & Risk Assessment (TRA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Report on Asset		Compliance Reports (Life Safety Systems, Environmental, Canada Labour Code, etc.),
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Report on Asset		Flood Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Report on Asset		Accessibility Reports
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	PILT Submission		PILT Application
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Equipment Management & Planning Services		Equipment Management Strategy

10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
10 years	Upon creation
5 years	Upon creation
5 years	Upon creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Equipment Management & Planning Services	Inventory Records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Equipment Management & Planning Services	Standard Operating Procedures (SOPs)
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Administration	Maintain & Operate Asset	Technical Records Management	Technical Reports & Studies on Asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Notification of Surplus RPI
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		notice from government department of intent to acquire surplus RPI for public purpose
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		disposal strategy for RPI classified as strategic surplus
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		business case for RPI classified as strategic surplus
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		disposition plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Notice of excess
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Technical Analysis and Study reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		risk assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		briefing notes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		business case
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		RODs - meetings with stakeholders (OGD, Provincial, Municipal)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Formal evaluation of offers
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Real Estate Online (REO) web site content
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Plan & Manage Disposition		Letter to Municipality/Province

5 years	Upon creation
5 years	Upon creation
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			authorization for disposal of federal Real Property
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Records of Decision
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Record of decision
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Operations plans
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Case Studies
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Risk Assessment
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Environmental Assessments
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Disposition consultation report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Confidentiality agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Draft agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Contracts
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			Agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			record of Minister of Justice approval of disposition instrument
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			terms and conditions of delivery of disposition instrument
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			record of Minister of Justice approval of Terms and Conditions for disposition
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			record of interest in surplus Real Property from priority organizations
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			written confirmation of interest from priority organizations
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			record of financial commitment supporting confirmation of interest
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			written confirmation of interest from Aboriginal Affairs and Northern Development Canada (AANCD)
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			archaeological and heritage assessment
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIONS	Asset Disposition	Dispose of Asset			market value assessment report

10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
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10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of Inheritance of grant/concession
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of Minister of Justice cancellation of defective grant
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of corrected grant issued in lieu
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of authorization of grant/concession to corporation
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			authorization for disposal of federal Real Property
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Records of Decision
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Record of decision
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Operations plans
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Case Studies
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Risk Assessment
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Environmental Assessments
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Disposition consultation report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Confidentiality agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Draft agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Contracts
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			Agreements
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of Minister of Justice approval of disposition instrument
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			terms and conditions of delivery of disposition instrument
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of Minister of Justice approval of Terms and Conditions for disposition
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			record of interest in surplus Real Property from priority organizations
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Dispose of Asset			written confirmation of interest from priority organizations

10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
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10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset

1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of financial commitment supporting confirmation of interest
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			written confirmation of interest from Aboriginal Affairs and Northern Development Canada (AANCD)
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			archaeological and heritage assessment
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			market value assessment report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of inheritance of grant/concession
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of Minister of Justice cancellation of defective grant
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of corrected grant issued in lieu
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of authorization of grant/concession to corporation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of authorization/acceptance of surrender or resolution of lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Dispose of Asset			record of authorization of relinquishment of license
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			acceptance report of transfer of administrative responsibility from Crown
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			written agreement to transfer between Minister & agent corporation
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			record of sale or transfer of surplus RPI
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			Record or Minister of Justice approval of disposition
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			authorization report of surrender or resiliation of lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			authorization report of relinquishment of license
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			Transfer Agreement
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			ROD (final approvals and authorizations)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Asset Disposition	Close-out Disposition			property transfer documentation

10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
7 years	expiry of lease or any renewal/option thereof.
7 years	expiry of lease or any renewal/option thereof.
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
7 years	
7 years	
7 years	

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Asset Disposition	Close-out Disposition			negotiation records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Needs analysis
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Project plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Statement of Requirements (SOR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Statement of Requirements Approval (SORA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Preliminary Project Plan (PPP)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Preliminary Project Plan Approval (PPPA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Project Charter (PC)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Project Charter Approval (PCA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Feasibility Report (FR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Feasibility Report Approval (FRA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Preliminary Project Approval (PPPA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Investment Analysis Report (IAR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Treasury Board Submission (PPA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Identification Close Out Document (ICOD)

7 years	
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Identification Close Out Document (ICOD) Approval	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Project Management Plan (PMP)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Project Management Plan Approval (PMPA)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Effective Project Approval (EPA)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Revised Investment Analysis Report (IAR)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			TB Submission (EPA)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Close Out Document (COD)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Close Out Document Approval (CODA)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Lessons Learned Documents	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Terms of Reference	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Members List	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Meeting Schedules	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Meeting Agenda	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Meeting - Records of discussion/ minutes	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Committee Meeting - Record of decisions	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Investment Management Board (IMB) Terms of Reference	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Investment Management Board (IMB) Members List	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Investment Management Board (IMB) Meeting Schedules	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Investment Management Board (IMB) Meeting Agenda	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Investment Management Board (IMB) Meeting - Records of discussion / record of decisions	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Complexity and Risk Assessment (record)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Review Advisory Committee (PRAC) Terms of Reference	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Review Advisory Committee (PRAC) Review & Approval Process & Procedures	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Review Advisory Committee (PRAC) Meeting Schedules	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Review Advisory Committee (PRAC) Meeting Agenda	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Review Advisory Committee (PRAC) Meeting - Records of discussion / record of decisions	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Risk Analysis	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Project Risk Profile	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Risk Mitigation Plan / Responsibilities	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Real Property Investment Board (RPIB) Terms of Reference	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Real Property Investment Board (RPIB) Members List	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Real Property Investment Board (RPIB) Meeting Schedules	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Real Property Investment Board (RPIB) Meeting Agenda	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Real Property Investment Board (RPIB) Meeting - Records of discussion / record of decisions	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Accreditation	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Validation Checklists	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Internal Agreement	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Plans / Design/ Reviews / Approval	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Drawings	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Reports	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Specifications	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Standards	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Studies	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Requisition for Goods and Services and Construction Form (PWGSC 9200)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Signed Contract	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fair and Reasonable Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fee Proposals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Risk Management Plan - Pre-Approved Amount for Anticipated Amendments (PAAA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Security Requirements Checklist (SRCL) and Security Clauses
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Terms of Reference
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Amendments
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Record of Approval
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Amendments - short forms (532)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Amendments - descriptions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fair and Reasonable Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fee Proposals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Drawings (33, 66, 99 and 100% copy)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Specifications
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Standards

7 years	Project Completion
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1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Studies	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Signed invoices	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Contractor Performance Evaluation Report Form (CPEF)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Claims	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Contract	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Risk for Goods and Services and Construction Form	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Addenda	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Bonding Certificate	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Clarification During Tender Period	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Construction Estimates	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Construction Time Frame	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Contractor Proposal	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Evaluation	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fair and Reasonable Review	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Form 500 Checklist	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		List of Bidders
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Site Instructions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Contemplated Change Notice (CCN)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Contractor Quotations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Fair and Reasonable Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Change Order Log
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Change Order (CO)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Approved Change Order
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Approved Short Form
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Signed Progress Payments
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Requisition for Progress Payment & Cost Breakdown Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Statutory Declarations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Field Reviews
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Site Specific Safety Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	RP Construction and Refit Ser	Construction		Site Tests

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1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Environmental Management Plan	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Environmental Reports	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Environmental Compliance Reports		Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Environmental Research Report	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Description of Environmental Samples	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Shop Drawings	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Technical Specifications	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Construction Commissioning Documents	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			As-built drawings	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Deficiency List	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Signed Certificate of Substantial Performance	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Budget	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Statutory Declarations	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Signed Certificate of Completion	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Ser	Construction			Consultant/Contractor Performance Evaluation Report (CPEPR)	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Claims
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Warranties
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Sub-Agreement for Lessee's Improvements (SALI)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Change Orders
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Extension of Time
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Letter of Intent
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Contemplated Change Notice (CCN)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Fit-up Compliance Monitoring Form
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Funding Documentation and Verification of Amount
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Memo from ADM to Director
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Memo from Director to DG
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Proposal by Lessor
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Goods Contract
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Risk for Goods and Services and Construction Form
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction				Signed Contract

7 years	Project Completion
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1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fair and Reasonable Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fee Proposals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Risk Management Plan - Pre-Approved Amount for Anticipated Amendments (PAAA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Security Requirements Checklist (SRCL) and Security Clauses
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Terms of Reference (TOR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Amendments
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Approved Short Forms
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Amendment Descriptions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fair and Reasonable Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Fee Proposals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Signed Invoices
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Consultant/Contractor Performance Evaluation Report (CPEF)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Claims
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Design Proposal
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Record of Consultations (Negotiations) / Decisions

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1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Consultation (Negotiation) coordination
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Consultation (Negotiation) Review (feedback)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Consultation (Negotiation) Approval
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Memorandum of Understanding
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Special Requirements
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Special Service Agreements (SSA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Record of Correspondence (Letter/Email)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Requests for Clarification
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Clarification Response
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Signed Invoices
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Contact List
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Access to Information and Privacy Act Request
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Communication Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Client Feedback Questionnaire
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - All MCP Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Presentations

7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
7 years	Project Completion
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7 years	Project Completion
7 years	Project Completion
7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Warranties	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Sub-Agreement for Lessee's Improvements (SALI)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Change Orders	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Extension of Time	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Letter of Intent	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Contemplated Change Notice (CCN)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Fit-up Compliance Monitoring Form	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Funding Documentation and Verification of Amount	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Memo from ADM to Director	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Memo from Director to DG	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Proposal by Lessor	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Goods Contract	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Risk for Goods and Services and Construction Form	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Signed Contract	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Fair and Reasonable Review	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Fee Proposals	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Risk Management Plan - Pre-Approved Amount for Anticipated Amendments (PAAA)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Security Requirements Checklist (SRCL) and Security Clauses	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Terms of Reference (TOR)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Amendments	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Serv	Construction			Approved Short Forms	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams & Operational Support Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Construction			Sustainable Development Strategy	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up			Fit-up analysis	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up			Feasibility studies	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up			Refit feasibility study	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up			options analysis report	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	RP Construction and Refit Services	Refit & Fit up			refit work inspection records	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Client Requirement Questionnaire (CARQ)	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Security Requirement Checklist (SRCL),	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Occupancy Instrument	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Lease Project Approval (LPA)	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Accessibility Waiver	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Direct Negotiation	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Feasibility report	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Investment Analysis Report (IAR)	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Project Complexity Risk Analysis (PCRA) Report	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Project Plans	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Financial Analysis	10 years	Expiry of Lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence Planning	Lease Planning & Implementation Services			Revised Lease Project Approval (LPA)	10 years	Expiry of Lease

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Statement of Requirements,
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Space Allocation Calculator
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Space Measurement Request
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Best offer evaluation and selection report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		lease tender documents
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		market survey reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		market analyse reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Record of lease negotiation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Record of fit-up contract negotiation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		revised Lease Project Approval (LPA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Direct Negotiation Waiver
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Lease Project Approval (LPA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Planning & Implementation Services		Lease covenant/condition report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration		lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration		Lease amendments
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration		Sub-Lease Agreement (SALI)

10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Compliance Report (LCR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Compliance Report(LCR) Feedback Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Condition Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			audits statements
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Tenant Correspondence
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Tenant Advisories
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			record of payments
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Additional services value estimate report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			landlord compliance assessment report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			covenant/condition restricting or controlling use of asset
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			lease
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Compliance Report
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Condition Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			leasing final approvals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			project management records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			signed instrument, act, licence or plan - Lease Project Approval
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			lease
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Real Estate Services	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Leasing, Letting and Licence P	Lease Administration			Lease Compliance Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management				Client Correspondence

10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Expiry of Lease
10 years	Disposition of Asset
10 years	Disposition of Asset
10 years	Disposition of Asset
3 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS - All Real Property Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Meeting Minutes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Analysis of issues and recommendations for improvements
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Intelligence reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client meeting reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client Satisfaction Scorecard
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client feedback questionnaire
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Annual client letters
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client feedback questionnaire
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Departmental Service Agreements (DSL)

3 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Master Level Agreements (MLA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Service Level Agreements (SLA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Memorandum of Understanding (MOUs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Lease Admin Agreement
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Client Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Briefing Notes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Statement of Requirements
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Service Level Agreements (SLA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISIO	Client Relationship Management			Briefing Note

10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
3 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Issue tracking spreadsheet
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client Engagement handouts
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Records of Decisions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Meeting Minutes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client info sheets
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Contact Lists
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Client Correspondence
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Client Relationship Management			Ministerial/ DM/ ADM correspondence
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services		REAL PROPERTY MANAGEMENT AND SERVICE PROVISION	Product Planning Services			
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		Community-Based Investment Strategy (CBIS)
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		CBIS - Presentations
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		CBIS - press releases
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		CBIS - meeting minutes
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		CBIS - communication strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		National Investment Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks		National Portfolio Plan

3 years	Fiscal Year End
3 years	Fiscal Year End
3 years	Fiscal Year End
5 years	Fiscal Year End
3 years	Fiscal Year End
3 years	Fiscal Year End
3 years	Fiscal Year End
3 years	Fiscal Year End
3 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Implement RP Investment Frameworks	RP Investment Frameworks	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Funding Protocol	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Record of Quasi-Stat Submission	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Program Alignment Architecture (PAA)	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Funding Arrangements	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Record of Quasi-Stat Submission	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Funding Arrangements	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Establish & Oversee RP Financial Frameworks	Funding Protocol	10 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	Community Based Investment Strategies	7 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	Review - Regional Based Investment Strategies	7 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	Review - Community Based Investment Strategies	7 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	National Investment Strategy	7 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	Review - National Investment Strategy	7 years	Fiscal Year End
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies	Amendments - National Investment Strategy	7 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		Long Term Vision Plan (LTVP)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		Community-Based Investment Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		Regional Investment Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		Compliance Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		Optimize Cost Savings Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Investment	Monitor & report on compliance to Investment Strategies		National Investment Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Terms of Reference
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Records of Decisions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Agendas
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Minutes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Business Rules
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	National Service Board (NSB) and Business Segment Advisors(BSA) - Database Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Committee meeting minutes

10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
10 years	Fiscal Year End
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation
6 years	From Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Records of Decision (RODs)	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Terms of Reference (TORs)	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees	The following documents are related to Dispute Advisory Panel (DAP)			
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Quarterly Reports	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Requests from Taxing Authorities	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Analysis of Payment in Lieu of Taxes (PILT) Dispute Advisory Panel (DAP) Members	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Dispute Advisory Panel (DAP) Advice	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Dispute Advisory Panel (DAP) Chair -Members Correspondence	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Case Management Reports	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Issues Report	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Dispute Advisory Panel (DAP) Case Status Report	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Technical Authority (TA) Dispute Advisory Panel (DAP) Report	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Dispute Advisory Panel (DAP) Members Status Report	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Meeting Venue Contracts	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees				
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Accommodation Standards Committee - review of special purpose space requests	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Accommodation Standards Committee - approval of special purpose space requests	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Presentations	6 years	From Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	meeting minutes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Records of Decision (RODs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Community of Knowledge & Practice - Terms of Reference (TOR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Quarterly Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Requests from Taxing Authorities
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Analysis of PILT DAP Members
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	DAP Advice
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Correspondence with DAP Chair and Members
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Case Management Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	Issues Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Program Oversight & Committees	DAP Case Status Report

6 years	From Creation
6 years	From Creation
6 years	From Creation
Upon Creation	
Upon Creation	Taxing Authorities send their requests to the PILT DAP Chairperson. We use the request to update the quarterly report.
Upon Creation	Individuals submit their CV according to the Merit of Criteria for a possible appointment to the PILT DAP.
Upon Creation	The PILT DAP Chairperson submits a report to the Minister once the hearing is done.
Upon Creation	Correspondence regarding DAP cases.
Upon Creation	Prepared by PILT Directorate for case management Meetings
Upon Creation	Prepared by PILT Directorate for discussions with national office
Upon Creation	Prepared by National Office

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		TA DAP Report	Upon Creation	Prepared by taxing Authority for presentation before DAP hearing
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		DAP Members Status Report	Upon Creation	Prepared by National Office
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Meeting Venue Contracts	Upon Creation	Prepared by National Office
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Records of Decision (RODs)	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		International Facility Management Association (IFMA) Membership Roster		
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Building Owners and Managers Association (BOMA) membership rosters	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		RPB Membership Plan Report	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Records of Decision (Correspondence)	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Terms of Reference (TOR)	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Working Group Terms of Reference	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Meeting Agenda	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Meeting Minutes	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Integrity Framework Guideline	6 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		NCA Project Review Advisory Committee Agenda	6 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Records of Decision (RODs)	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Terms of Reference (TORs)	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Program Oversight & Committees		Committee meeting minutes	6 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Compliance / Evaluation reports	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Toolkit (Workplace 2.0)	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Checklist (Workplace 2.0)	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Accreditation Grid template	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Certificate Template	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Reference guide to filling out Accreditation Grid	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Private Public Partnership (P3) Screen Statement of Work (SOW)	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		flag report	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		overhold report	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		revenue report	3 years	New Version Created
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		disposal report	3 years	New Version Created

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		third-party agreement control sheet
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Requirements analysis consultation documents
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Requirements Assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Case studies
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Records of Decision
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		TBS Submission
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Internal submission document
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Program Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		NOVUS process mapping
	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Requirements analysis & assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Case Studies
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Program Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Program Design Analysis
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Quality Management		Records of Decision (RODs)

3 years	New Version Created
1 year	Project Close
1 year	Project Close
1 year	Project Close
1 year	Project Close
3 years	Project Close
3 years	Project Close
3 years	Project Close
5 years	From Creation
5 years	
5 years	From Creation
5 years	From Creation
5 years	From Creation
5 years	From Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Business case
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Project Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Recovery Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Action Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		RPB Crisis Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		NOVUS Change Impact Summary
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Requirements Analysis
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Requirements Assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Case Studies
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Records of Decision (RODs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Case Studies
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Program/Service/Solution Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Design working documents
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Quality Management		Records of Decision (RODs)

5 years	After Last Administrative Action
5 years	After Last Administrative Action
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5 years	After Last Administrative Action
5 years	After Last Administrative Action
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5 years	After Last Administrative Action
5 years	After Last Administrative Action
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5 years	From Creation
5 years	From Creation
5 years	From Creation
5 years	From Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Quality Management		Requirements analysis & assessment	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Business Case	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Project Plan	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Functional Specifications	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Records of Decision (RODS)	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Risk Management Plan	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		Program Plan	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Design		National Portfolio Management (NPM) Strategic Business Plan	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Work plans (training)	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Payment in Lieu of Taxes (PILT) Training	5 years	Until Replaced by new version
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Payment in Lieu of Taxes (PILT) application template	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Accreditation Evaluation Grid	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Accreditation Reference Guide	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Presentations	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation		Frequently Asked Questions - Web Content	5 years	Upon Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions/ Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Training material	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Promotional Video (Introducing Workplace 2.0)	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Workplace etiquette Guidelines	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Manual (Navigating the Change to Workplace 2.0)	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Information Kiosks material	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Demonstration Site Tour Guidebook	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	outreach handouts	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Public Private Partnership Development Advisory Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Roster of Vendors	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Investment Analysis Report - Template	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Investment Analysis Report - Tool	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Investment Board application- Protocol	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Investment Guide	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Estate Financial Investment Toolkit (REFIT 3.0) - Financial Investment Analysis Tool	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Lease Project Approval- Lease Contract Approval (LPA-LCA) calculator	5 years	Upon Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Development Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Strategic Direction for Revolving funds
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Revolving fund monitoring report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Advice and Guidance correspondence (Emails)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Correspondence (needs analysis)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Processes Maps and Descriptions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Training Binders
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Work plans (training)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Training
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	PILT application template
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & NCA- Portfolio Management Sector	Programs & Solutions Implementation	Standard Operating Procedure (SOP)

5 years	From Creation
5 years	From Creation
5 years	From Creation
5 years	From Creation
5 years	From Creation
5 years	Project Close
5 years	From Creation
5 years	From Creation
5 years	From Creation
Upon Creation	Process and training documents regarding preparing the workplans
Until Replaced by new	PILT Policy Information Session handouts
Until Replaced by new	Business and Information Management Advisor and/or PIT Information and Operation Officer will make changes to the Application Forms, or will submit the request for changes to the Web Management Team.
5 years	After Last Administrative Action
5 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	'Canada' wordmark business procedure	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guidelines - Parameters Governing Application of Primary Identification Signs	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Recommendations for the 'Canada' Wordmark on Federal Buildings	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	PWGSC Building Selection Criteria guidelines for the 'Canada' Wordmark Program	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Consideration Guidance for Interior Applications of 'Canada' wordmarks	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	'Canada' Wordmark Lighting Recommendations	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Federal Identification Program (FIP) summary sheets	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Federal Identification Program (FIP) Business Procedure	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Signage National Master Standing Offer (NMSO) financial analysis	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	RPB Procedure for the Display of the Flag of Canada	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	'Canada' wordmark inventory spreadsheet	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Quality Management System (QMS) Business Procedure	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Records of Decision (Correspondence)	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Procedure on Tenant Services	5 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Reports	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Checklists	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guidelines for Preparation of Project Plans	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Instructions for the Completion of Client Accommodations Requirement Questionnaire (CARQ)	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Cost Estimates Definition	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Review of Consultant Documents - Guidelines	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Procurement Management Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guideline for the Management of Delays, Disruptions and Compensation	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Matrix of Responsibilities - Incident Occurrence Guide	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guide for the Preparation of Feasibility Reports	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guide for the Preparation of Investment Analysis Reports (IAR)	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	PWGSC Project Complexity and Risk Assessment (PCRA) Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	National Project Management System (NPMS) Compliance Review Form	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	National Project Management System (NPMS) Compliance Review Report Template	5 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	PWGSC Commissioning Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Building Management Planning Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Investment Analysis Report Training Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Projects Roadmaps	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Statement of Requirements (SOR) Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Project Charter Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Program of Work Project Charter Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Design Management Services Agreement Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Project Cost Plan Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Canadian Institute of Quality Surveyors (CIQS) Elemental Cost Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Membership Approval Template - Consultant Evaluation Board	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Project Review Advisory Committee Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Request for National Design Review Committee Form	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Request for NCA Design Review Committee Form	5 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	NCA Program Change Approval Process Form	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Standard Review and Acceptance Letter	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Communication Plan Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Sample Communications Plan	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Liability Fund Sample Status Report	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Claims Resolution - Settlement Memorandum Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Generic Mediation Agreement	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Guide and Template for the Preparation of Feasibility Reports	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Close Out Report - Asset and Other Government Department Projects	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Close Out Report - Space Projects	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Identification Close Out Document for Asset Project	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Identification Close Out Document for Space Project	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Simplified Project Plan	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Design and Construction Documents Template	5 years	After Last Administrative Action

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices - Professional Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Cost Estimates Summary Review and Acceptance Form	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	PWGSC Project Complexity and Risk Assessment (PCRA) Tool	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Risk Management Plan Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Procurement Management Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Lessons Learned Log	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Lessons Learned Templates	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Lessons Learned Presentation Templates	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Property and Facility Manager (PFM) Handbook	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Quality Assurance process	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Advice - National Project Management System	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Heritage Conservation Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Quality Management System (QMS) Manual	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Heritage Conservation Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Employee Quality Management Handbook	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Building Management Plan (BMP) Management Analysis Template	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integratio Leases	7 YEARS	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Minimum Requirements for Lessee's Improvements	7 YEARS	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Initiative Implementation Strategy	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Training Material	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Regional Implementation Plans	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	National Service Management Strategy (NSMS) Observation Reports	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Corporate Real Estate (CRE) Discussion Paper	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Communications	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	Performance Readiness Evaluation Technology (PRET) Call Letters	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	National Sector National Service Management Strategy (NSMS) Tools	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Business Innovation and Integration	National Service Management Strategy (NSMS) National Network Terms of Reference (TOR)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Request for Proposal (RFP)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	TB Submission	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Business Process Maps	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Project Implementation Plans	7 years	Project Completion

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Needs analysis	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Records of Decision (Correspondence)	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Risk log and risk registry	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Real Property Business and Systems Transformation Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Risk Management Plan	7 years	Project Completion
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Processes	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Training Binders	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs & Solutions Implementation	Real Property Business and Systems	Presentations	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Request For Legal Review	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Legal Opinions	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Post occupancy evaluation	5 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Policy analysis and implementation	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS Real Property Solution (RPSOL)	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Program Evaluation forms	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Internal Audit Records	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Management Reviews	5 years	From Creation
			RP MANAGEMENT & OVERSIGHT	RP Programs Management & Oversight	NCA- Portfolio Management Sector	Programs Maintenance		Request For Legal Review	Upon Creation	Legal opinions on various PILT initiatives (PILT Issues)

			RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Legal Opinions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Internal Audit Records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Management Review
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Internal Audit Records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Internal Audit Records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Program Continual Improvement Procedures & Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Records of Decision (RODs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Programs Maintenance		Maintenance schedule
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Request for Consultations
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Consultation Agenda
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		List of Invitees / required Subject Matter Experts (SMEs)
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Consultation Schedule
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Consultations correspondence
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Consultations - submissions
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Record of decisions (RODs)
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Record of Discussion
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		post-Consultations analysis reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Real Property Service Agreement
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Stakeholder Engagement		Memorandum of Understanding (MOU)

Upon Creation	Legal opinions on various PILT initiatives (PILT Issues)
5 years	After Last Administrative Action
5 years	After Last Administrative Action
5 years	After Last Administrative Action
5 years	From Creation
5 years	From Creation
5 years	From Creation
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1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Records of Decision (Correspondence)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Communiqué
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Our Portfolio, Our Story - promotional story
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Regional Engagement Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		communications
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Memorandum of Understanding
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	MCP Sector - Project Management Office	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Record of Decision
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Record of Decision (Correspondence)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Request for Consultations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Consultation Agenda(s)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		List of invitees / required SMEs

3 years	From Creation
3 years	From Creation
3 years	From Creation
3 years	From Creation
3 years	From Creation
3 years	From Creation
3 years	Project Close
3 years	Project Close
3 years	From Creation
3 years	From Creation
Upon Creation	Consultations on various subject including international studies.
Upon Creation	Policy review exercise
Upon Creation	Stakeholder Invitations

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Consultation Plan(s) / Schedule(s)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Consultations correspondence
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Consultations - submissions / content input
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Record of Discussion / Record of decisions
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	post-Consultations analysis reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Presentations
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Memorandum of Understanding (MOUs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -- Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Brochures
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -- Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Trade Show PTSM Services Brochure
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -- Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Magazines
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -- Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Articles
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Heritage Conservation Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Network Staff Directory
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Heritage Conservation Services	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	PTSM Services Promotional Posters
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement	Special Initiative Sector (SIS) Communications Kit

Upon Creation	Internal and External to government
Upon Creation	Stakeholder Invitations
Upon Creation	
Upon Creation	Feedback and decisions from Consultation Session
Upon Creation	Analysis of results of consultations
7 years	New version has been finalized
3 years	After Last Administrative Action
3 years	After Last Administrative Action
3 years	After Last Administrative Action
3 years	After Last Administrative Action
3 years	After Last Administrative Action
3 years	After Last Administrative Action
3 years	from creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Special Initiative Sector (SIS) Communications Plan	3 years	from creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Special Initiative Sector (SIS) Communications Survey	3 years	from creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Special Initiatives Sector - Business Innovation and Integration Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Templates	3 years	from creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		National Service Agreements	3 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Record of Decision (Correspondence)	3 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Presentations	3 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Stakeholder Engagement		Memorandums of Understanding (MOUs)	3 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services 1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Work Management		Final Work Plan	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Work Management		Work plans	5 years	From Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Work Management		Final Work Plan		List of properties that will have a valuation review in a given year. Type of review that will be performed, basic or valuation review.
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Work Management		Statement of Work (SOW)	5 years	After Last Administrative Action
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Knowledge Management		Annual properties for Review Report (R4 Report)	10 years	Upon Creation
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management &	NCA- Portfolio Management Sector	Knowledge Management		Pictures of Spaces Fit-up to Workplace 2.0 Standards	10 years	Upon Creation

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Knowledge Management	Report send to taxing authority of what properties are going to be reviewed in a given year. R4 Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector - Advisory and Practices- Project Delivery Directorate	RP MANAGEMENT & OVERSIGHT	RP Programs Management & (NCA- Portfolio Management Sector	Knowledge Management	Report on Crown Owned Assets (Historical Significance & Key Construction Milestones)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Request Threat & Risk Assessment (TRA)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Correspondence (emails, letters)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	long term accomodation plans
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Meeting Minutes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	CCRPS RP Account Executive - Teams	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Records of Decision
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Accommodation planning feasibility Study
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Statement of Requirement (SOR) - accommodation planning - review and input
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management / Real Estate Services	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	long-term accommodation plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Records of Decision (RODs)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Tenant Requirements Package (TRP) form

Upon Creation	Generated from the PILT System Keeping paper copy in the filing cabinet Done by regions The purpose of this report is to advise Taxing Authorities prior to their Provincial Appeal Deadline Date which Properties PILT plans to review. Notification Letter generated with the report.
10 years	After Last Administrative Action
10 years	Current Year
10 years	Project Close out
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Investment Analysis Report (IAR)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Client Accommodation Requirements Questionnaire (CARQ)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Business Case	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Accommodation planning feasibility Study	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Statement of Requirements (SOR) - accommodation planning	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	tenant parking requirements reports	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	record of tenant parking requirements	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	parking Occupancy Instrument (OI)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	parking Occupancy Instrument (OI) early termination clause	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Accommodations Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Briefing note	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	asset analysis report	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	Asset Management Plan	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Accommodation Management Planning Services	capital plan	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services	Presentations	10 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Report on Crown Owned Properties (Our Properties Report)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Sales Leaseback Annual Report	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Directory of Federal Real Property (DFRP) - national asset management information submissions	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Law Records Administration - national asset management information submissions	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Directory of Federal Real Property (DFRP) - Reports	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Law Records Administration - reports	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Stewardship and divestiture strategy - engineering assets	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	NCA-OPS - PTS - Architecture & Interior Design	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Asset Planning Design specifications	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Portfolio Stewardship Strategy	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Surplus Assessment report	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Record of Decision (Correspondence)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Notice of Excess	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Strategic Action Plan	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/ 1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services		Portfolio Plan	10 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services			National Portfolio Plan	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Asset Portfolio Planning Services			Regional Portfolio Plan	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Portfolio strategic action plans	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Advice - portfolio migration strategies	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Portfolio Stewardship Strategy	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			National Portfolio Strategy	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Regional Portfolio Strategies	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Record of Decisions (Correspondence)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Review - Strategic Accommodation Action Plans	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Draft strategic Planning Process (NPB)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			approved strategic Planning Process (NPB)	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			best practices	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			training presentations	10 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Guidance & Procedures	10 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			National Portfolio Management Plan
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Real Property Portfolio Strategic Planning Process
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Review - Investment Analysis Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Portfolio Stewardship Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			National Portfolio Strategy
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			RP Portfolio Performance Assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			program spending report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Workload workbook
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Bills - Nunavut
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Real Property Portfolio Performance Assessment
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Benchmark reports - asset, regional, and national
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Portfolio Performance Indicator Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Regional Leasing Report (RLR)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Recoveries Report

10 years	Current Year
10 years	Current Year
10 years	Disposition of Asset
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
10 years	Current Year
15 years	Current Year
15 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Signed Approvals
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Office Accommodations Services Reports (OASRep)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Planned Lease Action Reports (PLAR) and Portfolio Vacancy reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Data Management Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Portfolio Management Guidance			Conversion reports
1.2 Accommodation and Real Property Services	1.2.4 Payments in Lieu of Taxes	Accommodation, Portfolio Management And Real Estate Services Sector - Payments in Lieu of Taxes Management & Consulting	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Manage Space Envelope Data		Space Envelope Rates Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Manage Space Envelope Data		Space envelope report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Manage Space Envelope Data		Converted Space envelope report Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Respond to Information Requests or Respond to Information Requests		Space Envelope Information Management System Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Respond to Information Requests or Respond to Information Requests		Request for Information Research Report
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Respond to Information Requests or Respond to Information Requests		Records of Decision (Correspondence)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Ad-hoc Reporting		Space envelope validation process
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Outreach and Education		Briefing Notes
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Outreach and Education		Presentations

15 years	Current Year
15 years	Current Year
15 years	Current Year
15 years	Current Year
15 years	Current Year
25 years	Current Year
25 years	Fiscal Year End
25 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Replaced by new version
5 years	Fiscal Year End
5 years	Fiscal Year End

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Expansion Control Framework (ECF) Conversion Guidelines
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Space Envelope Standards
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - National Accommodation Management and Workplace Solutions	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Best Practices
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Best Practice
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Procedures
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Space Envelope Billing and Reporting Templates
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management Best Practices or Space Envelope Regime Best Prac	Training presentation Decks
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Occupancy Instrument System (OIS) Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Bill Invoices for overspends
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Federal Accommodation and Holdings Program	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Records of Decision (Correspondence)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Record of Decision (Correspondence)
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Occupancy Instrument System (OIS) Reports
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation/ 1.2.2 Federal Holdings/1.2.3 Real Property Services	NCA Portfolio Management - Owner Investor (OI)	RP MANAGEMENT & OVERSIGHT	RP Portfolio and Accommodat	Manage the Space Envelope	Client Management and Billing	Bills for overspends
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Asset Tracking Spreadsheet
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Building Management Plan (BMP) Call letter

5 years	Replaced by new version
5 years	Replaced by new version
5 years	Replaced by new version
5 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Fiscal Year End
5 years	Fiscal Year End
25 years	Fiscal Year End
25 years	Fiscal Year End
25 years	Fiscal Year End
25 years	Fiscal Year End
25 years	Current Year
25 years	Current Year
25 years	Current Year
Indefinitely	
2 years	End fo Fiscal Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Building Management Plan (BMP) Supporting information records
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Procedures
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Supporting Data Spreadsheets
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.3 Real Property Services	NCA OPS -Operational Support Services	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			guidance or direction - emails
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			advice and guidance
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Professional and Technical Service Management Sector -Advisory and Practices - Assets and Facilities Management	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Guidance for Departments Requiring Tenant Service
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) development advice
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) standards, processes & guidelines
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) policy and procedure updates
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) priority list
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Property and Facility Manager Handbook
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Lease Administration Training Manual
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) development advice
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) standards, processes & guidelines
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) policy and procedure updates
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Engineering Assets Management Plans (EAMP) priority list
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Property and Facility Manager Handbook
1.2 Accommodation and Real Property Services	1.2.2 Federal Holdings	Engineering Assets Strategy Sector	RP MANAGEMENT & OVERSIGHT	Provide Asset and Facilities Management Guidance			Lease Administration Training Manual
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)		Record of Decision (Correspondence)

2 years	End fo Fiscal Year
2 years	Cancellation or revision of guidance information
2 years	Cancellation or revision of guidance information
2 years	Cancellation or revision of guidance information
5 years	New Version
5 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
10 years	New Version
7 years	Current Year

1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Policy and Governance Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)		Records of Decision (Correspondence)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Policy and Governance Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)		Presentations	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Policy and Governance Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)			7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)		Business Cases	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Advice and Guidance (Issue Management)		Guidance and Advice (Email)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Policy and Governance Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Analysis of Business Case for RPIB & Sub-RPIB		Briefing Notes	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Analysis of Business Case for RPIB & Sub-RPIB		Business Cases	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Analysis of Business Case for RPIB & Sub-RPIB		Guidance and Advice (Email)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review of TB Submissions		Recommendation and advice (track change documents, emails)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Accommodation, Portfolio Management And Real Estate Services Sector - Portfolio Management	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review of TB Submissions		Review of Treasury Board Submissions	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review of TB Submissions		Guidance and Advice (Email)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review of TB Submissions		TB Submissions	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review and Contribute to Memoranda to Cabinet		Guidance and Advice (Email)	7 years	Current Year
1.2 Accommodation and Real Property Services	1.2.1 Federal Accommodation 1.2.2 Federal Holdings 1.2.3 Real Property Services	Program Management Sector - Service Program Management Directorate	RP MANAGEMENT & OVERSIGHT	Real Property (RP) Branch Ma	Review and Contribute to Memoranda to Cabinet		Memorandum to Cabinet	7 years	Current Year

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	General Procurement Structure
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
	Acquisition	General Procurement	Implement and manage real property services management contracts for RPB, PPB and any other client depts.	Agreements - MOU			5 years	After completion or cancellation	
	Acquisition	General Procurement	Implement and manage real property services management contracts.	Contractual documents from req. to CPERF including but not limited to solicitation, approval documents, emails and forms.			5 years	After last edit date	
	Acquisition	General Procurement	Participation or lead for Industry and dept meetings.	Committees, Boards, Working Groups and Conferences - Presentations & Minutes.	S:\ACQB\ORG\CAS MS\RPCD		5 years	After completion or cancellation	
	Acquisition	General Procurement	Industry Consultations.	RFI including <i>fluid questionnaire</i>	S:\ACQB\ORG\CAS MS\RPCD		5 years	After last edit date	
	Acquisition	General Procurement	Leader of a) the custodial responsibility for the Federal Standard Construction Contract Form; and b) Maintaining the Standard procurement process and contract form for Architectural and Engineering Consulting services.	Standards, guidelines and best practices.	S:\ACQB\ORG\CAS MS\RPCD		5 years	After last edit date	
	Acquisition	General Procurement	Implement and manage real property services management contracts.	Agreements - General	S:\ACQB\ORG\CAS MS\AFD\Dir\budget\2014-2015\MOU		5 years	After completion or cancellation	
	Acquisition	General Procurement	Provision of commercial and consumer products contracting services.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date	
	Acquisition	General Procurement	Provision of business management, administrative, procurement, digital and strategic support within the directorate.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date	
	Acquisition	General Procurement	Provision of commercial and consumer products contracting services to the Provinces and Territories on a cost recovery basis.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date	

	Acquisition	General Procurement	Provision of commercial and consumer products contracting services.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date
	Acquisition	General Procurement	Provision of commercial and consumer products contracting services.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date
	Acquisition	General Procurement	Provision of commercial and consumer products contracting services.	Procurement Documents, Working groups, industry and client consultation			5 years	After last edit date
	Acquisition	General Procurement	Implement and manage real property services management contracts.	Agreements - General	S:/ACQB/ORG/CASMS/AFD/Dir/budget/2014-2015/MOU		5 years	After completion or cancellation
	Acquisition	General Procurement	Procurement services on behalf of Real Property Branch in support of ESAP.	Agreements - General	Roberto Straccini's account (STRACCINIR)		5 years	After superseded
	Acquisition	General Procurement	Coordination of procurement services on behalf of Client Departments, except DND and RCMP, in support of household goods of Government employees being re-located..	Agreements - General	S:/ACQB/ORG/SSAMS/TMD/LM/Central Removal Services (CRS)		5 years	After superseded
	Acquisition	General Procurement	Procurement services on behalf Client Departments in support of transportation services for material.	Agreements - General	S:/ACQB/ORG/SSAMS/TMD/LM/Material Traffic Division - Procurement Files		5 years	After superseded
	Acquisition	General Procurement	Procurement services on behalf Client Departments in support of air/rail transportation, accommodation and car rental services in relation to travel.	Agreements - General	S:/ACQB/ORG/SSAMS/TMD/LP		5 years	After superseded
	Acquisition	General Procurement Services	Governance / Strategic Policy for Acquisitions	Governance; Engagement; Memoranda; Procurement Projects; DPS Initiatives (File structure currently under review)	S:/ACQB/ORG/NFPS/DPS/Common		5 years	When collection closes
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Agreements - General	AB S: Drive			
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Corporations, Companies, Firms	AB S: Drive			
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Reports and Statistics	AB S: Drive			
Computer Hardware Division - EJ		General Procurement	Procurement of Computer and Storage Hardware	Treasury Board Submissions	AB S: Drive			
Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Agreements - General	AB S: Drive			

Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Corporations, Companies, Firms	AB S: Drive		
Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Parliamentary Matters - Ministerial Inquiries	AB S: Drive		
Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Parliamentary Matters - Parliamentary Questions	AB S: Drive		
Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Reports and Statistics	AB S: Drive		
Informatics Professional Services EL		General Procurement	Procurement of Informatics Professional Services	Treasury Board Submissions	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Agreements - General	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Corporations, Companies, Firms	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Parliamentary Matters - Ministerial Inquiries	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Parliamentary Matters - Parliamentary Questions	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Reports and Statistics	AB S: Drive		
Informatics Professional Services Division - ZM		General Procurement	Procurement of Informatics Professional Services	Treasury Board Submissions	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Agreements - General	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Committees, Boards and Working Groups - Interdepartmental	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Conferences, Meetings, Symposia - Interdepartmental	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Corporations, Companies, Firms	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Parliamentary Matters - Ministerial Inquiries	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Parliamentary Matters - Parliamentary Questions	AB S: Drive		
Informatics Methods of Supply		General Procurement	Manage Procurement Vehicles for Informatics Professional Services	Reports and Statistics	AB S: Drive		

N/A		General Procurement	To provide procurement services to client departments	Organization	AB S: Drive			
N/A		General Procurement	To provide procurement services to client departments	Committees, Boards and Working Groups	AB S: Drive			
N/A		General Procurement	To provide procurement services to client departments	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
N/A		General Procurement	To provide procurement services to client departments	Conferences, Meetings, Symposia	AB P: Drive			
N/A		General Procurement	To provide procurement services to client departments	Strategic Management - General	AB S: Drive			
N/A		General Procurement	To provide procurement services to client departments	Strategic Management - Strategic Planning	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Agreements - General	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - General	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - Contract Claims Resolution Board - General	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Committees, Boards and Working Groups - Departmental	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Committees, Boards and Working Groups - Interdepartmental	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communication and Public Relations - Information Requests	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Conferences, Meetings, Symposia - General	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Corporations, Companies, Firms	AB S: Drive			
Justice		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Legal Matters	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Liaison - Federal/Provincial/Territorial	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Reports and Statistics	AB S: Drive			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Treasury Board Submissions	Other			
Linguistic Services Division - ZF		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Committees, Boards and Working Groups - General	AB S: Drive			
Online Services Division - ZT		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - General	AB S: Drive			

Online Services Division - ZT		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive		
Online Services Division - ZT		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communication and Public Relations - Information Requests	AB S: Drive		
Justice		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Legal Matters	AB S: Drive		
Online Services Division - ZT		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Reports and Statistics	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - General	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Audit and Review - Contract Claims Resolution Board - General	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Committees, Boards and Working Groups - General	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Communication and Public Relations - Information Requests	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Conferences, Meetings, Symposia - General	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Conferences, Meetings, Symposia - National	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Corporations, Companies, Firms	AB S: Drive		
Justice		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Legal Matters	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Liaison - Federal/Provincial/Territorial	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Parliamentary Matters - Ministerial Inquiries	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Parliamentary Matters - Parliamentary Questions	AB S: Drive		
Procurement Strategies Division - ZN		General Procurement	Business activities assigned to PSBID under AB's Program Activity	Reports and Statistics	AB S: Drive		

Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Justice		General Procurement	To provide procurement services to client departments	Legal Matters	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Reports and Statistics	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Treasury Board Submissions	Other			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Audit and Review - Canadian International Trade Tribunal (CITT)	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Corporations, Companies, Firms	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
Services Procurement-Instruments Management Division - ZQ		General Procurement	To provide procurement services to client departments	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Justice		General Procurement	To provide procurement services to client departments	Legal Matters	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Reports and Statistics	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Treasury Board Submissions	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Audit and Review - Canadian International Trade Tribunal (CITT)	AB S: Drive			

Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Corporations, Companies, Firms	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
Training and Specialized Services Division - ZH		General Procurement	To provide procurement services to client departments	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Agreements - General	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Committees, Boards and Working Groups - General	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Committees, Boards and Working Groups - Executive	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Liaison - General	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Organization	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Parliamentary Matters - General	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
N/A		General Procurement	To meet the procurement business activities assigned to SSSPD under the Acquisitions Branch Program Activity Architecture	Strategic Management - Strategic Planning	AB S: Drive			
Client Application Software Division - EE		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Network Security, Personal Productivity and Scientific Engineering software.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Client Application Software Division - EE		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Network Security, Personal Productivity and Scientific Engineering software.	Communication and Public Relations - Information Requests	AB S: Drive			

Justice		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Network Security, Personal Productivity and Scientific Engineering software.	Legal Matters	AB S: Drive			
Client Application Software Division - EE		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Network Security, Personal Productivity and Scientific Engineering software.	Treasury Board Submissions	Other			
Enterprise Software Procurement Division - XL		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Enterprise Software Procurement Division - XL		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Audit and Review - Contract Claims Resolution Board - Canadian International Trade Tribunal - (CITT)	AB S: Drive			
Enterprise Software Procurement Division - XL		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Audit and Review - Contract Claims Resolution Board - Contract Settlement Board (CSB)	AB S: Drive			
Enterprise Software Procurement Division - XL		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Communication and Public Relations - Information Requests	AB S: Drive			
Justice		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Legal Matters	AB S: Drive			
Enterprise Software Procurement Division - XL		General Procurement	Responsible for several shared multi-departmental software contracts such as the SAP contract for financial management and the Oracle-PeopleSoft contract for the management of human resources.	Treasury Board Submissions	Other			
Information Technology Software Division - EEM		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Mainframe, Network Infrastructure, and Backup, Business Processes, Analysis and Virtualization software.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
Information Technology Software Division - EEM		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Mainframe, Network Infrastructure, and Backup, Business Processes, Analysis and Virtualization software.	Communication and Public Relations - Information Requests	AB S: Drive			

Justice		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Mainframe, Network Infrastructure, and Backup, Business Processes, Analysis and Virtualization software.	Legal Matters	AB S: Drive		
Information Technology Software Division - EEM		General Procurement	Provides procurement services for the acquisition of commercially available software and related maintenance and support services for the acquisition of Mainframe, Network Infrastructure, and Backup, Business Processes, Analysis and Virtualization software.	Treasury Board Submissions	Other		
Software Methods of Supply Division		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Agreement - General	AB S: Drive		
Software Methods of Supply Division		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive		
Software Methods of Supply Division		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Audit and Review - Fraud Awareness and Investigation	AB S: Drive		
Software Methods of Supply Division		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Communication and Public Relations - Information Requests	AB S: Drive		
Justice		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Legal Matters	AB S: Drive		
Software Methods of Supply Division		General Procurement	Responsible for exploring new methods of supply for software in the aim of improving the purchasing of this commodity	Corporations, Companies, Firms	AB S: Drive		

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Customized Procurement Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Sector	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisitions	Customized Procurement Services		Acquire a wide range of technically complex aerospace systems, including military and civilian aircraft	Government Contracting Regulations, Treasury Board Contracting Policy, Supply Manual, contract templates, Risk Assessment tool.	S:\ACQB\ORG\DMP S\AEPD		5 years	After superseded
		Customized Procurement Services		Contract management	contracting documents, e-mail, status reports	S:\ACQB\ORG\DMP S\AEPD\CAG		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Contract management	Airborne threats reports	S:\ACQB\ORG\DMP S\AEPD\NX		10 years	After last edit date
		Customized Procurement Services		Acquisitions and contract management	Avionic System Acquisitions documents	S:\ACQB\ORG\DMP S\AEPD\CP140_AIM P		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Contract management	Acquisitions documents	S:\ACQB\ORG\DMP S\AEPD\CP140_AIM P		5 years	After last edit date
		Customized Procurement Services		Repair and overhaul of fighter aircraft, engines and avionics and aircraft used for training purposes (Snowbirds)	Supply Manual, contract templates, Risk Assessment tool.	S:\ACQB\ORG\DMP S\AEPD\BB		5 years	After superseded
		Customized Procurement Services		Acquisitions and contract management	Aircraft systems requisition, policies and processes,	S:\ACQB\ORG\DMP S\AEPD\BF		5 years	After last edit date
		Customized Procurement Services		Contracted Repair and Overhaul services in support of DND/CF Maritime Aircraft and aerodrome radars.	Departmental guidelines, policies and processes,	S:\ACQB\ORG\DMP S\AEPD\BQ		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Military Logistics Acquisition Division	Supply Manual, requisitions, Risk Assessment tool.	S:\ACQB\ORG\DMP S\AEPD\BY		5 years	After superseded
		Customized Procurement Services		Armoured Vehicles Projects and In-service support	Armoured Vehicles requisitions, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\COMMON		5 years	After last edit date
		Customized Procurement Services		Armoured Vehicles- Life Extension (LE) Division	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\AVLE		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Armoured Vehicles Support (BL) Division	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\BL		6 Fiscal years	After completion or cancellation

	Customized Procurement Services		Force Mobility Enhancement (FME) Project	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\FME		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Light Armoured Vehicles (LAV) Program	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\LAVAPC and S:\ACQB\ORG\DMP S\AVPD\BL		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Tank replacement Project (TRP)	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\AVPD\TRP		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Procurement of electronics, munitions and tactical systems.	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\EMTSPD		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Procurement of defence communicatins systems.	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\EMTSPD\QD		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Procurement of electronics, simulators and defence systems.	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\EMTSPD\QF		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Procurement of informations security and electronic warfare systems.	Requisition, Approvals, Project Close Out report.	OTHER		6 Fiscal years	After completion or cancellation
	Customized Procurement Services		Munitions Supply Program (MSP)	Requisition, Approvals, Project Close Out report.	S:\ACQB\ORG\DMP S\EMTSPD\BK_BM		10 years	After completion or cancellation
	Customized Procurement Services		Munitions Supply Program (MSP)	Agenda, minutes, support and discussion documents.	S:\ACQB\ORG\DMP S\EMTSPD\BK_BM		10 years	After last edit date
	Customized Procurement Services		Operations and management of PWGSC Europe Region Office in Koblenz, Germany	German Common Law, Requisition	N/A, not accessible from Canada		5 years	After superseded
	Customized Procurement Services		Operations and management of PWGSC Europe Region Office in Koblenz, Germany	Directives	N/A, not accessible from Canada		5 years	After superseded
	Customized Procurement Services		Operations and management of PWGSC Europe Region Office in Koblenz, Germany	MOU, Cost Analysis Report	N/A, not accessible from Canada		5 years	After completion or cancellation
	Customized Procurement Services		Acquisition of spares, repair and overhaul, engineering support and weapons system upgrades for: military pattern wheeled/tracked vehicles and aerospace assets. Execution and administration of a range of international MOUs.	Weapons System Requisitions, MOU	N/A, not accessible from Canada		5 years	After completion or cancellation
	Customized Procurement Services		Acquisition of spares, repair and overhaul, engineering support and weapons system upgrades for: military pattern wheeled/tracked vehicles and aerospace assets. Execution and administration of a range of international MOUs.	Weapons System Requisitions, MOU	N/A, not accessible from Canada		5 years	After completion or cancellation
	Customized Procurement Services		Acquisition of systems, sub-systems, spares, repair and overhaul, and system upgrades for Victoria Class submarines and other surface ship requirements.	Submarines Requisition,	N/A, not accessible from Canada		6 Fiscal years	After completion or cancellation

		Customized Procurement Services		Acquisition of commercial goods and services in support of CF personnel stationed throughout Europe. Includes some authorized disposal.	Contracting Support documents - MOU	N/A, not accessible from Canada		5 years	After completion or cancellation
		Customized Procurement Services		Acquisition of a wide range of goods and services in support of CF deployed operations and Deployed Logistics Support Services (DLSS) Hubs around the globe.	Goods and services Requisitions	N/A, not accessible from Canada		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Aircraft acquisition	Aircraft Requisitions	S:\ACQB\ORG\DMP\S\FWSAR		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Acquisition of Military goods and services in support of DND	Goods and services Requisitions	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR		5 years	After completion or cancellation
		Customized Procurement Services		Airlift Capability Project - Tactical (ACP-T)	Airlift requisitions, approvals,	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\ACP_T		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Close Combat Vehicle (CCV) Project	Close Combat Vehicle requisition, approvals,	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\CCVP		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Medium-to Heavy-Lift Helicopter (MHLH) Project	Helicopter requisition, approvals	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\MHLH		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Operational Training Service Provider Initiative	Training Service requisition, approvals, Industry responses	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\OTSP		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Tactical Armoured Patrol Vehicle Project	Patrol Vehicle requisition, approvals, Industry responses	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\TAPV		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Contract Management	Maritime Helicopter requisition, approvals, industry consultations documents, project close out documents.	See entries below for the Acquisition and In-Service Support Contracts.		See entries below for the Acquisition and In-Service Support Contracts.	See entries below for the Acquisition and In-Service Support Contracts.
		Customized Procurement Services		Contract management	Maritime Helicopter requisition	S:\ACQB\ORG\DMP\S\MPD_AIR\MHP DND RDIMS System MHP Library		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Contract management	Approval documents, MOU, legal opinion, requisitions	S:\ACQB\ORG\DMP\S\MPD_AIR\MHP DND RDIMS System MHP Library		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		Contract management	Vehicle System requisitions, approvals, industry consultations documents, project close out documents.	S:\ACQB\ORG\DMP\S\MPD_LAND_AIR\MSVSP		6 Fiscal years	After completion or cancellation
		Customized Procurement Services		The Science Procurement Directorate is the Office of Primary Interest for Research and Development Contracting for the federal government.	Agreements - General	No formalized structure		5 years	After completion or cancellation

		Customized Procurement Services		The Science Procurement Directorate is the Office of Primary Interest for Research and Development Contracting for the federal government. It is responsible for the development of guidelines and best practices; and stakeholder engagement on R&D procurement.	Committees, Boards and Working Groups - Interdepartmental	No formalized structure		5 years	After last edit date
		Customized Procurement Services		The Science Procurement Directorate is the Office of Primary Interest for Research and Development Contracting for the federal government. It is responsible for the development of guidelines and best practices; and stakeholder engagement on R&D procurement.	Liaison - Federal / Provincial / Territorial	No formalized structure		5 years	After last edit date
		Customized Procurement Services		The Defence Sciences Projects Division negotiates, awards and manages contracts for R&D services and related scientific activities on behalf of DND, through an open, transparent, competitive and fair procurement process.	Agreements - General	No formalized structure		5 years	After superseded
		Customized Procurement Services		The Defence Sciences Division is responsible for the CSSP procurement process and negotiates, awards and manages contracts issued under the CSSP through an open, transparent, competitive and fair procurement process.	Agreements - General	No formalized structure		5 years	After superseded
		Customized Procurement Services		The Defence Space Project Division is responsible for the procurement process, including TB submissions, for the delivery of space situational awareness and satellite communications capabilities. It also negotiates, awards and manages contracts through an open, transparent, competitive and fair procurement process.	Agreements - General	No formalized structure		5 years	After superseded
		Customized Procurement Services		The Life and Earth Sciences Division is responsible for the procurement process for life and earth sciences R&D services. Through an open, transparent, competitive and fair procurement process, it issues and manages standing offers for satellite imagery and long-term contracts for commercial laboratory and food testing.	Agreements - General			5 years	After superseded
		Customized Procurement Services		The Scientific Commodities and Projects Division is responsible for the BCIP procurement process and negotiates, awards and manages contracts to entrepreneurs with pre-commercial innovations through an open, transparent, competitive and fair procurement process.	Agreements - General			5 years	After superseded
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Agreements, General	S:/SOSB/Shared Procurement/US Military Service/FMS Case folder		6 Fiscal years	After completion or cancellation
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Associations, Clubs, Societies	S:/SOSB/		5 years	After last edit date

		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Committees, Boards and Working Groups - Executive	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Committees, Boards and Working Groups - International and National	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Committees, Boards and Working Groups - Procurement Review Process	S:/SOSB/Shared Procurement/US Military Serive/FMS Case folder		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Communications and Public Relations Services - General	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Conferences, Meetings, Symposia - Interdepartmental	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Conferences, Meetings, Symposia - International	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Parliamentary Matters - Ministerial Inquiries	S:/SOSB/Shared Procurement/Ministerial		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Plans and Programs - General	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Reports and Statistics	S:/SOSB/Shared Procurement/LOR tracking and S:/SOSB/MANAGER - FINANCE AND SYSTEMS - WORKING FILES\123\Fiscal 2014-2015\FRB FMS/SERIAL BOOK - CONTRACTS AND AMENDMENTS		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Treasury Board Submissions	S:/SOSB/Shared Procurement/US Military Serive/FMS Case folder		5 years	After completion or cancellation
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Strategic Management - Business Planning	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Strategic Management - Performance Measurement and Quality Assurance	S:/SOSB/		5 years	After last edit date
		Customized Procurement Services	Washington Region	Defence Procurement and International Cooperation	Strategic Management - Strategic Planning	S:/SOSB/		5 years	After last edit date

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Conferences, Meetings, Symposiums - General				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Corporations, Companies, Firms				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Legal Matters				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Liaison - General				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Parliamentary Matters - General				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Plans and Programs - General				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To ensure the business activities assigned to the Sector under the Acquisitions Branch Program Activity Architecture are met.	Technology Management - Major Projects				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	Procurement of Informatics and Telecommunications Systems	Agreements - General				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	Procurement of Informatics and Telecommunications Systems	Strategic Management - Business Planning				
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Agreements - General	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Claims Resolution Board - General	AB S: Drive			

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communication and Public Relations - Information Requests	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Legal Matters	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Organization	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Strategic Management - Strategic Planning	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive			

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communication and Public Relations - Information Requests	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Legal Matters	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communication and Public Relations - Information Requests	AB S: Drive			

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Legal Matters	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communication and Public Relations - Information Requests	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Legal Matters	AB S: Drive			

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Parliamentary Questions	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Audit and Review - Contract Claims Resolution Board - Canadian International Trade Tribunal (CITT)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Communication and Public Relations - Information Requests	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Legal Matters	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Parliamentary Matters - Parliamentary Questions	AB S: Drive			

		Customized Procurement Services	Services and Technology Acquisition Management Sector	To meet the procurement business activities assigned to SPID under the Acquisitions Branch Program Activity Architecture.	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Agreements - General	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Legal Matters	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Reports and Statistics	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Treasury Board Submissions	Other			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Audit and Review - Canadian International Trade Tribunal (CITT)	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Corporations, Companies, Firms	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Services and Technology Acquisition Management Sector	To provide procurement services to client departments	Parliamentary Matters - Parliamentary Questions	AB S: Drive			

		Customized Procurement Services	Marine Sector	It is presently intended to treat the overall program to replace the 88 vessels as a major project, with the individual classes of vessels procured as sub-projects	Agreements	AB S: Drive			
		Customized Procurement Services	Marine Sector	It is presently intended to treat the overall program to replace the 88 vessels as a major project, with the individual classes of vessels procured as sub-projects	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Marine Sector	It is presently intended to treat the overall program to replace the 88 vessels as a major project, with the individual classes of vessels procured as sub-projects	Treasury Board Submissions	AB S: Drive			
		Customized Procurement Services	Marine Sector	Responsible for providing quality assurance by inspecting all civilian ships and associated equipment. It provides client departments, foreign governments and other public or commercial organizations with a wide variety of technical services, such as condition surveys on ships, specification preparation, technical advice and ship construction inspection and project management.	Agreements	AB S: Drive			
		Customized Procurement Services	Marine Sector	Responsible for providing quality assurance by inspecting all civilian ships and associated equipment. It provides client departments, foreign governments and other public or commercial organizations with a wide variety of technical services, such as condition surveys on ships, specification preparation, technical advice and ship construction inspection and project management.	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Customized Procurement Services	Marine Sector	Responsible for providing quality assurance by inspecting all civilian ships and associated equipment. It provides client departments, foreign governments and other public or commercial organizations with a wide variety of technical services, such as condition surveys on ships, specification preparation, technical advice and ship construction inspection and project management.	Treasury Board Submissions	AB S: Drive			
		Customized Procurement Services	Marine Sector	The JSS will replace the Navy's current Auxiliary Oiler Replenishment vessels that are now more than 40 years old and nearing the end of their service lives .	Large non-combat vessels	AB S: Drive			
		Customized Procurement Services	Marine Sector	To implement the National Shipbuilding Procurement Strategy	National Shipbuilding Procurement Strategy	AB S: Drive			
		Customized Procurement Services	Marine Sector	To implement the National Shipbuilding Procurement Strategy	National Shipbuilding Procurement Strategy Umbrella Agreement	AB S: Drive			
		Customized Procurement Services	Marine Sector	To implement the National Shipbuilding Procurement Strategy	Agreements	AB S: Drive			

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Stewardship
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.	(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for these are comprised of a retention period, a tr			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisitions	Acquisition Stewardship	Briefing Minister, DM, and ADM	Procurement Reports, Minister Briefing notes	AB S: Drive		5 years	After last edit date
		Acquisition Stewardship	Supporting Parlement	Smart procurement documents, Minister Briefing notes	AB S: Drive		5 years	After last edit date
		Acquisition Stewardship	Communications and outreach	Media and ATIP enquiry documents	AB S: Drive			After completion or cancellation
		Acquisition Stewardship	Revenue Generation	Revenu MOU	AB P: Drive		5 years	After completion or cancellation
		Acquisition Stewardship	Integrated Planning and Management	Interal service plans	AB S: Drive		5 years	After last edit date
		Acquisition Stewardship	Supporting our People	Interal service plans	AB S: Drive		5 years	After last edit date
		Acquisition Stewardship	IM/IT	Interal service plans	AB S: Drive		5 years	After last edit date
		Acquisition Stewardship	To provide procurement services to client departments	Agreements - General	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Audit and Review - Contract Quality Assurance (CQA)	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Legal Matters	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Reports and Statistics	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Treasury Board Submissions	Other			
		Acquisition Stewardship	To provide procurement services to client departments	Audit and Review - Canadian International Trade Tribunal (CITT)	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Communications and Public Relations Services - Briefings and Presentations	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Corporations, Companies, Firms	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Parliamentary Matters - Ministerial Inquiries	AB S: Drive			
		Acquisition Stewardship	To provide procurement services to client departments	Parliamentary Matters - Parliamentary Questions	AB S: Drive			

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Stewardship
Division/Offices:	Acquisition Policy and Strategic Management

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.			(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	PAA Sub Sub-Program/ Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Establish of an effective and efficient strategy for the delivery of Branch-wide business services in a financially responsible manner that promotes high levels of client satisfaction and sustainable development.	Finance, Human Resources and Administration Reports			5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Establish of an effective and efficient strategy for the delivery of Branch-wide business services in a financially responsible manner that promotes high levels of client satisfaction and sustainable development.	Records of Decision	S:\ACQB\ORG\BMS\BMD\BTD		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Establish of an effective and efficient strategy for the delivery of Branch-wide business services in a financially responsible manner that promotes high levels of client satisfaction and sustainable development.	Statistics Reports	S:\ACQB\ORG\BMS\BMD\BTD		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Establish of an effective and efficient strategy for the delivery of Branch-wide business services in a financially responsible manner that promotes high levels of client satisfaction and sustainable development.	Major Project Investment Plans	S:\ACQB\ORG\BMS\BMD\BTD			
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Establish of an effective and efficient strategy for the delivery of Branch-wide business services in a financially responsible manner that promotes high levels of client satisfaction and sustainable development.	Business line Contributions document	S:\ACQB\ORG\BMS\BMD\BTD		10 years	
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	AACU provides an audit liaison function within Acquisitions Branch (AB) and serves as a centre of expertise to support AB managers for all internal and external audits (and audit like) activities	Branch Audit Activity Reports	S:\ACQB\ORG\ASR\DAACU		6 Fiscal years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Gestion en temps opportun de la correspondance ministérielle, des demandes d'accès à l'information et tous les documents du bureau du Sous-ministre adjoint (SMA) de la DGA, et de fournir des produits selon les normes de qualité établies,	(1) Access to Information Requests (2) Requests for general and ministerial Correspondence	S:\ACQB\ORG\ASR\DLiaison Office		6 Fiscal years	After completion or cancellation

	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Lead the development of planning and reporting documents with collaboration and input from all stakeholders. Provide organization, management, guidance, tools, information and processes for key governance committees to support the planning and decision-making process. Participate in and strategically seek out international and FPT engagement opportunities.	Report on Plans and Priorities, Departmental Performance Reports, AB Strategic Plans, others. Agendas, Records of Decisions, Terms of Reference, Reports.	S:\ACQB\ORG\ASRD\SPD and P:\ACQB\Business\Strategic Planning and Reporting /		6 Fiscal years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Parliamentary Affairs Group: is the liaison between the Corporate Parliamentary and Cabinet Affairs Divisions and Branch OPIs; ensures that taskings are forwarded quickly and appropriately and that responses and products are submitted on time and are vetted for quality, coherence and correctness. TB Submissions Unit: performs due diligence and quality control of draft submissions and related briefing documents and coordinates the review and approval of submissions. Develops and disseminates templates and tools, provides advice, builds knowledge about TB policies and practices, engages TBS counterparts, and briefs senior management.	Parliamentary Affairs: monthly Branch reports Cabinet: Weekly Branch Report TB Submissions: submission tracking calendar	S:\ACQB\ORG\ASRD\TB_SUBMISSIONS and USB(Secret material)		6 Fiscal years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Agreements - General	S:\BMD_DEV\000 BMD Manager\003 Planning		6 Fiscal years	After completion or cancellation
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Audit and Review - General	S:\BMD_DEV\000 BMD Manager		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Committees, Boards and Working Groups - General	S:\BMD_DEV\000 BMD Manager		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Committees, Boards and Working Groups - Interdepartmental	S:\BMD_DEV\000 BMD Manager		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Communications and Public Relations Services - Briefings and Presentations	S:\BMD_SHR\Presentations		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Information Management	Communications and Public Relations Services - Information Requests	S:\BMD_DEV\000 BMD Manager\002 Senior Management Communications		5 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Resource Management and Contracting	Organization	S:\BMD_DEV\200 Human Resources\201 HR Coordination		5 years	After superseded
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Business Management and Planning	Plans and Programs - General	S:\BMD_SHR\Planning		5 years	After last edit date

	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Information Management	Reports and Statistics	S:\BMD_SHR		6 Fiscal years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Information Management	Standards and Guidelines	S:\BMD_SHR\Operating Instructions, Guidelines, Procedures		5 years	After superseded
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Systems	Technology Management - General	S:\BMD_SHR\SPMIS		10 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Operations	Legal Matters	S:\BMD_DEV\100 Quality Assurance\120 Admin, Misc, General Items		10 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Governance / Strategic Policy for Acquisitions	Record of Decisions, Analysis and support of the implementation of the Seven-Point Plan.	S:\ACQB\ORG\NFP S\Common		5 years	When collection closes
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	To manage external delegation policy and instruments	External Delegations	S:\ACQB\ORG\PRISMS\APPD		10 years	After completion or cancellation
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Internal Delegation - receipt of forms and updating of Departmental Delegation Instrument Procurement Review - receipt and distribution of procurement forms to OGDs for review of potential of socio-economic benefits Provision of policy advice	S:\ACQB\ORG\PRISMS\APPD\Business\Policy Advice Given and Received	S:\ACQB\ORG\PRISMS\APPD		5 years	After superseded
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Strategic Advice and Acquisitions Policy	Acquisitions Policy Advice and Procurement Tools, Policy Decisions			5 years	After superseded
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Policy advisor to procurement cadre (internal and at times external) on a significant number of topics.	Acquisitions Policy and Processes	S:\ACQB\ORG\PRISMS\APPD\Business\Policy Advice Given and Received		5 years	After superseded
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	To manage National Security Exception invocations	Acquisitions Policies and Processes - Invocations and Restrictions	S:\ACQB\ORG\PRISMS\APIS\SSSP\NSE		10 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	To manage Termination for Convenience Claims	Negotiated Settlements	S:\ACQB\ORG\PRISMS\APIS\SSSP\TCC		10 years	After completion or cancellation
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Support the application of the Vendor Performance Corrective Measure Policy	Vendor Performance Information	S:\ACQB\ORG\PRISMS\CMD\Business		10 years	After last edit date
	Acquisitions	Acquisition Stewardship	Acquisition Policy and Strategic Management	Policy advisor to procurement cadre (internal and at times external) on a significant number of topics.	Acquisitions Policy and Processes	S:\ACQB\ORG\PRISMS\APPD\Business\Aboriginal			

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Stewardship
Division/Offices:	Client and Supplier Engagement

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	PAA Sub Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisition	Acquisition Stewardship	Client and Supplier Engagement	Certification of Products and Systems	Certification	S:\ACQB\ORG\SSAMS\CGS B\CAD		10 years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Certification of Products and Systems	Certification	S:\ACQB\ORG\SSAMS\CGSB\PCD		10 years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Editing and Translation	Editing and Translation	S:\ACQB\ORG\SSAMS\CGSB\PG		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Standards Development and Advice	Standards	S:\ACQB\ORG\SSAMS\CGSB\SD		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	strategic direction, business planning	business planning	S:\ACQB\ORG\SSAMS\CGSB\SSD		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Offers federal departments and agencies extensive commodity expertise coupled with procurement knowledge and experience grounded in the skilful application of the federal government's legal and policy framework in the provision of procurement services in the areas of printing, communications services, audio-visual services, media monitoring services, event management, graphic design, expositions services, and telephone referral services.	Agreements - General	Agreements		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Offers federal departments and agencies extensive commodity expertise coupled with procurement knowledge and experience grounded in the skilful application of the federal government's legal and policy framework in the provision of procurement services in the areas of printing, communications services, audio-visual services, media monitoring services, event management, graphic design, expositions services, and telephone referral services.				6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Offers federal departments and agencies extensive commodity expertise coupled with procurement knowledge and experience grounded in the skilful application of the federal government's legal and policy framework in the provision of procurement services in the areas of printing, communications services, audio-visual services, media monitoring services, event management, graphic design, expositions services, and telephone referral services.				6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Operational and administrative support for the Communication Procurement Directorate.					

		Acquisition Stewardship	Client and Supplier Engagement	Provision of procurement services for major Alternate Service Delivery projects	Treasury Board submissions	S:\ACQB\ORG\SSA MS\MPS		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Provision of procurement services for the Contracted Airborn Training Support contracts	Treasury Board submissions	S:\ACQB\ORG\SSA MS\MPS\CATS		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Provision of procurement services for the Contracted Flying Training Support contracts	Contract Agreements	S:\ACQB\ORG\SSA MS\MPS\CFTS		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Provision of procurement services for the NATO Flying Training in Canada contracts	Contract Agreements	S:\ACQB\ORG\SSA MS\MPS\NFTC		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Provision of procurement services for Parliamentary Precinct project	Contract Agreements	S:\ACQB\ORG\SSA MS\MPS\PPD		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Agreements - Departmental	No formalized structure		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Committees, Boards and Working Groups - Interdepartmental	No formalized structure		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Treasury Board Submissions	No formalized structure		5 years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Parliamentary Matters - Partliamentary Questions	No formalized structure		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Training	No formalized structure		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Account Management	No formalized structure		6 Fiscal years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Client Requirements	No formalized structure		5 years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Design and Configuration	No formalized structure		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	PMO	No formalized structure		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Vendor Management	No formalized structure		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Finance and Administration	No formalized structure		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Travel Management Services	Card Management	No formalized structure		6 Fiscal years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Client Engagement	Client Satisfaction Surveys	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\CPAA		5 years	After last edit date

		Acquisition Stewardship	Client and Supplier Engagement	Client Engagement	Client Department Engagement	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Client Engagement	Service Standards	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Client Engagement	Service Culture	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	Reports and Statistics	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	Late/Delayed Bids	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	GETS / System Administration	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	Commodity Coding	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	Consignee Coding	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	DPAS Approvals & Usage	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	To process requisitions/requisition amendments received from clients to contracting divisions of AB.	Agreements - General	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After completion or cancellation
		Acquisition Stewardship	Client and Supplier Engagement	Provides Commodity market Analysis in support of the Goods and Services Strategies	Market Analysis	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Reduce the reporting burden for departments Report on contracts, SOs etc. as a common service provider	Reporting	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Project Charters	S:\ACQB\ORG\OSM ESE\Business\Client Engagement\		5 years	After last edit date

		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Memorandums of Understanding	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Client Department Enrollment Agreements	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Certification and Accreditation	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Content Publishing	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Data Services			5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	buyandsell Accounts Documentation	S:\ACQB\ORG\OSMESE\Business\Client Engagement\			
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	Internet Site Analytics	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Provides advisory services to help Branch business lines understand how to engage their stakeholders via the Web. This is accomplished via a variety of research methods, quantitative and qualitative analysis.	User feedback and consultation			5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	OSME maintains a network of six regional offices across Canada to ensure support for smaller suppliers no matter where they are located.	Communications and Public Relations Services - Exhibitions and Displays	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	OSME maintains a network of six regional offices across Canada to ensure support for smaller suppliers no matter where they are located.	Conferences, Meetings, Symposia - General	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	OSME maintains a network of six regional offices across Canada to ensure support for smaller suppliers no matter where they are located.	Seminars	S:\ACQB\ORG\OSMESE\Business\Client Engagement\		5 years	After last edit date

		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch in increasing value, efficiency and transparency; executing National Procurement Strategies; the integration of the requirements of the Policy on Green Procurement; and facilitating the ease and use of current Standing Offers and Supply Arrangements put in place by PWGSC	Logistics	S:\ACQB\ORG\CES\PSCMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Audit and Review	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Committees, Boards and Working Groups	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Plans and Programs	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Reports and Statistics	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Acquisitions Branch Business Model	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Acquisitions Branch Client Satisfaction Survey	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Business Process Re-Engineering	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead Acquisitions Branch towards increasing value, efficiency and transparency in its role as the government's primary procurement service provider	Executive Dashboard	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	Commodity Life Cycle Management Documentation	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	Good and Services Management	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	Support Contracts	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded

		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	Client Engagement	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	PWGSC Acquisitions Branch Policy Notifications	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead our Branch Sectors in executing National Procurement Strategies in support of operational requirements of client departments and support their program and service objectives.	Procurement National Strategy	S:\ACQB\ORG\CES\PSCMD\CCD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Green Procurement	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Committees, Boards and Working Groups	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Committees, Boards and Working Groups - Canadian General Standards Board (CGSB)	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Conferences, Meetings, Symposia	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	National Procurement Strategies	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Communications	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Policy	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Client engagement	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Performance measurement	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the integration of the requirements of the Policy on Green Procurement into procurement, procedures and business tools.	Major projects	S:\ACQB\ORG\OSM\ESE\PSPMD\GP		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Correct/modify legal supplier data anomalies identified by a PWGSC authority.	Legal Matters	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Management of Quick Reference Guides	Plans and Programs	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Deliver Standing Offer Index data to OSME/CES BuyandSell.gc.ca web team weekly for access by the public.	Reports and Statistics	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Provide assistance to client inquiries pertaining to Standing Offers and Supply Arrangments.	Account Executives	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded

		Acquisition Stewardship	Client and Supplier Engagement	Maintain the Standing Offer Index (SOI) containing PWGSC Standing Offers and Supply Arrangements	Acquisitions Branch Intra/Internet Sites	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Maintain SOI in operational status 24/7.	Business Continuity Plan	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Provide assistance to client inquiries pertaining to Standing Offers and Supply Arrangements.	Client Engagement	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Maintain the Standing Offer Index (SOI) containing PWGSC Standing Offers and Supply Arrangements	Service Level Agreements	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To facilitate the ease of use and accessibility of current Standing Offers and Supply Arrangements put in place by PWGSC.	Standing Offers	S:\ACQB\ORG\CES\PSCMD\QAPMD		10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	To lead the sector's supplier engagement activities	Supplier Engagement	P:\ACQB\Business\ORG\OSME\SERCD National		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	ICS provides Q/A's on the Green Procurement Policy to OSME's six regional offices, as well as procurement related information via telephone and email to suppliers and OGDs as well as buyers.	Plans and programs - General	P:\ACQB\Business\ORG\OSME\SERCD National S:\ACQB\ORG\OSME\Business\Client Engagement_Communications S:\ACQB\ORG\OSME\Business\Client Engagement_Communications\Client Communications		5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Quality contract cost and price services to International Stakeholders	Agreements (General)			10 years	After superseded
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	Audits			10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	Overhead Studies			10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	Pre-Negotiation Studies			10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	Miscellaneous Engagements			5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	General Files			5 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Assurance Services Group is the Service Delivery Arm of the Cost and Profit Assurance Program	Professional Practice			5 years	After superseded

		Acquisition Stewardship	Client and Supplier Engagement	Lead forward agenda, content and proceedings of Strategic Policy Committees and Working Groups	Committees, Boards and Working Groups-General			10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Lead strategic forward agenda, content and proceedings of Interdepartmental Committees	Committees, Boards and Working Groups - Interdepartmental	S://ACQB/ORG/PRI SMS/SPD as well as different but related committee information on P://ACQB/COMMON/Governance-gouvernance		10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Lead strategic direction for GC procurement function	Strategic Management - General	S://ACQB/ORG/PRI SMS/SPD and P://ACQB/COMMON/Procurement_Library		10 years	After last edit date
		Acquisition Stewardship	Client and Supplier Engagement	Lead strategic policy, development, outreach, project management and policy advisory of the Branch	Acquisitions Policy and Process	S://ACQB/ORG/PRI SMS/SPD and P://ACQB/COMMON/Procurement_Library		10 years	After superseded

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Support and Innovation
Division/Offices:	Build in Canada Innovation Program

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	PAA Sub Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisition	Acquisition Support and Innovation	Acquisitions Program Transformation	Strategic Planning and coordination of the branch's activities pertaining to the transformation including engagement activities with suppliers and OGDs as well as acquisitions of a new e-procurement solution.	Governance, Engagement and Reporting Documents	Currently under two paths: P:\ACQB\Business\A P Transformation\01 - APT-PMO ADMIN and P:\ACQB\Business\A P Transformation\03 - DIGITAL PROGRAM\PMO (in the process of reviewing structure of the shared drive)		5 years	After completion or cancellation

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Support and Innovation
Division/Offices:	Asset Disposal

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	PAA Sub Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisitions	Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Management of Moveable Assets - General			6 Fiscal years	After completion or cancellation
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Business Planning, Issues Management and Human Resources.			5 years	After last edit date
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Business Analysis, Finance and Administration			6 Fiscal years	After last edit date
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Client Relations, Communications and Operations Support to the Sales Centres.			5 years	After last edit date
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Sales of Controlled Goods for DND. Contracting services for demilitarization.			6 Fiscal years	After completion or cancellation
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	GCSurplus Online Auction site and supporting systems.			5 years	After last edit date
		Acquisition Support and Innovation	Asset Disposal	GCSurplus - disposal of surplus and seized assets.	Management of Moveable Assets - General			5 years	After last edit date

PROGRAM/SERVICE INFORMATION	
Organization:	Acquisition
Centre/Directorate:	Acquisition Support and Innovation
Division/Offices:	Standards Development and Certification

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.			(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Acquisition	Acquisition Support and Innovation	Standards Development and Certification	Strategic planning and coordination of training, development and HR coordination activities for Acquisitions Branch.	Issue Papers	S:\ACQB\ORG\BMS\PCMD\HRCHID		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	Strategic planning and coordination of training, development and HR coordination activities for Acquisitions Branch.	HR Planning Reports	S:\ACQB\ORG\BMS\PCMD\HRCHID		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	Strategic planning and coordination of training, development and HR coordination activities for Acquisitions Branch.	Performance Measurement Documents	S:\ACQB\ORG\BMS\PCMD\HRCHID		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	Strategic planning and coordination of training, development and HR coordination activities for Acquisitions Branch.	Risk Management and Strategy Documents	S:\ACQB\ORG\BMS\PCMD		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	Strategic planning and coordination of training, development and HR coordination activities for Acquisitions Branch.	HR Planning Reports	S:\ACQB\ORG\BMS\PCMD\HRCHID and P:\ACQB\BUSINESS\HR-FIN		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	This team provides corporate related services in the support of the Acquisitions operational and non-operational sectors in the areas of resource management. The primary responsibility is the delivery of Development Programs, They are also responsible for the management of the ALumni Program and the coordination of On-Boarding activities for new employees in Acquisitions Branch.	HR Development Programs documentation	S:\ACQB\ORG\BMS\PCMD\DPD		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	This team provides corporate related services in the support of the Acquisitions operational and non-operational sectors in the areas of resource management. The primary responsibility is the delivery of Development Programs, They are also responsible for the management of the ALumni Program and the coordination of On-Boarding activities for new employees in Acquisitions Branch.	Intern Officer Development Plans	S:\ACQB\ORG\BMS\PCMD\DPD		5 years	After last edit date

		Acquisition Support and Innovation	Standards Development and Certification	This team provides corporate related services in the support of the Acquisitions operational and non-operational sectors in the areas of resource management. The primary responsibility is the delivery of Development Programs, They are also responsible for the management of the ALumni Program and the coordination of On-Boarding activities for new employees in Acquisitions Branch.	Statistics Retention Reports	S:\ACQB\ORG\BMS\PDCMD\DPD		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	This team provides corporate related services in the support of the Acquisitions operational and non-operational sectors in the areas of resource management. The primary responsibility is the delivery of Development Programs, They are also responsible for the management of the ALumni Program and the coordination of On-Boarding activities for new employees in Acquisitions Branch.	HR PLUS Statement of Sensitivity and Threat and Risk Assessment documentations	S:\ACQB\ORG\BMS\PDCMD\DPD		5 years	After completion or cancellation
		Acquisition Support and Innovation	Standards Development and Certification	Coordination of corporate initiatives within Acquisitions Branch	AB HR Committee Records of Decision documents	S:\ACQB\ORG\BMS\PDCMD\HRCHID and P:\ACQB\BUSINESS\HR-FIN		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	Coordination of corporate initiatives within Acquisitions Branch	Branch Professional development program plans and documents	S:\ACQB\ORG\BMS\PDCMD\HRCHID		5 years	After last edit date
		Acquisition Support and Innovation	Standards Development and Certification	As the centre of excellence for procurement training, PTDD provides professional development to the federal government procurement community that results in highly skilled procurement resources available to deliver organizational and government procurement needs. The ultimate goal is effective government procurement, and providing enhanced value for money when acquiring goods and services on behalf of the Canadian taxpayers.	PWGSC Procurement Training documents	S:\ACQB\ORG\BMS\PDCMD\PTDD\Training - General S:\ACQB\ORG\BMS\PDCMD\PTDD\Training - General\E-Learning Files		5 years	After completion or cancellation
		Acquisition Support and Innovation	Standards Development and Certification	As the centre of excellence for procurement training, PTDD provides professional development to the federal government procurement community that results in highly skilled procurement resources available to deliver organizational and government procurement needs. The ultimate goal is effective government procurement, and providing enhanced value for money when acquiring goods and services on behalf of the Canadian taxpayers.	Personal Learning Plans Reports	S:\ACQB\ORG\BMS\PDCMD\PTDD\TEAM Folders\REGISTRATION TEAM 7C2		5 years	After superseded

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Acquisition Branch - National Youth Network <i>(note Champion for NYN changes every 2 years)</i>
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
* Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	PWGSC National Youth Network	GC-2-010-01-2		5 years	after last administrative action
* Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	PWGSC National Youth Network	GC-2-010-01-2		5 years	after last administrative action
* Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	PWGSC National Youth Network	GC-2-010-01-2		5 years	after last administrative action
* Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	PWGSC National Youth Network	GC-2-010-01-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Speed Networking Events Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Marketing Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Annual Forum Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Government of Canada Workplace Charitable Campaign Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Simulated Interviews Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Fed EX/Lions Den Activities Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	National Youth Network Events Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	PWGSC Networks	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	PWGSC National Youth Network Steering Committee	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Federal Youth Network and Other Departmental Networks	GC-1-010-02-2		5 years	after last administrative action
* Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING	National Youth Network Statistics and Reporting	GC-1-010-10-3		10 years	after last administrative action
* Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	National Youth Network Exco Meetings	GC-1-020-06		2 years	after publication appears or is cancelled
* Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	Telesource Articles	GC-1-020-06		2 years	after publication appears or is cancelled
* Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	National Youth Network Monthly News Letters	GC-1-020-06		2 years	after publication appears or is cancelled
* Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	National Youth Network Representation/Recruiting Events/Opportunities	GC-1-020-06		2 years	after publication appears or is cancelled

PROGRAM/SERVICE INFORMATION	
Organization:	Receiver General for Canada
Centre/Directorate:	Stewardship of Consolidated Revenue Fund & Accounts of Canada
Division/Offices:	Option: to create the schedule at the divisional level

**Note: The retention column has been completed on the basis of the LAC document on the Retention Guidelines for the Common Administrative Records in the Government of Canada (<http://www.collectionscanada.gc.ca/government/products-services/007002-3100-e.html>) and the LA

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.	(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the will be retained; these are comprised of a retention period and a retention trigger.			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
CARS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Program Governance and Oversight	<ul style="list-style-type: none"> STRATEGIC PLANNING: • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • Briefing notes • Corporate risk profile • Agenda, meeting minutes • Call letter (from TBS) • Institutional plan/annual plan • Program Activity Architecture (PAA) and descriptions • Departmental Business Plans - institutional, branch, and sector level (see also Program and Service Management sub-sub-sub-activity) • Departmental Outlooks on Program Priorities and Expenditures • Report on Plans and Priorities (RPP) • Departmental Performance Reports (DPR) • Recommendations/comments resulting in major changes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • meeting agenda and minutes • committee schedule • related letters and e-mails, notes, tracking records 	Not classified		2 years	after dissolution of committee

CARS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other</p>	Not classified		5 years	after dissolution of committee
CARS DG				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		5 years	after dissolution of committee
CARS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not classified		5 years	after dissolution of committee
CARS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and of documents submitted to the Minister for briefing purposes • major drafts and of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not classified		10 years	after file closure
CARS DG				STRATEGIC PLANNING:	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • Information related to the Accounts of Canada and publications, including information sessions to departments, year-end procedures, Receiver General manual, Receiver General Directives, Receiver General information notices, ATIP requests, post closing entries, Period 9 and 12 certification • information related to the provision of advice and guidance to departments on accounting and reporting requirements, as well as their responsibilities related to the accounting and reporting of financial information to the Receiver General • Interim, monthly and ad-hoc financial statements including the Government of Canada's Monthly Statements of Financial Operations (MSFO). • Information related to the monitoring the quality of government-wide classification and coding. • Information related to the quality assurance process on the Accounts of Canada, including exception reports, mailbox queries, monthly monitoring, protocol monitoring, quarterly monitoring, trial balance review, statistic information and year-end activities. • Information related to the delivery of the Public Accounts, including production reports, quarterly reports, master plan, work plans, schedule, and scorecards, posted financial information received from departments and agencies, allowing centralized recording of financial information in the Accounts of Canada. • Any other information resources related to any of the above, including: meeting agenda and minutes, letters and e-mails, notes, tracking records 	Not classified		10 years	end of fiscal year
CARS DG				<p>GOVERNMENT WIDE CHART OF ACCOUNTS (GWCOA)</p> <ul style="list-style-type: none"> • Information resources related to the maintenance of the Government Wide Chart of Accounts (GWCOA), including: procedures, annual updates, modifications to the GWCOA and annual review; communications informing departments of any changes; issuing operational instructions and providing advice on and interpretation of the government-wide Chart of Accounts. <p>GOVERNMENT OF CANADA MONTHLY FINANCIAL STATEMENTS</p> <ul style="list-style-type: none"> • Information related to the delivery of the GoC Monthly Financial Statement of Operations. This includes the protocol letter, final reports, production schedule, draft-final submission schedule, CRA monthly revenue reporting schedule, statistics, master check lists and distribution lists. <p>• Any other information resources related to any of the above, including:</p>	Not classified		Indefinite	end of fiscal year
CARS DG				<p>• Any other information resources related to any of the above, including:</p> <ul style="list-style-type: none"> • draft and of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, letters and e-mails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	end of fiscal year

CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organisation's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not classified		7 years	end of fiscal year

CARS DG				Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including: <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including: <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. <ul style="list-style-type: none"> • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not classified		7 years	end of fiscal year

CARS DG			<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not classified		10 years	after file closure
CARS DG			<ul style="list-style-type: none"> • major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			<ul style="list-style-type: none"> • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			<ul style="list-style-type: none"> • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • testing results, such as user testing results • records of decisions • Recommendations and advice resulting from these activities • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not classified		10 years	after file closure
CARS DG				STRATEGIC PLANNING:	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			Treasury Management and Central Accounting and Reporting	<ul style="list-style-type: none"> • Information related to the operations of the Central Accounting and Reporting Systems (RG-GL, PS-GL, CSM, CFMRS, PAPS, GUS) • information related to the provision of a central support function for clients of the PWGSC Central Systems. • information related to the provision of planning and support services for departmental organizations with regards to Receiver General and compensation system interfaces. • Any other information resources related to any of the above, including: meeting agenda and minutes, correspondence, notes, tracking records 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • Information related to the maintenance and operations of the Receiver General-General Ledger (RG-GL) which provides control data received from Treasury Systems to CFMRS to ensure all payments and deposits are accounted for in the Accounts of Canada. • Information related to the provision of planning and support services for departmental organizations with regards to Receiver General and compensation system interfaces. • Information related to the maintenance of the Receiver General Control Framework document. • Any other information resources related to any of the above, including: meeting agenda and minutes, correspondence, notes, tracking records 	Not classified		7 years	end of fiscal year
CARS DG			Program Administration	<ul style="list-style-type: none"> • draft and final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, correspondence, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, correspondence, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • correspondence, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not classified		7 years	end of fiscal year

CARS DG				<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related correspondence, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related correspondence • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organisation's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated correspondence; • documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not classified		7 years	end of fiscal year
CARS DG				<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year

CARS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		7 years	end of fiscal year
CARS DG			<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not classified		7 years	end of fiscal year
CARS DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not classified		7 years	end of fiscal year

CARS DG			Policy/Program Implementation	<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • final versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related correspondence, notes, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related correspondence; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related correspondence. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and correspondence • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p>+ Internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • testing results, such as user testing results • records of decisions • Recommendations and advice resulting from these activities • related correspondence, notes, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and of documents submitted to the Minister for briefing purposes • major drafts and of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and of addresses delivered by the Minister or senior agency staff • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and TB submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not classified		10 years	after file closure
CARS DG				STRATEGIC PLANNING:	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing , and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • briefing , and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • briefing , and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			Treasury Management and Central Accounting and Reporting	<p>MAINTENANCE OF THE CENTRAL ACCOUNTING AND REPORTING SYSTEMS (RG-GL, PS-GL, CSM, CFMRS, PAPS, GUS)</p> <ul style="list-style-type: none"> • Information related to the Service Desk, including receipt, recording, classification and response/resolution to Service Request/questions submitted from the clients. • Information related to the Incident Management, including incident reports and policy instruments. Activities associated with all actions related to the IR resolutions, including Investigation, diagnostic, monitoring and tracking, testing, resolution and closure of the Incident Request reported are also included. 	Not classified		7 years	end of fiscal year
CARS DG			Policy/Program Implementation	<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, ,, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • of periodic evaluation reports, related briefings, , and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • testing results, such as user testing results • records of decisions • Recommendations and advice resulting from these activities • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not classified		10 years	after file closure

CARS DG			Program Administration	<ul style="list-style-type: none"> • draft and of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, letters and e-mails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and of periodic evaluation reports, briefings, , letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House ,, contentious issues ,, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and , • information related to staffing approach, interview questions and ,, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year

CARS DG				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organisation's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not classified		7 years	end of fiscal year
CARS DG				<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		minimum of 2 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, tracking records • meeting agenda and minutes 	Not classified		7 years	end of fiscal year

CARS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and TB submissions, and related letters and e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related letters and e-mails, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada</p>	Not classified		7 years	end of fiscal year
CARS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not classified		7 years	end of fiscal year
CARS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. Minutes of Cabinet committee decisions, approval logs major drafts of proposed new or amended policy instrument, legal opinions and decisions notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> major drafts and final, approved policy proposals, recommendations and, supporting and decision documents final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents major drafts and of documents submitted to the Minister for briefing purposes major drafts and of formal internal reports shared with external institutions approval logs of final policy proposals, recommendations and supporting documents major draft and of addresses delivered by the Minister or senior agency staff notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> reports documenting liaison activities undertaken with other government agencies agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee notes, tracking records 	Not classified		10 years	after file closure

CARS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy notes, tracking records meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not classified		10 years	after file closure
CARS DG				<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports 	Not classified		10 years	after file closure
CARS DG					Not classified		10 years	after file closure
CARS DG					Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of requests to the responsible organization notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice notes, tracking records meeting agenda and minutes 	Not classified		10 years	after file closure
CARS DG			Project Management	<p>Information resources related to the:</p> <ul style="list-style-type: none"> Statement of Requirements Project Complexity and Risk Assessment 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> Preliminary Project Plan 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> Feasibility Report 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> Business Case Project Charter Updated Project Complexity and Risk Assessment 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> Identification Close-Out document 	Not classified		10 years	after project closure

CARS DG				<ul style="list-style-type: none"> • Project Management Plan 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> • Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> • Product Turnover 	Not classified		10 years	after project closure
CARS DG				<ul style="list-style-type: none"> • Close-out Document 	Not classified		10 years	after project closure
CARS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and of addresses delivered by the Minister or senior agency staff • notes, tracking records • meeting agenda and minutes 	Not classified		5 years	Policy superseded
CARS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not classified		5 years	Policy superseded
CARS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • notes, tracking records • meeting agenda and minutes 	Not classified		5 years	Policy superseded
CARS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • major drafts and of documents submitted to the Minister for briefing purposes • major drafts and of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and of addresses delivered by the Minister or senior agency staff • notes, tracking records • meeting agenda and minutes 	Not classified		5 years	Policy superseded

CARS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy notes, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not classified		5 years	Policy superseded	
CARS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not classified		5 years	Policy superseded	
BCMS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and	Strategic Program Governance and Oversight	<ul style="list-style-type: none"> Major drafts, and final approved Branch Continuity Plan Major drafts, and final approved Branch Business Plans Mission, vision, long-term objectives Strategic business planning exercises 	Not Classified		10 years	after file closure	
BCMS DG					Not Classified		10 years	after file closure	
BCMS DG					Not Classified		10 years	after file closure	
BCMS DG					<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG					<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG					<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of requests to the responsible organization related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG					<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG					<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG					Departmental and External Committees	<ul style="list-style-type: none"> meeting agenda and minutes committee schedule related correspondence, notes, tracking records 	Not Classified		2 years

BCMS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees for the purposes of national/ international/ intergovernmental cooperation, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other</p>	Not Classified		5 years	after dissolution of committee
BCMS DG			<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and correspondence • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee
BCMS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	after dissolution of committee
BCMS DG		Treasury Management and Central Accounting and Reporting	<ul style="list-style-type: none"> • Information related to the management of the issue of the Receiver General and other payments. • Information related to the controls the Receiver General accounts at the Bank of Canada. • Information related to the implementation of banking arrangements for payments and revenues. • Information related to the management of the integrity of the receiver General payment instruments. • Information related to the support of the automated testing regimes, office automation, internet and intranet activities for the Branch. 	Not Classified		7 years	end of fiscal year

BCMS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure	
BCMS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure	
BCMS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records 	Not Classified		10 years	after file closure	
BCMS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		10 years	after file closure	
BCMS DG					<ul style="list-style-type: none"> • Major drafts, and final approved Branch Continuity Plan 	Not Classified		10 years	after file closure
BCMS DG					<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure

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		<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
		<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
		<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
		<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
	Treasury Management and Central Accounting and Reporting	<ul style="list-style-type: none"> • Information related to the establishment and maintenance of contacts with other federal government departments and agencies, including Agreements, Banks Statements, Briefings and Presentations, Reports, Transaction Records. • Information related to bank statements and reconciliations with financial institutions, including Agreements, Bank Statements, Briefings and Presentations, Reports, Transaction Records. • Information related to accounting, financial statements, reconciliations and payment issues, including Transactions, Agreements, Briefings and Presentations, Financial Statements, Payment details, Reconciliation, Reports. • Information related to: <ul style="list-style-type: none"> - Reconciliation of deposit details received from the financial institutions to the deposits made at the Bank of Canada. - Transmitting the deposit information to departments and records the information in the accounting system. - Transfers the federal government's excess cash balances for investment in term deposits. - Maintenance of the float model for federal government cash flows; - Accounting for cash flows through Receiver General bank accounts; 	Not Classified		7 years	end of fiscal year

			<ul style="list-style-type: none"> • Information related to contractual and MOU arrangements with service providers for banking services to satisfy the requirements of various federal departments, including presentations, Meetings, Correspondence, Implementations, Timelines, Incidents Reports, Invoices & IS Recoveries, Legal Matters, Parliamentary Matters, Reports, Review, Service Level Verifications, Statistics. • Information related to financial institutions and other financial industry stakeholders, including Acts & Legislations, Agreements in general, Audit, Briefings and Presentations, Meetings, Correspondence, Legal Matters, Reports, Review, Security. • Information related to client departments and agencies, including Acts & Legislations, Agreements in general, Briefings & Presentations, Business Plans, Boards, Cttes, Conferences, Meetings-Symposia, working Groups, Correspondence, Legal Matters, Reports, Review, Statistics. • Information related to treasury functions in other jurisdictions such as Crown Corporations outside of the Consolidated Revenue Fund (CRF), provinces, municipalities, international governments, including Briefings & Presentations, Meetings, Correspondence, and Reports. • Information related to the: <ul style="list-style-type: none"> - Negotiating, implementing, and managing contracts for banking services for the Receiver General. - Establishing bank accounts for the purpose of accepting payments made to the Receiver General and Federal departments and agencies. - Leading the Government Business Negotiating Group in dealing with the Canadian direct clearers for banking and float fees. - Managing the Card Acceptance Program for debit and credit cards as a form of payment for goods and services rendered. - Assisting federal departments and agencies with special banking requirements. - Governing of banking arrangements by managing and monitoring day-to-day operations of contract with FI - Development and negotiation of Memorandum of Understanding (MOUs) with clients for national and international banking arrangements and cash management services or cost sharing/recovery arrangements. - Working with program departments to identify banking service requirements. As necessary, works with financial service providers to develop new services to satisfy these needs; - Development of strategies, methods and innovative approaches to meet the new and changing needs of the federal government for banking and cash 	Not Classified			
BCMS DG			<ul style="list-style-type: none"> • Information related to the implementation of standards relating to the physical characteristics of RG cheques and envelopes as well as Departmental Bank Accounts cheques for federal departments and the implementation of policy, procedures, specifications and standards for the design, format, size, paper type and quality of material of cheques. This includes Documentation, Procedures, Reports, Audit, RGSS (Receiver General Settlement Streamlining) Project and TECP, Cheque Negative Specifications. • Information related to the management of the security of Receiver General payments by conducting quarterly reviews on security and the periodic previous redesign of Receiver General Cheques in order to incorporate new security features. This includes Documentation, Reports, Inventory of negatives. • Information related to Centralized management and control of financial responsibilities granted to ABCB employees in order to avoid critical errors. This includes Documentation, Procedures, Delegation of Authority WEB information. • Information related to cheques and electronic payments delivered on behalf of the Government of Canada. This includes Rules and Regulations, Processes, Continuity of operations (Business Resumption Plan), Reports, Contracts & Agreements, Working Groups, Incidents, Contacts, Access to SPS for the printing of priority cheques (SACO). • Information related to the safekeeping of all securities (e.g. bonds, stocks) owned by the Government of Canada. This includes Entry and exit records (i.e. inventory of securities), Contracts & Agreements, Contacts information (i.e. authorization for release), Incidents. • Information related to the validation of documents and interface with Legal Services and the Assignee in order to ensure that assignments of Crown debt are implemented in a timely manner. This includes Documentation, Reports. • Information related to the promotion of the use of direct deposit as a payment method. This includes Presentations to cluster departments, Procedural documentation regarding due diligence, Due diligence profile documentation. • Information related to other payment and revenue mechanisms. This includes Procedural documentation, LVTS Pre-registration documentation, Priority Print Sites documentation, EDI documentation. • Information related to: <ul style="list-style-type: none"> - Management of the daily issuance and settlement of payments and ensuring that all amounts owing to the Consolidated Revenue Fund are deposited to the credit of the Receiver General 	Not Classified		7 years	end of fiscal year

BCMS DG		Program Administration	<ul style="list-style-type: none"> • Information related to the development and implementation of costing methodologies for banking and cash management services for cost recovery from clients and the private sector • Information related to the management of the Special Purpose Allotment (SPA) for banking fees • Information related to the management of the development and production of complex/sophisticated financial documentation for situational and strategic analysis. • draft and final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, correspondence, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG			<ul style="list-style-type: none"> • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • Performance Reports • major drafts and final versions of periodic evaluation reports, briefings, notes, correspondence, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG			<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • Information related to the responses to various enquiries from the general public addressed to the Receiver General through the ATIP process. This includes Documentation, Legal Opinions, Reports. • Information related to the responses to enquiries received about Receiver General payments or about the Receiver General function in general. It also relates to the conduct of investigations by PPSD Operations division or the coordination of responses when the inquiries are investigated by other units. This includes Guidelines, Procedures (i.e. standard responses modals), Enquiries, Reports. • correspondence, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

BCMS DG			<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related correspondence, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related correspondence • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
BCMS DG			<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organisation's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated correspondence; • documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not Classified		7 years	end of fiscal year
BCMS DG			<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
BCMS DG			<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

BCMS DG		<ul style="list-style-type: none"> Information related to the maintenance and building relationships with domestic and international financial institutions by hosting and attending meetings and conferences. Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee related correspondence, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not Classified		7 years	end of fiscal year
BCMS DG		<ul style="list-style-type: none"> major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG		<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG	Project Management	<p>Information resources related to the:</p> <ul style="list-style-type: none"> Statement of Requirements Business Requirements Definitions, Environmental Scan, Data Gathering and Analysis, Options Development, Recommendations, Action plan Project Complexity and Risk Assessment Information related to the management of projects, including Briefings and Presentations, Change Requests, Implementation, Timelines, Reports. Information regarding Projects and initiatives activities related to banking arrangements processes and methods (e.g. Receiver General Receipts Redesign). This includes Audit (Assessment of the project or initiative implemented), Briefings and Presentations, Business Plan, Boards, Cttes, Conferences, Meetings, Symposia, Working Groups, Change Requests, Correspondence, Implementations, Timelines, Legal Matters, Reports, Review, Statistics, TB Submissions. 	Not Classified		10 years	after project closure
BCMS DG		<ul style="list-style-type: none"> Preliminary Project Plan 	Not Classified		10 years	after project closure
BCMS DG		<ul style="list-style-type: none"> Feasibility Report 	Not Classified		10 years	after project closure
BCMS DG		<ul style="list-style-type: none"> Business Case Project Charter Updated Project Complexity and Risk Assessment 	Not Classified		10 years	after project closure

BCMS DG				• Identification Close-Out document	Not Classified		10 years	after project closure
BCMS DG				• Project Management Plan	Not Classified		10 years	after project closure
BCMS DG				• Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment	Not Classified		10 years	after project closure
BCMS DG				• Product Turnover	Not Classified		10 years	after project closure
BCMS DG				• Close-out Document	Not Classified		10 years	after project closure
BCMS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related memoranda, reports, discussion papers, analysis, presentations, background material, summary reports, and tracking records • approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • major drafts and approved policy proposals, recommendations and supporting and decision documents • approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • documentation related to the development of the policy instrument • major drafts and approved versions of documents submitted to the Minister for briefing purposes • major drafts and approved versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and approved versions of addresses delivered by the Minister or senior agency staff • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters, e-mails and tracking records 	Not Classified		10 years	after file closure

BCMS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • Major drafts, and approved Branch Continuity Plan 	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure

BCMS DG			Treasury Management and Central Accounting and Reporting	<ul style="list-style-type: none"> • Information related to the implementation of standards relating to the physical characteristics of RG cheques and envelopes as well as Departmental Bank Accounts cheques for federal departments (the type of paper stock, weight of paper, MICR encoding, etc.), and the implementation of policy, procedures, specifications and standards for the design, format, size, paper type and quality of material of cheques. This includes Documentation, Procedures, Reports, Audit, RGSS (Receiver General Settlement Streamlining) Project and TECP, Cheque Negative Specifications. • Information related to the management of the security of Receiver General payments by conducting quarterly reviews on security and the periodic previous redesign of Receiver General Cheques in order to incorporate new security features. This includes Documentation, Reports, Inventory of negatives. • Information related to Centralized management and control of financial responsibilities granted to ABCB employees in order to avoid critical errors. This includes Documentation, Procedures, Delegation of Authority WEB information. • Information related to cheques and electronic payments delivered on behalf of the Government of Canada. This includes Rules and Regulations, Processes, Continuity of operations (Business Resumption Plan), Reports, Contracts & Agreements, Working Groups, Incidents, Contacts, Access to SPS for the printing of priority cheques (SACO). • Information related to the maintenance of sufficient levels of inventories in three production centers to ensure the ability of the Receiver General to meet departmental payment requirements, as well as the maintain of the signature stamps inventories for production payment sites. This includes Documentation, Reports, Contracts, Standing Offer Agreements (SOA), Signature, Stamps. • Information related to the validation of documents and interface with Legal Services and the Assignee in order to ensure that assignments of Crown debt are implemented in a timely manner. This includes Documentation, Reports. • Information related to other payment and revenue mechanisms. This includes Procedural documentation, LVTS Pre-registration documentation, Priority Print Sites documentation, EDI documentation. 	Not Classified		7 years	end of fiscal year
BCMS DG				<ul style="list-style-type: none"> • Information related to the maintenance and operations of the Receiver General-General Ledger (RG-GL) which provides control data received from Treasury Systems to CFMRS to ensure all payments and deposits are accounted for in the Accounts of Canada. • Information related to the provision of planning and support services for departmental organizations with regards to Receiver General and compensation system interfaces. • Information related to the maintenance of the Receiver General Control Framework document. • Information related to the responsibility for domestic and foreign payments to all departments which includes the following payment methods: Cheques, Direct Deposits, Large Value File transfers (LVTS); Electronic Debit Instrument (EDI); Pre-Authorized Debits (PADS); Foreign payments and wires. • Any other information resources related to any of the above, including: meeting agenda and minutes, correspondence, notes, tracking records 	Not Classified		7 years	end of fiscal year

BCMS DG			Program Administration	<p>Information related to:</p> <ul style="list-style-type: none"> • the review of bankruptcy documents submitted to RG and forward to appropriate departments/ agencies • coordinating with Bank of Canada, any necessary updates to the CPA G-Rules • producing semi-annual BCMS newsletter to OGDs • preparing communications to OGDs pertaining to SPS/PPSD-related system or process changes • Periodically redesigning the Receiver General cheque to incorporate new security features; • Promoting the use of direct deposit among Canadians in order to improve service to the public while reducing government costs; • Helping ensure that the Receiver General and financial institutions use common payment standards to facilitate federal/private sector transactions; • Working with financial institutions and Canada Post for payment delivery. • Maintaining the Receiver General Directives and manuals for payments management and BCMS manual. • coordinating ABCB BIA and BCP ; manage regular testing of ABCB BCP and DR plans • Acting as custodian of the government of Canada securities in accordance with the government Contract Regulations. • Managing the Special Purpose Allotment (SPA) for postage, cheques and envelopes. • Coordinating the assignments of Crown Debt. • Managing the inventory of Receiver General cheques and envelopes and the contracts with the suppliers. • Managing the processing and printing of mail outs (operational services). • Co-ordinating and implements SPS Operational Initiatives and Change Requests. • Providing yearly guidelines to clients regarding service levels and stewardship. • Providing web and live training for SPS uses, maintain all training content • Draft and approved versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. 	Not Classified		7 years	end of fiscal year
BCMS DG				<ul style="list-style-type: none"> • major drafts and approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and approved versions of periodic evaluation reports, briefings, notes, correspondence, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG				<ul style="list-style-type: none"> • Responses to enquiries and requests for access to information and privacy on issues relating to the receipt or issuance of payments related to the responsibilities of the Receiver General. • major drafts and approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

BCMS DG				<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related correspondence, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
BCMS DG				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> draft and approved budget estimates and submissions, supporting documents, calculations and annual costings; documents relating to the organisation's spending progress, anticipated revenue collection against allocations within the budget estimates. Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. Monthly and periodic interim financial statements and summaries prepared for management. Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations. Cost Recovery includes service agreements, defining cost elements, revenue reporting <p>PLANNING</p> <ul style="list-style-type: none"> draft and approved versions of financial plans submitted to senior management and associated correspondence; documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not Classified		7 years	end of fiscal year
BCMS DG				<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> forms, requests related letters, e-mails and tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
BCMS DG				<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> forms, requests related letters, e-mails and tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

BCMS DG		<ul style="list-style-type: none"> • Information related to the management of contacts and operational relations with service providers • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters, e-mails and tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not Classified		7 years	end of fiscal year
BCMS DG		<ul style="list-style-type: none"> • Information related to the provision of expert liaison, advisory and other services to client departments on the Standard Payment System (SPS) and all aspects of the payment life-cycle. • Information related to the provision of Receiver General's procedures and directives to clients. • major drafts and approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
BCMS DG		<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal opinions, legal comments on draft of reports and Cabinet/TBS submissions, and related correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters, e-mails and tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
BCMS DG		<ul style="list-style-type: none"> • Information related to acting as RG contact for Estates, in conjunction with Legal Services, in which the RG is named as Beneficiary • Information related to the preparation of semi-annual outstanding payment reports for departments, deal with all associated ATIP requests • Information related to the management of and responses to Receiver General Enquiries (i.e. Claims of Right, ministerials, etc) including business phone and e-lines. • major drafts, and approved response to the enquiry, and any related documents • approval log and related reports, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

BCMS DG		Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and approved versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and approved versions of addresses delivered by the Minister or senior agency staff • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG			<ul style="list-style-type: none"> • Approved drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters, e-mails and tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
BCMS DG			<ul style="list-style-type: none"> • Draft and approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG			<ul style="list-style-type: none"> • Ensure associated updates are completed for TB Policies and Regulations pertaining to the RG Function • major drafts and approved policy proposals, recommendations and supporting and decision documents • approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and approved versions of documents submitted to the Minister for briefing purposes • major drafts and approved versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and approved versions of addresses delivered by the Minister or senior agency staff • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG			<ul style="list-style-type: none"> • approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, summary reports, and tracking records (only Non-Secret documents) • approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters, e-mails and tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

BCMS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters, e-mails and tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other</p>	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • documents containing legal opinions to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters, e-mails and tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and approved response to the enquiry, and any related documents • approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure

BCMS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • Major drafts, and final approved Branch Continuity Plan • Major drafts, and final approved Branch Business Plans • Mission, vision, long-term objectives • Strategic business planning exercises • Major drafts, and final approved briefing notes • Major drafts, and final approved Corporate risk profile, and Risk 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of requests to the responsible organization • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure

BCMS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after file closure
BCMS DG			Treasury Management and Central Accounting and Reporting	<ul style="list-style-type: none"> • information related to the management, development and implementation of the Standard Payment System (SPS). This includes System Control documentation including migration documentation, Knowledge Transfer documentation, Change Management documentation, SPS Testing Documentation, Internal Control documentation, System Control documentation, Residual Legacy Applications documentation. • information related to the management, development and implementation of the Government Banking System (GBS). This includes System Control documentation including migration documentation, Knowledge Transfer documentation, Change Management documentation 	Not Classified		7 years	end of fiscal year
BCMS DG	1.3 Receiver General for Canada	1.3.1 Stewardship and Consolidated Revenue Fund and Accounts of Canada	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action After Project termination. Dependent on answer to questions in column 13.
BCMS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action Same points as above.
BCMS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records 	Not Classified		10 years	after last administrative action Same points as above.

BCMS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related correspondence, notes, tracking records meeting agenda and minutes <p><i>* legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		10 years	after last administrative action Same points as above.
BCMS DG				<ul style="list-style-type: none"> Major drafts, and final approved Branch Continuity Plan Major drafts, and final approved Branch Business Plans 	Not Classified		10 years	after last administrative action
BCMS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
BCMS DG				<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
BCMS DG				<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of requests to the responsible organization related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
BCMS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
BCMS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related correspondence, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
BCMS DG			Project Management	<ul style="list-style-type: none"> Information resources related to the: <ul style="list-style-type: none"> Statement of Requirements Project Complexity and Risk Assessment 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Preliminary Project Plan 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Feasibility Report 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Business Case Project Charter Updated Project Complexity and Risk Assessment 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Identification Close-Out document 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Project Management Plan 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> Updated Business Case Updated Project Charter Updated Project Complexity and Risk Assessment 	Not Classified		10 years	after project closure

BCMS DG				<ul style="list-style-type: none"> • Product Turnover • Information related to the: <ul style="list-style-type: none"> - management of external agreements with Contractors - management of internal agreements with ODG and within PWGSC - provision of ongoing functional support to the projects (i.e. Subject matter expertise). - development and implementation of the directorate's strategy to ensure disaster recovery and business continuity in case of major disaster. - the management of business planning and preparation of possible Treasury Board submissions, memorandum to Cabinet and preparation of Question Period notes. - management of the Direct Deposit initiative, including stakeholder engagement and direct deposit promotional campaigns 	Not Classified		10 years	after project closure
BCMS DG				<ul style="list-style-type: none"> • Close-out Document 	Not Classified		10 years	after project closure
BCMS DG			Policy Development	<ul style="list-style-type: none"> • research findings on the roles and functions of the RG for new opportunities associated with the changing technologies. • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary related to any aspect of responsibility of the organization, including treasury functions (best-practices) • Information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related correspondence, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion related to any aspect of responsibility of the organization, including treasury functions • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

BCMS DG				<ul style="list-style-type: none"> • information provided in support of the implementation of direct deposit as the standard payment method of all government payments. • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • information containing legal advice and opinion to the institution on related initiatives (e.g. changes to payment), including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes • Payment legislation and policy changes will be examined and legal opinions sought <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		5 years	Policy superseded
BCMS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

PROGRAM/SERVICE INFORMATION	
Organization:	Receiver General for Canada
Centre/Directorate:	Receiver General Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
AADMO [1]	1.5 Federal Pay and Pension Administration	1.5.1 Receiver General Services	Strategic Governance and Oversight	<ul style="list-style-type: none"> STRATEGIC PLANNING: • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]			Departmental and External Committees	<ul style="list-style-type: none"> • meeting agenda and minutes • committee schedule • related correspondence, notes, tracking records 	Not Classified		2 years	after dissolution of committee

AADMO [1]				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not Classified		5 years	after dissolution of committee
AADMO [1]				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and correspondence • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee
AADMO [1]				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	after dissolution of committee
AADMO [1]	1.5 Federal Pay and Pension Administration	1.5.1 Receiver General Services	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, emails, letters, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related emails and letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

AADMO [1]				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • Emails and letters related to the development of the policy instrument • major drafts of documents submitted to the Minister for briefing purposes • major drafts of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft of addresses delivered by the Minister or senior agency staff • related emails and letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related emails and letters, tracking records 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and TBS submissions, emails and letters. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related emails, letters, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>	Not Classified		10 years	after last administrative action
AADMO [1]				<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
AADMO [1]				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

AADMO [1]			Program Administration	<ul style="list-style-type: none"> • Information related to the operation of a telephone call center, fraud detection services, cheque enquiries, information related to vouchers, financial coding stamps with section 34 signature and affidavits completion assistance. • draft of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, letters, emails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding CRCO operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts of periodic evaluation reports, briefings, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • Letters, emails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related correspondence, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related correspondence • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

AADMO [1]				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated correspondence; • documents related to the development and review of financial plans including: background research, draft versions of plans containing significant changes/alterations or formally circulated for comment, notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Not Classified		7 years	end of fiscal year
AADMO [1]				<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
AADMO [1]				<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related correspondence, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related emails, letters, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p> <p>+ external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not Classified		7 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related emails, letters, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

AADMO [1]				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and TBS submissions, and related correspondence. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related emails, letters, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
AADMO [1]				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
AADMO [1]			Pay Administration	Pay Records	Not Classified		(recommendation is 3	after termination of employment
CRCD Sr. Director	1.3 Receiver General for Canada	1.3.2 Receiver General Services	Strategic Governance and Oversight	<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Corporate risk profile Agenda, meeting minutes Call letter (from TBS) Institutional plan/annual plan Program Activity Architecture (PAA) and descriptions Departmental Business Plans - institutional, branch, and sector level (see also Program and Service Management sub-sub-activity) Departmental Outlooks on Program Priorities and Expenditures Report on Plans and Priorities (RPP) Departmental Performance Reports (DPR) Recommendations/comments resulting in major changes e-mails and documents on issues relating to policy and planning <p>REVIEWING:</p> <ul style="list-style-type: none"> Documents establishing the strategic review of plans or programs Background research Draft versions of review reports containing significant changes/alterations or formally circulated for comment Approvals Project or action plans <p>BUSINESS AND FISCAL PLANNING:</p> <ul style="list-style-type: none"> Detail about the financial and human resources implications of policy initiatives and funding analyses Funding proposals and requests. e-mails Memoranda Reports Business plans and business reviews Copies of budgets, estimates, Treasury Board submissions, etc. Inputs from Minister's Office, Cabinet Office, Ministry of Finance, other central agencies, and department's policy and program areas. 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related e-mails, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action

CRCD Sr. Director				<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • Corporate risk profile • Agenda, meeting minutes • Call letter (from TBS) • Institutional plan/annual plan • Program Activity Architecture (PAA) and descriptions • Departmental Business Plans - institutional, branch, and sector level (see also Program and Service Management sub-sub-sub-activity) • Departmental Outlooks on Program Priorities and Expenditures • Report on Plans and Priorities (RPP) • Departmental Performance Reports (DPR) • Recommendations/comments resulting in major changes • e-mails and documents on issues relating to policy and planning <p>REVIEWING:</p> <ul style="list-style-type: none"> • Documents establishing the strategic review of plans or programs • Background research • Draft versions of review reports containing significant changes/alterations or formally circulated for comment • Approvals • Project or action plans <p>BUSINESS AND FISCAL PLANNING:</p> <ul style="list-style-type: none"> • Detail about the financial and human resources implications of policy initiatives and funding analyses • Funding proposals and requests. • e-mails • Memoranda • Reports • Business plans and business reviews • Copies of budgets, estimates, Treasury Board submissions, etc. • Inputs from Minister's Office, Cabinet Office, Ministry of Finance, other central agencies, and department's policy and program areas. <p>PLANNING:</p> <ul style="list-style-type: none"> • Strategic, corporate or business plans applying to the organization as a 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • briefing and presentations • information resources related to decision-making: presentations 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director			Departmental and External Committees	<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		2 years	after dissolution of committee
CRCD Sr. Director				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee
CRCD Sr. Director				<ul style="list-style-type: none"> • Documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings, e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee
CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee

CRCD Sr. Director	1.3 Receiver General for Canada	1.3.2 Receiver General Services	Strategic Governance and Oversight	<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • Corporate risk profile • Agenda, meeting minutes • Call letter (from TBS) • Institutional plan/annual plan • Program Activity Architecture (PAA) and descriptions • Departmental Business Plans - institutional, branch, and sector level (see also Program and Service Management sub-sub-sub-activity) • Departmental Outlooks on Program Priorities and Expenditures • Report on Plans and Priorities (RPP) • Departmental Performance Reports (DPR) • Recommendations/comments resulting in major changes • e-mails and documents on issues relating to policy and planning <p>REVIEWING:</p> <ul style="list-style-type: none"> • Documents establishing the strategic review of plans or programs • Background research • Draft versions of review reports containing significant changes/alterations or formally circulated for comment • Approvals • Project or action plans <p>BUSINESS AND FISCAL PLANNING:</p> <ul style="list-style-type: none"> • Detail about the financial and human resources implications of policy initiatives and funding analyses • Funding proposals and requests. • e-mails • Memoranda • Reports • Business plans and business reviews • Copies of budgets, estimates, Treasury Board submissions, etc. • Inputs from Minister's Office, Cabinet Office, Ministry of Finance, other central agencies, and department's policy and program areas. <p>PLANNING:</p> <ul style="list-style-type: none"> • Strategic, corporate or business plans applying to the organization as a 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Approvals of policy proposals, recommendations and, supporting and decision documents • Policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • e-mails related to the development of the policy instrument • Formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • Addresses delivered by the Minister or senior agency staff • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related e-mails, tracking records 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related e-mails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action

CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings, e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director			Treasury Management and Central Reporting	<p>RECONCILIATION</p> <ul style="list-style-type: none"> • Information related to bank adjustments for discrepancies found in the bank reconciliation process. Includes reconciliation process for direct deposit and bank accounts. • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		7 years	Tout ce qui touche les effets payés (chèques/DD/SPF) 7 ans et le trigger est le numéro de locator ou la date de réception (encaissement) du paiement; le reste 2-5 ans
CRCD Sr. Director				<ul style="list-style-type: none"> • Information related to the development, implementation and review of information management policy; Guides, manuals and instructions on the management of records; General administrative records, including routine e-mails relating to the provision of information management services; • Information pertaining to multi-office systems, ministry-wide or agency-wide information models (data modeling, data dictionaries, and strategy), and data administration projects encompassing more than one system (including records relating to planning and control, conceptual design, data integrity, definition of data resources, and sharing/conversion of data). <p>PROJECTS</p> <ul style="list-style-type: none"> • Information management projects, including schedule development, classification system design, media conversions (including micrographics /imaging feasibility studies), electronic records/document management systems acquisition and implementation, records system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans. • Information related to tracking and location systems. • Information related to the use of on-site storage areas. • Information related to the transfer of records to on-site storage. • Information related to the selection of off-site storage facilities. • Information related to contracts with storage providers. • Information related to the transfer and retrieval of information to/from off-site storage 	Not Classified		7 years	Tout ce qui touche les effets payés (chèques/DD/SPF) 7 ans et le trigger est le numéro de locator ou la date de réception (encaissement) du paiement; le reste 2-5 ans

CRCD Sr. Director			Program Administration	<ul style="list-style-type: none"> Information related to the operation of a telephone call center, fraud detection services, cheque enquiries. Legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. internal communications related to a policy/program development, change or reinforcing operational procedures. documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, e-mails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. related e-mails, tracking records meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> Information related to quality assurance and policy regarding CRCD operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. Program planning, strategic and operational planning, review of program progress towards goals. Documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. Periodic evaluation reports, briefings, e-mails, and recommendations. documents related to background research and negotiations for developing performance measures and evaluation metrics. Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). related e-mails, tracking records meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> Procedures Rules and specifications User Security Profiles Use/permission transactions 	Not Classified		7 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related e-mails information related to staffing approach, interview questions, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> Retention and disposition schedules, including legal opinions, supporting documentation, departmental approvals, amendments, consolidations or cancellations. e-mails and papers relating to the compilation of disposal schedules. Review lists, including information from systems. Lists, certificates, docket books or databases of records destroyed. Copies of catalogues/lists of records transferred to the Archives or place of deposit. Records of destruction Disposition authority (related information resources) 	Not Classified		7 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including: Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. forms, requests related e-mails, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CRCD Sr. Director				<ul style="list-style-type: none"> Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including: forms, requests related e-mails, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CRCD Sr. Director			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • Reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related e-mails, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration between the GC department and other GC departments, arms-length agencies, provincial, municipal, and territorial governments, international governments, other organization and/or interest groups.</p>	Not Classified		7 years	end of fiscal year
CRCD Sr. Director			<ul style="list-style-type: none"> • major drafts and final reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CRCD Sr. Director			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related e-mails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
CRCD Sr. Director			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final response to the enquiry, and any related documents • approval log and related e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

CRCD Sr. Director	1.3 Receiver General for Canada	1.3.2 Receiver General Services	Strategic Governance and Oversight	<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • Corporate risk profile • Agenda, meeting minutes • Call letter (from TBS) • Institutional plan/annual plan • Program Activity Architecture (PAA) and descriptions • Departmental Business Plans - institutional, branch, and sector level (see also Program and Service Management sub-sub-sub-activity) • Departmental Outlooks on Program Priorities and Expenditures • Report on Plans and Priorities (RPP) • Departmental Performance Reports (DPR) • Recommendations/comments resulting in major changes • e-mails and documents on issues relating to policy and planning <p>REVIEWING:</p> <ul style="list-style-type: none"> • Documents establishing the strategic review of plans or programs • Background research • Draft versions of review reports containing significant changes/alterations or formally circulated for comment • Approvals • Project or action plans <p>BUSINESS AND FISCAL PLANNING:</p> <ul style="list-style-type: none"> • Detail about the financial and human resources implications of policy initiatives and funding analyses • Funding proposals and requests. • e-mails • Memoranda • Reports • Business plans and business reviews • Copies of budgets, estimates, Treasury Board submissions, etc. • Inputs from Minister's Office, Cabinet Office, Ministry of Finance, other central agencies, and department's policy and program areas. <p>PLANNING:</p> <ul style="list-style-type: none"> • Strategic, corporate or business plans applying to the organization as a 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Approvals of policy proposals, recommendations and, supporting and decision documents • Policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • e-mails related to the development of the policy instrument • Formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • Addresses delivered by the Minister or senior agency staff • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related e-mails, tracking records 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related e-mails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action

CRCD Sr. Director					Not Classified		10 years	after last administrative action
CRCD Sr. Director					Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings, e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director				<ul style="list-style-type: none"> • Presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CRCD Sr. Director			Information Management Services	<p>RECONCILIATION</p> <ul style="list-style-type: none"> • Information related to bank adjustments for discrepancies found in the bank reconciliation process. Includes reconciliation process for direct deposit and bank accounts. • related e-mails, tracking records • meeting agenda and minutes 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed
CRCD Sr. Director				<ul style="list-style-type: none"> • Information related to the development, implementation and review of information management policy; Guides, manuals and instructions on the management of records; General administrative records, including routine e-mails relating to the provision of information management services; • Information pertaining to multi-office systems, ministry-wide or agency-wide information models (data modeling, data dictionaries, and strategy), and data administration projects encompassing more than one system (including records relating to planning and control, conceptual design, data integrity, definition of data resources, and sharing/conversion of data). <p>PROJECTS</p> <ul style="list-style-type: none"> • Information management projects, including schedule development, classification system design, media conversions (including micrographics /imaging feasibility studies), electronic records/document management systems acquisition and implementation, records system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans. • Information related to tracking and location systems. • Information related to the use of on-site storage areas. • Information related to the transfer of records to on-site storage. • Information related to the selection of off-site storage facilities. • Information related to contracts with storage providers. • Information related to the transfer and retrieval of information to/from off-site storage. 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed

CRCD Sr. Director				<ul style="list-style-type: none"> Information related to the operation of a telephone call center, fraud detection services, cheque enquiries. Legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. Internal communications related to a policy/program development, change or reinforcing operational procedures. Documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. Documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, e-mails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. Draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. related e-mails, tracking records meeting agenda and minutes 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed
CRCD Sr. Director				<ul style="list-style-type: none"> Information related to quality assurance and policy regarding CRCD operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. Program planning, strategic and operational planning, review of program progress towards goals. Documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. Periodic evaluation reports, briefings, e-mails, and recommendations. documents related to background research and negotiations for developing performance measures and evaluation metrics. Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). related e-mails, tracking records meeting agenda and minutes 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed
CRCD Sr. Director				<ul style="list-style-type: none"> Procedures Rules and specifications User Security Profiles Use/permission transactions 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed
CRCD Sr. Director				<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related e-mails information related to staffing approach, interview questions, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related e-mails meeting agenda and minutes 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed
CRCD Sr. Director				<ul style="list-style-type: none"> Retention and disposition schedules, including legal opinions, supporting documentation, departmental approvals, amendments, consolidations or cancellations. e-mails and papers relating to the compilation of disposal schedules. Review lists, including information from systems. Lists, certificates, docket books or databases of records destroyed. Copies of catalogues/lists of records transferred to the Archives or place of deposit. Records of destruction Disposition authority (related information resources) 	Not Classified		Policies- 5 years; Administrative IRs- 2years; Information on IRs transferred or destroyed- 10 years (GVT on IM)	Policies-superseded; Administrative IRs-last action; Information on IRs - date when transferred or destroyed

PROGRAM/SERVICE INFORMATION	
Organization:	Integrity Programs & Services
Centre/Directorate:	Contract Security
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention period these are comprised
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	5. IRBV - Level 5	Classification Structure	File Classification Code	Retention Period
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	Standard Acquisition Clauses and Conditions (SACC) Review	Corporate Reporting	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	Standard Acquisition Clauses and Conditions (SACC) Review	International Contracting	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	Standard Acquisition Clauses and Conditions (SACC) Review	Privacy	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	Standard Acquisition Clauses and Conditions (SACC) Review	Work Plan	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	E-Passport	Framework	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	ALTERNATIVE SOLUTIONS	E-Passport	Projects	DOB -1-20-01		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	Multinational Industrial Security Working Group	GC-1-010-02-2		2 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	NATO	GC-1-010-02-2		6 Years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	NSA/DSA Liaison	GC-1-010-02-2		6 Years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	IISAC	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	DFATD Interdepartmental Working Group on Defence and Security	GC-1-010-02-2		6 Years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	US - Canada Armaments Cooperation Management Committee	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	North American Technology and Industrial Base Organization	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	Asia Pacific Economic Cooperation Data Privacy Group	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	Industrial Security Representation	International Data Protection and Privacy Commissioners Conference	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Contact List	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Countries	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Final Arrangements and Agreements	GC-1-010-02-2		N/A
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Foreign Travel	GC-1-010-02-2		5 years

Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Hosting	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Ledgers	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Presentations	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Templates	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	PARTNERSHIP, CO-OPERATION AND LIAISING	International Bilateral Industrial Security Instruments	Work Plan	GC-1-010-02-2		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	FUNCTIONAL GUIDANCE	Advice on Pre-Contractual Documents		DOB -1-20-04		5 years
Integrity Programs and Services	Program Delivery Support	Contract Security	DEVELOP AND DELIVER TRAINING			GC-2-010-06-1		2 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Industry Personnel Clearance and Reliability Records		not currently available		6 Years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Requests for Visit		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Foreign Visit Clearance Requests		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Foreign Ownership Control and Influence Assessments		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Security in Contracting		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Security in Contracting	NATO Briefs	not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Security in Contracting	CSIS Briefs	not currently available		5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	PROGRAM DEVELOPMENT	Industrial Security Program		GC-2-010-01-2		5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	PROGRAM DEVELOPMENT	International Industrial Security Program Development		GC-2-010-01-2		5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	Foreign Ownership, Control or Influence		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	Policy on Compliance and Enforcement with Industrial Security Requirements (123)		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	Contract Security Policy and Analysis		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	Industrial Security Manual		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	DP 54 Industrial Security Program		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Policy and Program Development	Contract Security	POLICY DEVELOPMENT	Policy on the Handling of Contract Security Incidents (093)		GC-1-010-04-4	DOB-1-10-04	5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Organizational Registrations		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Facility Inspections		not currently available		5 years
Integrity Programs and Services	Program Delivery	Contract Security	INDUSTRIAL SECURITY	Investigations		not currently available		5 years

PROGRAM/SERVICE INFORMATION	
Organization:	Integrity Programs & Services
Centre/Directorate:	Controlled Goods
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
Integrity Programs and Services	Program Delivery Support	Controlled Goods	PARTNERSHIP, CO-OPERATION AND LIAISING	USA International Traffic in Arms Regulations (ITAR) – Controlled Goods	GC-1-010-02-2		5 years	After last administrative action on the file	
Integrity Programs and Services	Policy and Program Development	Controlled Goods	MANAGE REGULATIONS	Defence Production Act – Controlled Goods Regulations	not currently available		5 years	After last administrative action on the file	
Integrity Programs and Services	Policy and Program Development	Controlled Goods	PROGRAM DEVELOPMENT	Joint Certification Program	DOB-1-10		5 years	After last administrative action on the file	
Integrity Programs and Services	Policy and Program Development	Controlled Goods	PROGRAM DEVELOPMENT	Controlled Goods Program Development	DOB-1-10		5 years	After last administrative action on the file	
Integrity Programs and Services	Policy and Program Development	Controlled Goods	MONITORING AND REPORTING		GC-1-010-10-3	DOB-1-10-05	10 years	After last administrative action on the file	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (Business Registration)	not currently available		5 years	After last administrative action on the file	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (Regulatory Compliance and Enforcement (Investigations))	not currently available		5 years	After last administrative action on the file	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (training)	not currently available		5 years	After event delivered or cancelled.	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (Case Management and Best Practices)	not currently available		5 years	After superceded or revoked.	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (CSIS Briefs)	not currently available		5 years	After superceded or revoked.	
Integrity Programs and Services	Program Delivery	Controlled Goods	INDUSTRIAL SECURITY	CONTROLLED GOODS (Strategic Initiatives and Review)	not currently available		5 years	After last administrative action on the file	

PROGRAM/SERVICE INFORMATION	
Organization:	Integrity Programs & Services
Centre/Directorate:	Forensic Accounting Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
Integrity Programs and Services	Policy and Program Development	Forensic Accounting Services	PROGRAM DEVELOPMENT	Forensic Accounting Management Group (FAMG)	GC-2-010-01-2		5 years	after last administrative action
Integrity Programs and Services	Policy and Program Development	Forensic Accounting Services	MONITORING AND REPORTING		GC-1-010-10-3	DOB-1-10-05	10 years	after last administrative use
Integrity Programs and Services	Program Delivery Support	Forensic Accounting Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Forensic Accounting Services for RCMP	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Forensic Accounting Services	GUIDELINES, BEST PRACTICES AND PROCEDURES DEVELOPMENT	Forensic Accounting and Engagement Manual	DOB -1-20-03		5 years	After superceded
Integrity Programs and Services	Program Delivery Support	Forensic Accounting Services	GUIDELINES, BEST PRACTICES AND PROCEDURES DEVELOPMENT	FAMG Handbook (Investigative and Forensic Accounting Standards)	DOB -1-20-03		5 years	After superceded
Integrity Programs and Services	Program Delivery Support	Forensic Accounting Services	DEVELOP AND DELIVER TRAINING		GC-2-010-06-1		2 years	after cancelled or superceded.
Integrity Programs and Services	Program Delivery	Forensic Accounting Services	FORENSIC ACCOUNTING	Forensic Accounting Case Management	not currently available		6 years	after case closed (gone to court and appeals period expired or settled out of court)
Integrity Programs and Services	Program Delivery	Forensic Accounting Services	FORENSIC ACCOUNTING	Forensic Accounting Client Service Request	not currently available		6 years	after case closed (gone to court and appeals period expired or settled out of court)
Integrity Programs and Services	Program Delivery	Forensic Accounting Services	FORENSIC ACCOUNTING	Forensic Accounting - Engagement Acceptance & Risk Analysis	not currently available		6 years	after case closed (gone to court and appeals period expired or settled out of court)
Integrity Programs and Services	Program Delivery	Forensic Accounting Services	FORENSIC ACCOUNTING	Forensic Accounting - Planning, Execution, Reporting	not currently available		6 years	after case closed (gone to court and appeals period expired or settled out of court)

PROGRAM/SERVICE INFORMATION	
Organization:	Integrity Programs & Services
Centre/Directorate:	Operational Integrity Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-O1 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.	(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for these are comprised of a retention period, a tr			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	MANAGE GOVERNANCE	Integrity Committee	GC-1-010-03-4		10 years	After last administrative action
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	PROGRAM DEVELOPMENT	Integrity Assessment Program	GC-2-010-01-2		5 years	after last administrative action
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	POLICY DEVELOPMENT	Policy on Integrity Framework	GC-1-010-04-4	DOB-1-10-04	5 years	after last administrative action
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	MONITORING AND REPORTING		GC-1-010-10-3	DOB-1-10-05	10 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Memoranda Of Understanding on Sharing Integrity Database Services	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Memoranda Of Understanding on Sharing Corruption Information for Integrity Purposes	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Federal Anti-Corruption Alignment Working Group	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Director General Operational Integrity Committee	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	PARTNERSHIP, CO-OPERATION AND LIAISING	Interdepartmental Integrity Enhancement Committee	GC-1-010-03-4	GC-1-010-02-2	5 years	after last administrative action
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	DEVELOP AND DELIVER TRAINING		GC-2-010-06-1		2 years	after cancelled or superceded.
Integrity Programs and Services	Program Delivery	Operational Integrity Services	INTEGRITY ASSESSMENTS	Acquistion Services	not currently available		2 years	after last administrative action
Integrity Programs and Services	Program Delivery	Operational Integrity Services	INTEGRITY ASSESSMENTS	Real Property Services	not currently available		2 years	after last administrative action
Integrity Programs and Services	Program Delivery	Operational Integrity Services	INTEGRITY ASSESSMENTS	Linguistic Services	not currently available		2 years	after last administrative action
Integrity Programs and Services	Program Delivery	Operational Integrity Services	INTEGRITY ASSESSMENTS	Company Profiles	not currently available		10 years	after last administrative action
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	PROGRAM DEVELOPMENT	Fairness Monitoring (FM) Program	GC-2-010-01-2		5 years	N/A
Integrity Programs and Services	Policy and Program Development	Operational Integrity Services	POLICY DEVELOPMENT	Policy on Fairness Monitoring	GC-1-010-04-4	DOB-1-10-04	3 years	New policy superseded
Integrity Programs and Services	Governance and Management Support	Operational Integrity Services	Policy and Program Development		GC-1-010-01-2		5 years	N/A
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery Support	Fairness Monitoring - Templates and Standard Forms	not currently available		2 years	After superceded
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery Support	Business Dispute Management - Templates and Standard Forms	not currently available		2 years	After superceded
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery	Manage Engagements	not currently available		5 years	Date of report publication
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery	Manage Engagements	not currently available		5 years	N/A
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery	Claim Settlements	not currently available		5 years	N/A
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery	Claim Settlements	not currently available		5 years	N/A
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery	Claim Settlements	not currently available		5 years	After last administrative action

PROGRAM/SERVICE INFORMATION	
Organization:	Federal Pay & Pension Administration
Centre/Directorate:	Pay
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity) the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for these are comprised of a retention period, a trigger	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
TPA DG	Federal Pay and Pension Administration	Pay	Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	3500-1 3550-1 7395 8870-2 9024-2 9024-3		10 years	after last administrative action
TPA DG					9024-4		10 years	after last administrative action
TPA DG					9024-4-1 9024-5 9024-6 9024-7-1 9024-7-2 9024-8		10 years	after last administrative action
TPA DG					9024-9 9024-10 9024-11 9024-12 9024-13 9024-14 9024-15 9140 35550		10 years	after last administrative action
TPA DG					32500-1 Please refer to the ABCB Business File Plan for descriptions of these classification codes.		10 years	after last administrative action
TPA DG					• briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes		10 years	after last administrative action
TPA DG					• briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related correspondence, notes, tracking records • meeting agenda and minutes		10 years	after last administrative action
TPA DG			Departmental and External Committees	<ul style="list-style-type: none"> meeting agenda and minutes committee schedule related correspondence,, notes, tracking records 			2 years	after dissolution of committee

TPA DG		
TPA DG		

<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and correspondence • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes

	5 years	after dissolution of committee
	5 years	after dissolution of committee

TPA DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related correspondence, notes, tracking records meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>		5 years	after dissolution of committee
TPA DG	Federal Pay and Pension Administration	Pay	Policy Development	<ul style="list-style-type: none"> supporting papers such as briefing papers and discussion papers; supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips major drafts and final versions of formal internal reports shared with external institution; Information resources making reference to the final version or draft version of formal reports Copies of manuals, handbooks, directives, guidelines Draft and final versions of addresses delivered by the Minister or senior agency staff related correspondence, notes, tracking records meeting agenda and minutes 	3500-1 3550-1 7395 8870-2 9024-2 9024-3 9024-4 9024-4-1 9024-5 9024-6 9024-7-1 9024-7-2 9024-8 9024-9 9024-10 9024-11 9024-12 9024-13 9024-14 9024-15	5 years	Policy superseded
TPA DG				<ul style="list-style-type: none"> final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary information resources documenting major research carried out to support strategies, Supporting reports prepared internally or externally major versions of formal internal reports shared with external institution Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies related correspondence, notes, tracking records meeting agenda and minutes The department's Act, its regulations and bylaws 	9140 35550 32500-1 Please refer to the ABCB Business File Plan for descriptions of these classification codes.	5 years	Policy superseded

TPA DG		
TPA DG		
TPA DG		

<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • correspondence related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related correspondence, notes, tracking records • meeting agenda and minutes

	5 years	Policy superseded
	5 years	Policy superseded
	5 years	Policy superseded

TPA DG		
TPA DG		

<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related correspondence, notes, tracking records <p><i>+ internal working group or committee: formed by members from the GC Department;</i></p>
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>

	5 years	Policy superseded
	5 years	Policy superseded

TPA DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes
TPA DG			Policy/Program Implementation	<ul style="list-style-type: none"> final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary information resources documenting major research carried out to support policy/ program implementation Supporting reports prepared internally or externally final versions of formal internal reports shared with external institution Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies related correspondence, notes, tracking records meeting agenda and minutes The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> major drafts and final, approved versions of above information resources meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related correspondence; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel.
TPA DG				<ul style="list-style-type: none"> major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion (e.g. business impact analysis, training needs analysis, analysis of the legacy data quality approach) related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design information related to implementation design plans such as business architecture, business process model, conceptual data model, logical data model, service delivery model Privacy Impact Assessments, Threat Risk Assessment related correspondence, notes, tracking records meeting agenda and minutes

	5 years	Policy superseded
	10 years	after last administrative action
	10 years	after last administrative action

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<ul style="list-style-type: none"> • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, detailed deployment plan, change management, risk assessments, contingency plans, business continuity plan, education and training plans, related correspondence. • cost estimates • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements, organizational roles and responsibilities conceptual HR model. • briefing notes, presentations • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and correspondence • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondence, notes, and tracking records • meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action

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• **final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding**, related notes, correspondence, memoranda, reports, discussion papers, analysis, presentations, background material, **selected extracts or copies of Cabinet minutes**, summary reports, and tracking records
 • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office
 • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board.
 • Minutes of Cabinet committee decisions.
 • approval logs
 • major drafts of proposed new or amended policy instrument and related correspondence and legal opinions and decisions
 • related correspondence, notes, tracking records
 • meeting agenda and minutes

• Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans.
 • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services.
 • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role.
 • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies
 • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals.
 • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups.
 • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee
 • related correspondence, notes, tracking records

+ internal working group or committee: formed by members from the GC Department;
+ external working group or committee: collaboration

	10 years	after last administrative action
	10 years	after last administrative action

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<ul style="list-style-type: none"> • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests and configuration of system solutions • information resources related to migration to new system • status reports, records of decisions • system architecture • information related to testing, such as testing protocol, user testing results, test plans, test scripts, release management, incident reports • HR systems integration strategy, testing strategy • Recommendations and advice resulting from these activities • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related correspondence. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related correspondence, notes, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>
<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related correspondence, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes
<p>Project Management</p> <p>Information resources related to the:</p> <ul style="list-style-type: none"> • Statement of Requirements • Project Complexity and Risk Assessment • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Preliminary Project Plan • related correspondence, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Feasibility Report • related correspondence, notes, tracking records • meeting agenda and minutes

	10 years	after last administrative action All red items should be After superseded or obsolete
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after project closure
	10 years	after project closure
	10 years	after project closure

TPA DG				<ul style="list-style-type: none"> • Business Case • Project Charter • Updated Project Complexity and Risk Assessment • information related to the analysis, establishment, and ongoing governance of the project, including the administration of the body that communicates decisions that affect the project and related services, and processes that support decision making • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Identification Close-Out document • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Project Management Plan • information related to the identification, documentation, approval or rejection, and control change to the project baselines (scope, cost, schedule, quality, technical) • information related to the review of the project management practices by a third-party organization (e.g. health check, TBS IV&V Review, Audit and Evaluation, MAF) • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Product Turnover • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Close-out Document • related correspondence, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG	Federal Pay and Pension Administration	Pay	Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	3000 3550-1 7395 8870-2 9024-2 9024-3 9024-4 9024-4-1 9024-6 9024-6-1 9024-7-1 9024-7-2 9024-8 9024-9 9024-10 9024-11 9024-12 9024-13 9024-14 9024-15	5 years	Policy superseded

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<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws
<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes

9140
32500-1
Please refer to the ABCB Business File Plan for descriptions of these classification codes.

	5 years	Policy superseded
	5 years	Policy superseded
	5 years	Policy superseded
	5 years	Policy superseded

TPA DG		
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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>

	5 years	Policy superseded
	5 years	Policy superseded

TPA DG			<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes
TPA DG		Policy/Program Implementation	<ul style="list-style-type: none"> final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary information resources documenting major research carried out to support policy/ program implementation Supporting reports prepared internally or externally final versions of formal internal reports shared with external institution Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies related letters and e-mails, notes, tracking records meeting agenda and minutes The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> major drafts and final, approved versions of above information resources meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel.
TPA DG			<ul style="list-style-type: none"> major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion (e.g. business impact analysis, training needs analysis, analysis of the legacy data quality approach) related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design information related to implementation design plans such as business architecture, business process model, conceptual data model, logical data model, service delivery model Privacy Impact Assessments, Threat Risk Assessment related letters and e-mails, notes, tracking records meeting agenda and minutes

	5 years	Policy superseded
	10 years	after last administrative action
	10 years	after last administrative action

TPA DG		
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<ul style="list-style-type: none"> • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, detailed deployment plan, change management, risk assessments, contingency plans, business continuity plan, education and training plans, related letters and e-mails. • cost estimates • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements, organizational roles and responsibilities conceptual HR model. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondende, notes, and tracking records • meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action

TPA DG		
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<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or copies of minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions. • approval logs • major drafts of proposed new or amended policy instrument and related letters and e-mails and legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>

	10 years	after last administrative action
	10 years	after last administrative action

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<ul style="list-style-type: none"> • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests and configuration of system solutions • information resources related to migration to new system • status reports, records of decisions • system architecture • information related to testing, such as testing protocol, user testing results, test plans, test scripts, release management, incident reports • HR systems integration strategy, testing strategy • Recommendations and advice resulting from these activities • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>
<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes
<p>Information resources related to the:</p> <ul style="list-style-type: none"> • Statement of Requirements • Project Complexity and Risk Assessment • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Preliminary Project Plan • related letters and e-mails, notes, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Feasibility Report • related letters and e-mails, notes, tracking records • meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after project closure
	10 years	after project closure
	10 years	after project closure

TPA DG				<ul style="list-style-type: none"> • Business Case • Project Charter • Updated Project Complexity and Risk Assessment • information related to the analysis, establishment, and ongoing governance of the project, including the administration of the body that communicates decisions that affect the project and related services, and processes that support decision making • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Identification Close-Out document • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Project Management Plan • information related to the identification, documentation, approval or rejection, and control change to the project baselines (scope, cost, schedule, quality, technical) • information related to the review of the project management practices by a third-party organization (e.g. health check, TBS IV&V Review, Audit and Evaluation, MAF) • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
TPA DG				<ul style="list-style-type: none"> • Product Turnover • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	After Superseded or Obsolete (MG)
TPA DG				<ul style="list-style-type: none"> • Close-out Document • related letters and e-mails, notes, tracking records • meeting agenda and minutes 		10 years	after project closure
CS DG	Federal Pay and Pension Administration	Pay	Strategic Governance and Oversight	STRATEGIC PLANNING:	Not Classified	10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises 	Not Classified	10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • Business intelligence reports • White papers • Briefing notes 	Not Classified	10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified	10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified	10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified	10 years	after last administrative action
CS DG							

CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			Departmental and External Committees	<ul style="list-style-type: none"> • meeting agenda and minutes • committee schedule • related letters and e-mails, notes, tracking records 	Not Classified		2 years	after dissolution of committee
CS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	after dissolution of committee
CS DG				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee

CS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related letters and e-mails, notes, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	after dissolution of committee	
CS DG			Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of request to the responsible organization related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	3	
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CS DG			Departmental and External Committee	<ul style="list-style-type: none"> • meeting agenda and minutes • committee schedule • related letters and e-mails, notes, tracking records 	Not Classified		2 years	after dissolution of committee
CS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	after dissolution of committee
CS DG				<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee

CS DG				<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related letters and e-mails, notes, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	after dissolution of committee
CS DG	Federal Pay and Pension Administration	Pay	Strategic Governance and Oversight	<ul style="list-style-type: none"> final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. Minutes of Cabinet committee decisions, approval logs major drafts of proposed new or amended policy instrument, legal opinions and decisions related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> major drafts and final, approved policy proposals, recommendations and, supporting and decision documents final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents letters and e-mails related to the development of the policy instrument major drafts and final versions of documents submitted to the Minister for briefing purposes major drafts and final versions of formal internal reports shared with external institutions approval logs of final policy proposals, recommendations and supporting documents major draft and final versions of addresses delivered by the Minister or senior agency staff related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Strategic policy planning exercises • Business intelligence reports 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • White papers • Briefing notes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to the operation and delivery of pay policies and training services • Information related to: <ul style="list-style-type: none"> - Application and program support, training development and delivery, maintenance of all pay and insurance related manuals, and developing and maintaining the Compensation Pay Web Applications. - The administration of policies and legislation that affect pay and insurance - Development of Compensation Directives - Provision of support to Federal Pay and Insurance Administration - Development and delivery of training for pay and insurances. • draft and final versions of legislative, regulatory and policy requirements, operational procedures and manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. It may include information related to tax issues (information from Canada Revenue Agency and Ministère du Revenu du Québec on annual tax changes). • information related to insurance plan for employees such as Public Health Care Plan, Public Service Management Insurance Plan, Disability Insurance, Long-Term Disability Insurance, Public Service Dental Care Plan, and insurance renewal. It includes pamphlets and manuals for employees. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation, training modules, trainer manual, training website, training schedules, training calendar, participants records, registration information, course evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the delivery of the program. It includes information related to negotiating agreements with insurance companies for the purposes of the Public Health Care Plan, Public Service Management Insurance Plan, Disability Insurance, Long-Term Disability Insurance, Public Service Dental Care Plan, and insurance renewal. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • Information related to the provision of advice related to pay policy and training services • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG			Policy/Program Implementation	<ul style="list-style-type: none"> final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary information resources documenting major research carried out to support policy/ program implementation Supporting reports prepared internally or externally final versions of formal internal reports shared with external institution Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies related letters and e-mails, notes, tracking records meeting agenda and minutes The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> major drafts and final, approved versions of above information resources meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Information related to the provision of ongoing business support to the projects (i.e. Subject matter expertise). • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Information related to the implementation of the collective agreements • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondende, notes, and tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions. • approval logs • major drafts of proposed new or amended policy instrument and related letters and e-mails and legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • Information related to the work with departments and agencies to transition to the new ITSB Identity Management solution for Compensation Web Applications (CWA) so that there is no reduction in the number of enrolments and active users of CWA. • Major draft, and final copies of business requirements (e.g. for the new pay solution), and change requests • information resources related to the implementation coordination of change requests and impact assessments • status reports • testing results, such as user testing results • records of decisions • Recommendations and advice resulting from these activities • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG	Federal Pay and Pension Administration	Pay	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
STRATEGIC PLANNING:	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • Briefing notes 	Not Classified		10 years	after last administrative action
	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to the operation and delivery of a program (e.g. processing of payments for clients, help desk, fraud detection services, cheque enquiries, information related to vouchers, financial coding stamps with section 34 signature and affidavits completion assistance). It may include job run cards, cheque requisition vouchers, pay cards, pay files, work folders. • Information related to: <ul style="list-style-type: none"> - The support of federal pay administration - Processing pay and pension interventions within established standards - Provision of support to the compensation community in the NCA and Miramichi - Balance and remit amounts to OGDs and external agencies - Balance and report for Department 079 in the Public Accounts of Canada - Processing bulk transfer of accounts and bulk revisions as a result of collective bargaining - Run pay for clients using the Regional Pay System and RCMP Members Pay System. • Final versions of legislative, regulatory and policy requirements, operational procedures and manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. It may include information related to tax issues (information from Canada Revenue Agency and Ministère du Revenu du Québec on annual tax changes). • Information related to insurance plan for employees such as Public Health Care Plan, Public Service Management Insurance Plan, Disability Insurance, Long-Term Disability 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, payment processing, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • information related to employees' pay and benefits plan • related letters and e-mails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the delivery of the program. It includes information related to negotiating agreements with insurance companies for the purposes of the Public Health Care Plan, Public Service Management Insurance Plan, Disability Insurance, Long-Term Disability Insurance, Public Service Dental Care Plan, and insurance renewal. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		7 years	end of fiscal year
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG	Federal Pay and Pension Administration	Pay	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
STRATEGIC PLANNING:	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports 	Not Classified		10 years	after last administrative action

CS DG			<ul style="list-style-type: none"> • White papers • Briefing notes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to: <ul style="list-style-type: none"> - Investigation of the feasibility of eliminating other paper reports (including microfiche) and converting them to E-Snap. - Ongoing verification and data correction, to ensure compensation data integrity. - Monitoring through quality assurance function the need for policy or system fixes on pay and pension-related transactions in the Regional Pay Offices. - Maintenance updated of the Pay and Pension Systems including change management, writing functional specifications, and testing. - Continue to support regional pay office operations by improving existing E-Snap reports and streamlining error-handling processes. - Develop new E-Snap reports for the new Public Service Pay Centre. - Management of the Compensation Analyst Development Program - Management of the sector web presence • draft and final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the 	Not Classified		7 years	end of fiscal year
CS DG				<ul style="list-style-type: none"> • Information related to the management of the Business Continuity Plan, Disaster Recovery and Pandemic plans • Information related to the annual audit of the Public Accounts of Canada. • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year

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Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including: <ul style="list-style-type: none"> • Information related to system development and change management projects • system licenses and software • operational incident reports • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including: <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

CS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
CS DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

CS DG			Policy/Program Implementation	<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • final versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • Information related to the provision of the ongoing functional support to the projects (i.e. Subject matter expertise). • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Information related to the implementation of the collective agreements, and pension and policy changes • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondende, notes, and tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • Information related to the work with departments and agencies to transition to the new ITSB Identity Management solution for Compensation Web Applications (CWA) so that there is no reduction in the number of enrolments and active users of CWA. • Information related to the integration of the new system maintenance roles and responsibilities associated with the new pension application into ongoing operations. • Information related to the ongoing maintenance of the new pension application and lead development of enhancements or system fixes • Information related to the validation and assistance provided in the development of functional requirements for the new pay solution. • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • testing results, such as user testing results, test plans, test scripts, release management, incident reports • records of decisions • Recommendations and advice resulting from these activities • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action

CS DG			<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related letters and e-mails, notes, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
CS DG			<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG				Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of request to the responsible organization related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to: <ul style="list-style-type: none"> - Investigation of the feasibility of eliminating other paper reports (including microfiche) and converting them to E-Snap. - Ongoing verification and data correction, to ensure compensation data integrity. - Monitoring through quality assurance function the need for policy or system fixes on pay and pension-related transactions in the Regional Pay Offices. - Maintenance updated of the Pay and Pension Systems including change management, writing functional specifications, and testing. - Continue to support regional pay office operations by improving existing E-Snap reports and streamlining error-handling processes. - Develop new E-Snap reports for the new Public Service Pay Centre. - Management of the Compensation Analyst Development Program - Management of the sector web presence • draft and final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the 	Not Classified		7 years	end of fiscal year
CS DG				<ul style="list-style-type: none"> • Information related to the management of the Business Continuity Plan, Disaster Recovery and Pandemic plans • Information related to the annual audit of the Public Accounts of Canada. • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not Classified		2 years	end of fiscal year
<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year

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Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including: <ul style="list-style-type: none"> • Information related to system development and change management projects • system licenses and software • operational incident reports • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		2 years	end of fiscal year
Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including: <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		2 years	end of fiscal year
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

CS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
CS DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

CS DG			Policy/Program Implementation	<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • final versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • Information related to the provision of the ongoing functional support to the projects (i.e. Subject matter expertise). • major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Information related to the implementation of the collective agreements, and pension and policy changes • drafts and final, approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondence, notes, and tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> Information related to the work with departments and agencies to transition to the new ITSB Identity Management solution for Compensation Web Applications (CWA) so that there is no reduction in the number of enrolments and active users of CWA. Information related to the integration of the new system maintenance roles and responsibilities associated with the new pension application into ongoing operations. Information related to the ongoing maintenance of the new pension application and lead development of enhancements or system fixes Information related to the validation and assistance provided in the development of functional requirements for the new pay solution. Major draft, and final copies of business requirements, and change requests information resources related to the implementation coordination of change requests status reports testing results, such as user testing results, test plans, test scripts, release management, incident reports records of decisions Recommendations and advice resulting from these activities related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG	1.5 Federal Pay and Pension Administration	1.5.1 Pay	Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes Corporate risk profile 	Not Classified		10 years	after last administrative action
CS DG					Not Classified		10 years	after last administrative action
CS DG						Not Classified		10 years

CS DG			Program Administration	<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG				<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. Monthly and periodic interim financial statements and summaries prepared for management. Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
CS DG				<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. forms, requests related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG				<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> forms, requests related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

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<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG			Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG					Not Classified		10 years	after last administrative action
CS DG					Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
CS DG			<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG			<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

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<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG			Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG					Not Classified		10 years	after last administrative action
CS DG					Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
CS DG			<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG			<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			Strategic Governance and Oversight	<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
CS DG			<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG			<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

CS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	Policy superseded
CS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG			Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
CS DG			<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
CS DG			<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and final versions of formal internal reports shared with external institution; • Information resources making reference to the final version or draft version of formal reports • Copies of manuals, handbooks, directives, guidelines • Draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major versions of formal internal reports shared with external institution • Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and e-mails, notes, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • Final draft and final, approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> • information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	Policy superseded
CS DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded

CS DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
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PROGRAM/SERVICE INFORMATION	
Organization:	Federal Pay & Pension Administration
Centre/Directorate:	Pension
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
CS DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action	
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action	

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<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Strategic policy planning exercises • Business intelligence reports 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • White papers • Briefing notes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to the operation and delivery of pension services • Information related to: <ul style="list-style-type: none"> - Managing the pension plan administration for organizations subject to the provisions of the Public Service Superannuation Act. - Provision of the pension advisory services, application and program support - Provision of the pension administration and dental insurance services to the Canadian Armed Forces - Provision of the pay and pension administrative services to Members of Parliament - Management of the pension funds financial administration - Management of the business planning and preparation of pension Treasury Board submissions - Management of the pension websites and communication, including pension CWA. - Ongoing maintenance of the new pension application and lead development of enhancements or system fixes - The support to federal pension administration • Final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design (e.g. Public Service Superannuation Act). • Internal communications related to a pension policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes • information related to staffing approach, interview questions and notes, assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation, training modules, trainer manual, training website, training schedules, training calendar, participants records, registration information, course evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and e-mails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; • documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

CS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		7 years	end of fiscal year
CS DG			<ul style="list-style-type: none"> • information related to the provision of ongoing user and system support, policy advice or problem resolution to the Pension Centre • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG			Policy/Program Implementation	<ul style="list-style-type: none"> final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary information resources documenting major research carried out to support policy/ program implementation Supporting reports prepared internally or externally final versions of formal internal reports shared with external institution Copies of unpublished proceedings, reports and papers from conferences conducted by the agency. Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies related letters and e-mails, notes, tracking records meeting agenda and minutes The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> major drafts and final, approved versions of above information resources meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> major drafts and final, approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> major drafts and final, approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. Recommendations and advice resulting from these activities. briefing notes, presentations related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Information related to the implementation of pension legislation and policy changes. • drafts and final, approved papers documenting the development of implementation plans of pension policy and programs, including rollout and communications plans, change management, risk assessments, contingency plans, education and training plans, related letters and e-mails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes, presentations • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • major draft and final, approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Final versions of periodic evaluation reports, related briefings, notes and letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related correspondence, notes, and tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • Information related to the integration of new system maintenance roles and responsibilities associated with the new pension application into ongoing operations. • Major draft, and final copies of business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • incident reports, and related solutions • testing results, such as user testing results • records of decisions • Recommendations and advice resulting from these activities • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<ul style="list-style-type: none"> • final, approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related notes, letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or , summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • major drafts of proposed new or amended policy instrument, legal opinions and decisions • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved policy proposals, recommendations and, supporting and decision documents • final, approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and e-mails related to the development of the policy instrument • major drafts and final versions of documents submitted to the Minister for briefing purposes • major drafts and final versions of formal internal reports shared with external institutions • approval logs of final policy proposals, recommendations and supporting documents • major draft and final versions of addresses delivered by the Minister or senior agency staff • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records 	Not Classified		10 years	after last administrative action

CS DG			<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and e-mails. formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. scrutiny of legislation for compliance with government policy related letters and e-mails, notes, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
CS DG			<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> Strategic policy planning exercises Business intelligence reports 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> White papers Briefing notes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of request to the responsible organization related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
CS DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

CS DG			Program Administration	<ul style="list-style-type: none"> • Information related to the operation, delivery and maintenance of Pension Solutions and Communications • draft and final versions of legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefings, letters and e-mails, memoranda, reports, working papers, work plans, copies of business plans and budgets, etc. • draft and final Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG				<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and final, approved version of program planning, strategic and operational planning, review of program progress towards goals. • major drafts and final, approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and final versions of periodic evaluation reports, briefings, notes, letters and e-mails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
CS DG				<ul style="list-style-type: none"> • major drafts and final, approved briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and e-mails, memoranda, researched information, comments and reviews of briefing materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and e-mails, and notes information related to staffing approach, interview questions and notes, assessment criteria, and decision information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards information related to staff learning and development plan such as professional performance evaluation information related to Occupational Health and Safety information related to staff discipline, grievances, records of decision information related to alternative work arrangement such as changes to work hours and/or work place related letters and e-mails meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> draft and final, approved budget estimates and submissions, supporting documents, calculations and annual costings; documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. Monthly and periodic interim financial statements and summaries prepared for management. Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> draft and final, approved versions of financial plans submitted to senior management and associated letters and e-mails; documents related to the development and review of financial plans including: background research, draft versions 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. forms, requests related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> forms, requests related letters and e-mails, notes, tracking records meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, notes, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • major drafts and final, approved version of reports, briefing materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and e-mails, notes, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, notes, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year

CS DG				<ul style="list-style-type: none"> documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument major drafts, and final, approved response to the enquiry, and any related documents approval log and related letters and e-mails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry documents related to the referral of the enquiry to another GC Branch/Department for response meeting agenda and minutes 	Not Classified		7 years	end of fiscal year	
GCPMP DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	STRATEGIC PLANNING: <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers Briefing notes 	1000-1999 2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7000-7999 8000-8999 9000-9999 10000-10999 Please refer to the ABCB Business File Plan for descriptions of these classification codes.		10 years	after last administrative action	
GCPMP DG								10 years	after last administrative action
GCPMP DG								10 years	after last administrative action
GCPMP DG						<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, tracking records meeting agenda and minutes 		10 years	after last administrative action
GCPMP DG						<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related letters and e-mails, tracking records meeting agenda and minutes 		10 years	after last administrative action
GCPMP DG						<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of request to the responsible organization related letters and e-mails, notes, tracking records meeting agenda and minutes 		10 years	after last administrative action
GCPMP DG						<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, tracking records meeting agenda and minutes 		10 years	after last administrative action
GCPMP DG						<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and e-mails, tracking records meeting agenda and minutes 		10 years	after last administrative action
GCPMP DG			Departmental and External Committees	<ul style="list-style-type: none"> meeting agenda and minutes committee schedule related letters and e-mails, tracking records 			2 years	after dissolution of committee	

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records <p><i>+ internal working group or committee: formed by members from the GC Department;</i></p>	<ul style="list-style-type: none"> • Approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings notes, letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and e-mails, tracking records • meeting agenda and minutes
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	5 years	after dissolution of committee
	5 years	after dissolution of committee

GCPMP DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and TBS submissions, letters and e-mails • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>			5 years	after dissolution of committee
GCPMP DG	Federal Pay and Pension Administration	Pension	Policy/Program Implementation	<ul style="list-style-type: none"> • Literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • Formal internal reports shared with external institution • Unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	1000-1999 2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7000-7999 8000-8999 9000-9999 10000-10999 Please refer to the ABCB Business File Plan for descriptions of these classification codes.		10 years	after last administrative action

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<ul style="list-style-type: none"> • Implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion (e.g. business impact analysis, training needs analysis, analysis of the legacy data quality approach) • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design • information related to implementation design plans such as business architecture, business process model, conceptual data model, logical data model, service delivery model • Privacy Impact Assessments, Threat Risk Assessment • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, detailed deployment plan, change management, risk assessments, contingency plans, business continuity plan, education and training plans, related letters and e-mails. • cost estimates • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements, organizational roles and responsibilities conceptual HR model. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings notes, letters and e-mails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • approval logs of documents related to planning and rolling out of implementation, including related letters and e-mails and tracking records • meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action

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<ul style="list-style-type: none"> • Submission package related to Memorandum to Cabinet, Request for Funding, related letters and e-mails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts, summary reports, and tracking records • approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions. • approval logs • major drafts of proposed new or amended policy instrument and legal opinions and decisions • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records <p><i>+ internal working group or committee: formed by members from the GC Department;</i> <i>+ external working group or committee: collaboration</i></p>
<ul style="list-style-type: none"> • Business requirements, and change requests • information resources related to the implementation coordination of change requests and configuration of system solutions • information resources related to migration to new system • status reports, records of decisions • system architecture • information related to testing, such as testing protocol, user testing results, test plans, test scripts, release management, incident reports • HR systems integration strategy, testing strategy • Recommendations and advice resulting from these activities • related letters and e-mails, tracking records • meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after last administrative action

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Project Management

- documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, and related letters and e-mails.
 - formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties
 - supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based.
 - scrutiny of legislation for compliance with government policy
 - related letters and e-mails, tracking records
 - meeting agenda and minutes
- + legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.*
- documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument
 - Approved response to the enquiry, and any related documents
 - approval log and related letters and e-mails, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry
 - documents related to the referral of the enquiry to another GC Branch/Department for response
 - meeting agenda and minutes
- Information resources related to the:
- Statement of Requirements
 - Project Complexity and Risk Assessment
 - related letters and e-mails, tracking records
 - meeting agenda and minutes
- Preliminary Project Plan
 - related letters and e-mails, tracking records
 - meeting agenda and minutes
- Feasibility Report
 - related letters and e-mails, tracking records
 - meeting agenda and minutes
- Business Case
 - Project Charter
 - Updated Project Complexity and Risk Assessment
 - information related to the analysis, establishment, and ongoing governance of the project, including the administration of the body that communicates decisions that affect the project and related services, and processes that support decision making
 - related letters and e-mails, tracking records
 - meeting agenda and minutes
- Identification Close-Out document
 - related letters and e-mails, tracking records
 - meeting agenda and minutes

	10 years	after last administrative action
	10 years	after last administrative action
	10 years	after project closure
	10 years	after project closure
	10 years	after project closure
	10 years	after project closure
	10 years	after project closure

GCPMP DG				<ul style="list-style-type: none"> • Project Management Plan • information related to the identification, documentation, approval or rejection, and control change to the project baselines (scope, cost, schedule, quality, technical) • information related to the review of the project management practices by a third-party organization (e.g. health check, TBS IV&V Review, Audit and Evaluation, MAF) • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Product Turnover • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Close-out Document • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG	Federal Pay and Pension Administration	Pension	Policy/Program Implementation	<ul style="list-style-type: none"> • final drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • final versions of formal internal reports shared with external institution • Unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and e-mails, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • major drafts and final, approved versions of above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and e-mails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	1000-1999 2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7000-7999 8000-8999 9000-9999 10000-10999 Please refer to the ABCB Business File Plan for descriptions of these classification codes.	10 years	after last administrative action

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<ul style="list-style-type: none"> • Approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion (e.g. business impact analysis, training needs analysis, analysis of the legacy data quality approach) • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design • information related to implementation design plans such as business architecture, business process model, conceptual data model, logical data model, service delivery model • Privacy Impact Assessments, Threat Risk Assessment • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Approved papers documenting the development of implementation plans of policy and programs, including rollout and communications plans, detailed deployment plan, change management, risk assessments, contingency plans, business continuity plan, education and training plans. • cost estimates • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements, organizational roles and responsibilities conceptual HR model. • briefing notes, presentations • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • Periodic evaluation reports, related briefings. • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and e-mails, tracking records • meeting agenda and minutes

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<ul style="list-style-type: none"> • approval logs of final documents related to planning and rolling out of implementation, including related letters and e-mails and tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or Cabinet minutes, summary reports, and tracking records • final, approved versions of briefings submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions. • approval logs • major drafts of proposed new or amended policy instrument and related letters and e-mails and legal opinions and decisions • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • major drafts and final, approved versions of reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and e-mails, tracking records <p><i>+ internal working group or committee: formed by members from the GC Department;</i> <i>+ external working group or committee: collaboration</i></p>

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Project Management

<ul style="list-style-type: none"> • Major draft, and final business requirements, and change requests • information resources related to the implementation coordination of change requests and configuration of system solutions • information resources related to migration to new system • status reports, records of decisions • system architecture • information related to testing, such as testing protocol, user testing results, test plans, test scripts, release management, incident reports • HR systems integration strategy, testing strategy • Recommendations and advice resulting from these activities • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions. • formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing papers and discussion papers, in which legal opinion was based. • scrutiny of legislation for compliance with government policy • related letters and e-mails, tracking records • meeting agenda and minutes <p><i>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</i></p>
<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and final, approved response to the enquiry, and any related documents • approval log and related letters and e-mails, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes
<p>Information resources related to the:</p> <ul style="list-style-type: none"> • Statement of Requirements • Project Complexity and Risk Assessment • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Preliminary Project Plan • related letters and e-mails, tracking records • meeting agenda and minutes
<ul style="list-style-type: none"> • Feasibility Report • related letters and e-mails, tracking records • meeting agenda and minutes

	10 years	after last administrative action
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	10 years	after project closure
	10 years	after project closure
	10 years	after project closure

GCPMP DG				<ul style="list-style-type: none"> • Business Case • Project Charter • Updated Project Complexity and Risk Assessment • information related to the analysis, establishment, and ongoing governance of the project, including the administration of the body that communicates decisions that affect the project and related services, and processes that support decision making • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Identification Close-Out document • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Project Management Plan • information related to the identification, documentation, approval or rejection, and control change to the project baselines (scope, cost, schedule, quality, technical) • information related to the review of the project management practices by a third-party organization (e.g. health check, TBS IV&V Review, Audit and Evaluation, MAF) • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Updated Business Case • Updated Project Charter • Updated Project Complexity and Risk Assessment • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Product Turnover • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
GCPMP DG				<ul style="list-style-type: none"> • Close-out Document • related letters and e-mails, tracking records • meeting agenda and minutes 		10 years	after project closure
Pension Centre DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports • White papers • briefing notes • Corporate risk profile 	Not Classified	10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • information related to managing executive correspondence • information related to delivery of pension services to PSSA plan members and annuitants • information related to managing the integrity of payments issued from the PSSA • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified	10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified	10 years	after last administrative action

Pension Centre DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			Departmental and External Committees	<ul style="list-style-type: none"> • meeting agenda and minutes • committee schedule • related letters and emails, tracking records 	Not Classified		2 years	after dissolution of committee
Pension Centre DG				<ul style="list-style-type: none"> • information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development of the policy instruments • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or provides secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Working papers documenting the conduct and administration of all committees. • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records <p>+ internal working group or committee: formed by members from the GC Department;</p>	Not Classified		5 years	after dissolution of committee

Pension Centre DG				<ul style="list-style-type: none"> • Approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • periodic evaluation reports, related briefing notes, and letters and emails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		5 years	after dissolution of committee
Pension Centre DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and emails. • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	after dissolution of committee
Pension Centre DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<ul style="list-style-type: none"> • Approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related , letters and emails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or Cabinet minutes, summary reports, and tracking records • Approved briefing notes submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • proposed new or amended policy instrument, legal opinions and decisions • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Approved policy proposals, recommendations and supporting and decision documents • Approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and emails related to the development of the policy instrument • major drafts and documents submitted to the Minister for briefing notes purposes • major drafts and formal internal reports shared with external institutions • approval logs of policy proposals, recommendations and supporting documents • major draft and addresses delivered by the Minister or senior agency staff • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and emails. • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
STRATEGIC PLANNING:	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Mission, vision, long-term objectives • Strategic policy planning exercises • Business intelligence reports 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • White papers • briefing notes 	Not Classified		10 years	after last administrative action

Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			Program Administration	<ul style="list-style-type: none"> • Information related to the operation and delivery of a program: 	Not Classified		7 years	end of fiscal year
Pension Centre DG				<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • major drafts and Approved version of program planning, strategic and operational planning, review of program progress towards goals. • Approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and periodic evaluation reports, briefing notes, , letters and emails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • Approved briefing notes materials, House book or House , contentious issues , Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and emails, memoranda, researched information, comments and reviews of briefing notes materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<p>Information pertaining to:</p> <ul style="list-style-type: none"> • Review of ongoing resource requirements based on changing workloads and take necessary actions to adjust the workforce accordingly. • Monitoring service levels and reassign resources to priority areas to meet the changing operational needs. • Determining enhanced training requirements needed to ensure a knowledgeable workforce capable of delivering quality client service. • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and emails, and • information related to staffing approach, interview questions and , assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation, training modules, trainer manual, training website, training schedules, training calendar, participants records, registration information, course evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and emails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and Approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and Approved financial plans submitted to senior management and associated letters and emails; • documents related to the development and review of financial plans including: background research, draft plans containing significant changes/alterations or formally circulated for comment, of meetings or reports analyzing 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Approved reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration between the GC department and other GC departments,</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • Information related to the provision of expert advice and tailored services to individuals being recruited at the senior levels in the PS. • Approved version of reports, briefing notes materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, . • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year

Pension Centre DG				<ul style="list-style-type: none"> • Information related to the receipt of and response to pension related inquiries via telephone, web Portal, CWA, email and fax to plan member, pensioners and survivors. • Information related to the receipt of and response to Employers and Crowns on pension related inquiries via telephone, email and fax. • Information related to the receipt of and response to inquiries pertaining to Executives Pension Services, including the Determination and eligibility of Deputy Heads (DH) • Provide pension fund accounting services such as deposits, receipts, invoices and third party remittances, reconciliation, etc. • Approved response to the enquiry related to any of the above • approval log and related letters and emails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<ul style="list-style-type: none"> • Approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related , letters and emails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or Cabinet minutes, summary reports, and tracking records • Approved briefing notes submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • proposed new or amended policy instrument, legal opinions and decisions • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • Approved policy proposals, recommendations and, supporting and decision documents • Approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and emails related to the development of the policy instrument • major drafts and documents submitted to the Minister for briefing notes purposes • major drafts and formal internal reports shared with external institutions • approval logs of policy proposals, recommendations and supporting documents • major draft and addresses delivered by the Minister or senior agency staff • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> • Mission, vision, long-term objectives 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Strategic policy planning exercises • Business intelligence reports 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • White papers • briefing notes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • information related to the issues received, fulfilled, and pending • statistics • information related to routing of issues to the responsible organization • information resources related to the approval of response, and closure of file • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

Pension Centre DG				<ul style="list-style-type: none"> • requests received • requests fulfilled • statistics • information related to routing of request to the responsible organization • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • briefing notes and presentations • information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			Program Administration	<ul style="list-style-type: none"> • Information related to the activities to deliver a program such as: <ul style="list-style-type: none"> - Making decisions on various entitlement provisions; - Coordinating activities in litigation cases. • legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • internal communications related to a policy/program development, change or reinforcing operational procedures. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefing notes, letters and emails, memoranda, reports, working papers, work plans, business plans and budgets, etc. • draft and Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

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<ul style="list-style-type: none"> • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • Approved version of program planning, strategic and operational planning, review of program progress towards goals. • Approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and periodic evaluation reports, briefing notes, letters and emails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • Information related to resolving contentious, problematic and precedent setting cases • Approved briefing notes materials, House book or House , contentious issues , Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and emails, memoranda, researched information, comments and reviews of briefing notes materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and emails, and • information related to staffing approach, interview questions and , assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation, training modules, trainer manual, training website, training schedules, training calendar, participants records, registration information, course evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and emails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and Approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and Approved financial plans submitted to senior management and associated letters and emails; • documents related to the development and review of financial plans including: background research, draft plans containing significant changes/alterations or formally circulated for comment, of meetings or reports analyzing 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<ul style="list-style-type: none"> • Information related to the negotiation and signing off of Pension Transfer Agreements on behalf of the Government of Canada. • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Approved reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records <p>+ internal working group or committee: formed by members</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • Information related to the provision of expert pension advice to clients and Sector staff; • Draft responses to inquiries to the Minister and senior management of the Department • Approved version of reports, briefing notes materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year

Pension Centre DG				<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, . • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year
Pension Centre DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • Approved response to the enquiry, and any related documents • approval log and related letters and emails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG			Policy Development	<ul style="list-style-type: none"> • supporting papers such as briefing notes papers and discussion papers; • supporting documents such as internal/external reports, presentations, ministerial statements, related speeches, media clips • major drafts and formal internal reports shared with external institution; • information resources making reference to the version or draft version of formal reports • manuals, handbooks, directives, guidelines • Draft and addresses delivered by the Minister or senior agency staff • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

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<ul style="list-style-type: none"> • drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support strategies, • Supporting reports prepared internally or externally • major formal internal reports shared with external institution • unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies • related letters and emails, tracking records • meeting agenda and minutes • The department's Act, its regulations and bylaws 	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • Information related to the provision of analysis and recommendations to draft statutes and regulations • Approved version of options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • Developed new/amended policies. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded
<ul style="list-style-type: none"> • Approved policy proposals, recommendations and supporting and decision documents • Approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and emails related to the development of the policy instrument • major drafts and documents submitted to the Minister for briefing notes purposes • major drafts and formal internal reports shared with external institutions • approval logs of policy proposals, recommendations and supporting documents • major draft and addresses delivered by the Minister or senior agency staff • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

Pension Centre DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and emails. • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		5 years	Policy superseded
Pension Centre DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and Approved response to the enquiry, and any related documents • approval log and related letters and emails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		5 years	Policy superseded

Pension Centre DG			Policy/Program Implementation	<ul style="list-style-type: none"> • drafts of literature reviews, research summary, research papers, environmental scans, jurisdictional review/scan, legislative review, Subject Matter Experts consultation summary • information resources documenting major research carried out to support policy/ program implementation • Supporting reports prepared internally or externally • formal internal reports shared with external institution • unpublished proceedings, reports and papers from conferences conducted by the agency. • Policy documents covering matters such as departmental responsibilities and structure, non-financial agreements, interaction with other official bodies • related letters and emails, tracking records • meeting agenda and minutes • The department's legislation, its regulations and bylaws <p>High risk environment:</p> <ul style="list-style-type: none"> • Approved above information resources • meetings: agenda and meeting minutes, meeting notifications, catering arrangements, venue bookings, accommodation and transport arrangements, related letters and emails; Diaries/appointment books recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere; appointment books recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel. 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • Approved version of the implementation options analysis document including analysis, conclusions, proposal, recommendations, legal opinion • related legislative, regulatory and policy requirements, guidelines, procedures, framework, and standards that have an impact in the implementation design. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • Approved documents that provide the implementation design of programs such as business requirements, privacy impact assessment, and business cases. • Recommendations and advice resulting from these activities. • briefing notes , presentations • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

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<ul style="list-style-type: none"> • Approved papers documenting the development of business transformation plans and related activities such as operational alignment, leadership support, training and communications. • documents relating to the conversion and writing procedures as well as coordinating Implementation activities, including rollout plans, change management, risk assessments, contingency plans, related letters and emails. • Information resources documenting the roll out of policy/ program implementation such as budget, timelines, reports, communication products, education and training materials, and agreements. • briefing notes , presentations • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
<ul style="list-style-type: none"> • Approved version of documents related to the development performance measures and evaluation metrics for the purpose of monitoring and reporting on the implementation roll-out of policy instruments or programs. • periodic evaluation reports, related briefing notes, and letters and emails • Records relating to the review of performance and recommendations for changes, and improvements to the implementation plan. • documents related to background research and negotiations for developing performance measures and evaluation metrics • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g United Nations Conventions). • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

Pension Centre DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Approved reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration between the GC department and other GC departments,</p>	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> • Information related to the detail design and development of the solution • Major draft, and business requirements, and change requests • information resources related to the implementation coordination of change requests • status reports • testing results, such as Client Acceptance testing • records of decisions • Recommendations and advice resulting from these activities • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • Approved response to the enquiry, and any related documents • approval log and related letters and emails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		10 years	after last administrative action

Pension Centre DG	Federal Pay and Pension Administration	Pension	Strategic Governance and Oversight	<ul style="list-style-type: none"> • Approved and submitted version of submission package related to Memorandum to Cabinet, Request for Funding, related , letters and emails, memoranda, reports, discussion papers, analysis, presentations, background material, selected extracts or Cabinet minutes, summary reports, and tracking records • Approved briefing notes submitted to Director, ADM's Office, DM's Office, and Minister's Office • Information resources documenting submissions made to the ADM, Minister, Cabinet Committees and Treasury Board. • Minutes of Cabinet committee decisions, • approval logs • proposed new or amended policy instrument, legal opinions and decisions • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • Approved policy proposals, recommendations and supporting and decision documents • Approved version policy instruments: guidelines, standards, framework, directive, procedure, policy, regulation and legislation documents • letters and emails related to the development of the policy instrument • major drafts and documents submitted to the Minister for briefing notes purposes • major drafts and formal internal reports shared with external institutions • approval logs of policy proposals, recommendations and supporting documents • major draft and addresses delivered by the Minister or senior agency staff • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG				<ul style="list-style-type: none"> • reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records 	Not Classified		10 years	after last administrative action

Pension Centre DG			<ul style="list-style-type: none"> documents containing legal advice to the institution on related initiatives, including formal legal reports, legal comments on draft of reports and Cabinet/TBS submissions, letters and emails. documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and interpretation of agreements, including Memoranda of Understanding and international treaties supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. documents relating to the scrutiny of legislation for compliance with government policy related letters and emails, tracking records meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		10 years	after last administrative action
Pension Centre DG			<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Mission, vision, long-term objectives Strategic policy planning exercises Business intelligence reports White papers briefing notes 	Not Classified		10 years	after last administrative action
Pension Centre DG				Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and emails, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> information related to the issues received, fulfilled, and pending statistics information related to routing of issues to the responsible organization information resources related to the approval of response, and closure of file related letters and emails, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> requests received requests fulfilled statistics information related to routing of request to the responsible organization related letters and emails, , tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and emails, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action
Pension Centre DG			<ul style="list-style-type: none"> briefing notes and presentations information resources related to decision-making: supporting materials, policy documents, recommendations, analysis, legal advice related letters and emails, tracking records meeting agenda and minutes 	Not Classified		10 years	after last administrative action

Pension Centre DG			Program Administration	<ul style="list-style-type: none"> • Information related to ensuring that all maintenance release readiness activities are completed and that business tools are ready prior to release date, including desktop and interim procedures. • Information related to the provision of mainframe legacy and stand alone systems application support on contributor and annuitant processes. This includes developing change and problem requirements, providing reports and data extracts, reviewing businesses and functional requirements and providing daily processing and job scheduling. • Information related to the quality assurance program, including the sample verification of pension payments; • Information related to the Sector's internal communication activities, including the content updates to the Intranet sites, developing Sector-wide communication tools, reviewing communication tools developed by teams. . • Information related to ensuring the Pension Centre has the required office systems, IT infrastructure, workstation hardware/software and intranet sites. • Information related to the financial management needs of the Sector including: budgeting and forecasting; financial reporting and reconciliation; provision of advice, support and interpretation of various departmental or governmental policies and procedures. • Information related to provision of the following corporate services to the Sector: <ul style="list-style-type: none"> - purchasing and contracting(including accounts payable); - managing telephone and communications equipment and lines. - material and forms management; - facilities and accommodations' management; 	Not Classified		7 years	end of fiscal year
				<ul style="list-style-type: none"> • Information related to the provision of Human Resources Management for the Sector including HR planning, knowledge management, competency based management, learning (non-operational training), overseeing the development and implementation of the end state organizational structure, employee well-being and change management (people side) • Information related to leading and/or contributing to the development of a comprehensive and robust training and communication plan as well as preparing employees for maintenance releases (system). • legislative, regulatory and policy requirements, operational manuals, handbooks, directives, guidelines, standards that have an impact in service delivery design. • documents related to the development and review of organization-wide strategies to deliver quality services to clients or stakeholders. Includes organization-wide charters, standards or guarantees of service. • documents created or accumulated and used by the institution and its programs and services that relate to the operation of government's programs and services. Includes briefing notes, letters and emails, memoranda, reports, working papers, work plans, business plans and budgets, etc. • draft and Investigation Reports, Audit reports, administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	

Pension Centre DG			<ul style="list-style-type: none"> • Information related to the Sector's business planning and performance reporting, including input to pension benchmarking organizations, monthly performance reports to senior management, and input into departmental reports (RPP, DPR, dashboard, etc.) • Emergency preparedness and business continuity planning • Information related to quality assurance and policy regarding organization's operations, including documentation related to ISO audits and certification, Office of the auditor general of Canada audits and all other standards. • Approved version of program planning, strategic and operational planning, review of program progress towards goals. • Approved version of documents related to the development performance measures and evaluation metrics, fiscal monitoring and tracking of programs as well as the evaluation of their outcomes. • major drafts and periodic evaluation reports, briefing notes, letters and emails, and recommendations. • documents related to background research and negotiations for developing performance measures and evaluation metrics. • Information resources documenting compliance with mandatory or optional requirements under international conventions (e.g. United Nations Conventions). • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG			<ul style="list-style-type: none"> • Approved briefing notes materials, House book or House , contentious issues , Minister's statements, "alerts", issues forecasts, media clips, and other communications products used to support the Department in managing emerging or contentious issues. • letters and emails, memoranda, researched information, comments and reviews of briefing notes materials, and other information used to identify and address issues. • issues logs, database • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG			<ul style="list-style-type: none"> • documents related to staffing requirements and planning in support of program operations, advice from Human Resources, related letters and emails, and • information related to staffing approach, interview questions and , assessment criteria, and decision • information related to employee files such as personal information, position code, pay rate, temporary or permanent separations, awards • information related to staff learning and development plan such as professional performance evaluation, training modules, trainer manual, training website, training schedules, training calendar, participants records, registration information, course evaluation • information related to Occupational Health and Safety • information related to staff discipline, grievances, records of decision • information related to alternative work arrangement such as changes to work hours and/or work place • related letters and emails • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

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<p>BUDGETING: documents created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Include:</p> <ul style="list-style-type: none"> • draft and Approved budget estimates and submissions, supporting documents, calculations and annual costings; • documents relating to the organization's spending progress, anticipated revenue collection against allocations within the budget estimates. • Supplementary Estimates: Plans and Priorities Reports, Performance Report, Salary Budget • Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. • Reviews by Finance and any oversight Committees, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds. • Monthly and periodic interim financial statements and summaries prepared for management. • Records relating to the allocation of funds from Treasury and allocations within the organization. Includes restrictions and variations to funding allocations. <p>PLANNING</p> <ul style="list-style-type: none"> • draft and Approved financial plans submitted to senior management and associated letters and emails; • documents related to the development and review of financial plans including: background research, draft plans containing significant changes/alterations or formally circulated for comment, of meetings or reports analyzing 	Not Classified		7 years	end of fiscal year
<p>Information resources related to interactions with IT for the purpose of providing IT services to support program administration, including:</p> <ul style="list-style-type: none"> • Information related to system development and change management projects, including Receiver General Activity Streamlining (RGAS) and special projects related to RG activities. • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year
<p>Information resources related to interactions with the IM sector of the institution for the purpose of providing IM services to support program administration, including:</p> <ul style="list-style-type: none"> • forms, requests • related letters and emails, , tracking records • meeting agenda and minutes 	Not Classified		minimum of 2 years	end of fiscal year

Pension Centre DG			<ul style="list-style-type: none"> • Information resources establishing internal and external working groups, committees, including terms of reference, Memorandum of Understanding and agreements for the purpose of supporting the development and roll-out of implementation plans. • major draft of reports submitted to and produced by the working group or committee where the institution has overall responsibility for making major decisions, or provides significant advice, or secretariat services. • major draft of reports submitted to and produced by the working group or committee where the institution plays only a monitoring or advisory role. • Approved reports documenting liaison activities undertaken with other government agencies • agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. • documents related to the institution's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. • meeting agenda, meeting minutes, and decision logs related to the internal or external working group or committee • related letters and emails, tracking records <p>+ internal working group or committee: formed by members from the GC Department; + external working group or committee: collaboration between the GC department and other GC departments,</p>	Not Classified		7 years	end of fiscal year
Pension Centre DG			<ul style="list-style-type: none"> • Approved version of reports, briefing notes materials, and presentations related to the delivery of programs. • recommendations and advice related to the delivery of programs including address a pressing issue or improvements resulting from performance reviews. • related letters and emails, tracking records • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG			<ul style="list-style-type: none"> • documents containing legal advice to the institution on related initiatives, including formal legal reports, . • documents relating to the formulation of legislative initiatives, changes to legislation and legal instruments, interpretations of the Constitution, and development and interpretation of agreements, including Memoranda of Understanding and international treaties • supporting documents such as reports, briefing notes papers and discussion papers, in which legal opinion was based. • documents relating to the scrutiny of legislation for compliance with government policy • related letters and emails, tracking records • meeting agenda and minutes <p>+ legal advice on policy related matters is given by Legal Counsel from Justice Canada to the Department responsible for the policy development. Information resources related to legal advice may also be found at the Department of Justice Canada.</p>	Not Classified		7 years	end of fiscal year

Pension Centre DG				<ul style="list-style-type: none"> • documents related to the receipt of complaints, information requests from the public related to any activity, impact and outcomes of the development of the policy instrument • major drafts, and Approved response to the enquiry, and any related documents • approval log and related letters and emails, note, report, and exchange of information with internal or external GC branch for the purpose of responding to the enquiry • documents related to the referral of the enquiry to another GC Branch/Department for response • meeting agenda and minutes 	Not Classified		7 years	end of fiscal year
Pension Centre DG			Financial Management Services	<ul style="list-style-type: none"> • Information related to the Pension Funds Accounting, Coordinates and administers the debts write-off process • Information related to the provision of functional direction to the Pension Centre's sections involved in the Public Service Superannuation Pension Funds Accounting activities, management of the Pension Centre's accesses to CDFS, provision to CRA and MRQ with Income Tax with summary reports and remittances, interpretation of regulations and making recommendations in an effort to reduce the government's debt through the timely recovery of money owed, coordination of the sector's input for the Auditor General's review of the financial accounts. <p>Bank Account Information Resources</p> <ul style="list-style-type: none"> • Cheque and supporting documentation: Administration of issuance, replacement and distribution of cheques; requisitions, lists of authorized cheque distributors, statutory declarations, receipts, transcript; Cheque book/butts for all accounts; Cancelled cheques; Dishonoured cheques; Fresh cheques; Paid/presented cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers; Record of cheques drawn for payment; Bank deposits: Bank deposit books/slips/butts; Bank deposit summary sheets; summaries of daily banking; cheque schedules; Register of cheques lodged for collection; Bank reconciliations: Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records; Bank statements: Bank statements, periodic reconciliations, Bank certificates of balance; Electronic banking and electronic funds transfer: Cash transactions; payment instructions; deposits; withdrawals; Audit trails; Records relating to the 	Not Classified		7 years	end of fiscal year

Pension Centre DG		
Pension Centre DG		

<ul style="list-style-type: none"> • Information related to the Pension Funds Accounting, Coordinates and administers the debts write-off process • Information related to the provision of functional direction to the Pension Centre's sections involved in the Public Service Superannuation Pension Funds Accounting activities, management of the Pension Centre's accesses to CDFS, provision to CRA and MRQ with Income Tax with summary reports and remittances, interpretation of regulations and making recommendations in an effort to reduce the government's debt through the timely recovery of money owed, coordination of the sector's input for the Auditor General's review of the financial accounts. <p>Expenditure Information Resources</p> <ul style="list-style-type: none"> • Cash books/ sheets: Expenditure sheets; Petty cash records/books/sheets, receipts; Postal cash book/sheets: postage/courier account/cash records, register of postage expenditure, postage paid record; postage books sheets; Summary cash books; Creditors' history records, lists/reports; Statements of accounts outstanding, outstanding orders, rendered/payable; Subsidiary records: extracts and expenditure dissections; Credit note books; Debit note books; Vouchers: claims for payment, purchase orders, requisition for goods and services, accounts payable invoices, etc; Wages/salaries vouchers; vouchers and summaries; Voucher registers; Voucher registration cards and payment cards; Advice/schedule of vouchers despatched; delivery advice; Costing records; Cost cards; Costing records, dissection sheets, etc <p>Ledger Information Resources</p>	Not Classified		7 years	end of fiscal year
<ul style="list-style-type: none"> • Information related to the Pension Funds Accounting, Coordinates and administers the debts write-off process • Information related to the provision of functional direction to the Pension Centre's sections involved in the Public Service Superannuation Pension Funds Accounting activities, management of the Pension Centre's accesses to CDFS, provision to CRA and MRQ with Income Tax with summary reports and remittances, interpretation of regulations and making recommendations in an effort to reduce the government's debt through the timely recovery of money owed, coordination of the sector's input for the Auditor General's review of the financial accounts. <p>Other Accountable Financial Documents</p> <ul style="list-style-type: none"> • Financial statements/summaries prepared for inclusion in quarterly/ annual reports; Periodic financial statements prepared for management on a regular basis; Ad hoc statements. final, signed off statements, -working papers and supporting documents needed to explain the methods by which financial statements are made up and adjustments to be made in preparing financial statements documents related to the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls; 	Not Classified		7 years	end of fiscal year

			<ul style="list-style-type: none"> • Records documenting the organisation's financial transactions. Includes revenue, expenditure, debt recovery and deposits; • Records relating to the management of incidental benefits received by employees in the course of their official duties, e.g. frequent flyer points; • Records relating to handling money and managing the organisation's finances; • Records relating to the organisation's chart of accounts. • General administration of accounting systems and procedures, financial controls and coding • Records relating to unclaimed money. • Expenditure and revenue returns; • Financial/accounting records relating to employee salaries/wages and benefits • Records held by public bodies relating to financial reporting including interim/year end summaries, detailed account listings, trial balances, payroll accounts analyses, master account listings, and public accounts submissions. • Records relating to financial control through reconciliations, including bank reconciliations, purchasing card reconciliations, and internal Departmental reconciliations relating to payrolls, benefits, etc., and related letters and emails. 	Not Classified			

PROGRAM/SERVICE INFORMATION	
Organization:	Linguistic Management & Services
Centre/Directorate:	Translation & Other Linguistic Services
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
Operational Support (OS) Appui aux opérations (AO)	Linguistic Services (LS) Services linguistiques (SL)	Professional Support Centre (PSC) Centre d'appui professionnel (CAP)		N/A				
Proofreading / Desktop Publishing (PDP) Correction d'épreuves / Éditique (CEE)				N/A				
Documentation Services / Professional Support (DSPS) Services documentaires / Appui professionnel (SDAP)			Fournir les services documentaires et l'appui professionnel nécessaire à l'exécution des fonctions	Statistiques de V-Smart - Nombre de documents par centre; pourcentage de collections utilisées ; doublons	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Statistiques		5 ans	Fin de l'année financière
				Étude sur le catalogage à contrat	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Catalogage		2 ans	Fin de l'année financière
				Liste des tâches du service	U:\MES DOSSIERS P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Catalogage		5 ans	Fin de l'année financière
				Statistiques mensuelles de fonctionnement	P:\TRANS\ServDoc\AA-RESSOURCES_HUMAINES\Gestion_du_temps\Statistiques\2014-2015 (par année)		2 ans	Fin de l'année financière
				Ordres du jour de réunions de comités et groupes de travail	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Comités-et-Groupes-de-travail		2 ans	Fin de mandat

				Procès-verbaux de réunions de comités et groupes de travail	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Comités-et-Groupes-de-travail		2 ans	Fin de mandat
				Questions de référence	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Questions-Terminees_AAP/Archive_2012... (par année_mois) P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Questions-Terminees_Centres\Archive_2013-2014_Dec... (poru chaque mois) Ordre chronologique		2 ans	Échéancier du document
				Demandes de soumissions V-Smart (système de bibliothèque)	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Systeme-integre-de-bibliotheque		6 mois	Échéancier du document
		Dispatch Centre (DC) Centre de répartition (CR)		N/A				
Economics and Citizenship Division (ECD) Division Économie et citoyenneté (DEC)		Translation and Terminology Centre (TTC) Centre de traduction et de terminologie (CTT)	Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Legal and Political Division (LPD) Division Juridique et politique (DJP)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Safety Division (SD) Division Sécurité (DS)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
English and Multilingual Translation and Terminology Division (EMTTD) Division Traduction anglaise et multilingue et terminologie (DTAMT)			Fournir les services de traduction de terminologie pour le gouvernement du Canada	Ordres du jour de réunions de comités et groupes de travail	S:/DNT-SDT/		2 ans	Fin de mandat
				Registre des commentaires clients	S:/DNT-DST/Service SVP/Registres 2014-2015/		5 ans	Fin de l'année financière
				Rapports sur l'assurance de la qualité	S:/normalisation terminologique/stats/rapport aq		5 ans	Fin de l'année financière
				Registre SVP	S:/DNT-DST/Service SVP/Registres 2014-2015/		5 ans	Fin de l'année financière
				Rapports de productivité COGNOS	S:/DNT-DST/T6/T6-Rapports/par année		10 ans	Fin de l'année financière

				SMRO (information sur le rendement des employés)	S:/normalisation terminologique/smro		6 ans	Fin de l'année financière
				Grilles d'analyse de projets	S:/normalisation terminologique/grilles d'analyse		10 ans	Fin du projet
				Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Science and Technology Division (STD) Division Sciences et technologie (DST)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Parliamentary Translation Division (PTD) Division Traduction parlementaire (DTP)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage

PROGRAM/SERVICE INFORMATION	
Organization:	Linguistic Management & Services
Centre/Directorate:	Translation & Interpretation to Parliament
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
	Interpretation and Closed Captioning Centre (ICCC) Centre d'interprétation et de sous titrage (CIST)	Closed Captioning and Visual Interpretation (CCVI) Sous titrage et interprétation visuelle (STIV)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral et fonction du sous-titrage et d'interprétation visuelle au Parlement	Ententes avec les fournisseurs	Par ordre chronologique		6 ans	Après la dernière communication suite à la clôture du dossier	
		Conference Interpretation (CI) Service d'interprétation des conférences (SIC)	Fournir des services d'interprétation des conférences dans les ministères et organismes du gouvernement fédéral	Rapports d'activités produits à la demande de la haute direction	Par contrat Par affectations		5 ans	Fin année fiscale	
		Parliamentary Interpretation Service (PIS) Service d'interprétation parlementaire (SIP)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral	N/A					

PROGRAM/SERVICE INFORMATION	
Organization:	Linguistic Management & Services
Centre/Directorate:	Conference Interpretation
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a trigger	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
	Interpretation and Closed Captioning Centre (ICCC) Centre d'interprétation et de sous titrage (CIST)	Closed Captioning and Visual Interpretation (CCVI) Sous titrage et interprétation visuelle (STIV)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral et fonction du sous-titrage et d'interprétation visuelle au Parlement	Ententes avec les fournisseurs	Par ordre chronologique		6 ans	Après la dernière communication suite à la clôture du dossier	
		Conference Interpretation (CI) Service d'interprétation des conférences (SIC)	Fournir des services d'interprétation des conférences dans les ministères et organismes du gouvernement fédéral	Rapports d'activités produits à la demande de la haute direction	Par contrat Par affectations		5 ans	Fin année fiscale	
		Parliamentary Interpretation Service (PIS) Service d'interprétation parlementaire (SIP)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral	N/A					

RENSEIGNEMENTS SUR LES PROGRAMMES/SERVICES	
Organisation :	Linguistic Management & Services
Centre/Direction :	Bureau de la traduction - Services intégrés
Division/Bureaux :	

(1) Indiquer le titre du poste du BRP (bureau de première responsabilité/gestionnaire de programme (niveau EX-01 et supérieur); le plus souvent un directeur ou une fonction supérieure	(2) Indiquer le programme et le sous-programme (activité de programme) visés par l'AAP auquel la RDVO/le processus opérationnel est associé.	(3) Indiquer le titre et la description du processus opérationnel à l'aide duquel la RDVO est créée.	(4) Indiquer les ressources documentaires à valeur opérationnelle (RDVO) créées/recueillies afin de faciliter le processus opérationnel/les activités (brève description et type/nom des documents).	(5) Indiquer la structure de classification, puis entrer le nom et le numéro qui correspondent à la structure de classification dans la colonne Code de classification des dossiers.	(6) Indiquer les modalités de conservation pour lesquelles les ressources seront conservées; ces détails comprennent la disposition et une citation de l'ADD).			
BPR	AAP Activité de programme	AAP Sous-programme/Activité de programme	Processus opérationnel	RDVO	Structure de Classification	Code de Classification de Dossiers	Période de Conservation	Déclencheur de Période de Conservation
Financial Management (FM) -Gestion financière (GF)	Corporate Services (CS) Services Intégrés (SI)	Resource Management Service (RMS) Service de gestion des ressources (SGR)		N/A				
Planning and Financial and Strategic Analysis (PFSA) Planification et analyse stratégique et financière (PASF)		Business and Technological Support Services (BTSS) Services d'appui technologique et organisationnel (SATO)		N/A				
Project Management Office (PMO) Bureau de gestion de projets (BGP)		Business and Technological Support Services (BTSS) Services d'appui technologique et organisationnel (SATO)	Coordination de projets	Plan de projet-critical path	PWGSC (\\FS-NCR-V013\NCRP001) GI-IM		3 ans	Fin du projet
			Coordination de projets	Inventaire et statistiques	PWGSC (\\FS-NCR-V013\NCRP001) GI-IM		3 mois	Remplacement
			Coordination de projets	Statistiques	PWGSC (\\FS-NCR-V013\NCRP001) GI-IM		3 ans	Remplacement
			Coordination de projets	Réalisations - Plan écolo	PWGSC (\\FS-NCR-V013\NCRP001) GI-IM		6 ans	Remplacement
			Coordination de projets	Communications internes	PWGSC (\\FS-NCR-V013\NCRP001) GI-IM		6 ans	Publication
Facilities Management and Security (FMS) Gestion des installations et sécurité (GIS)			Gestion des installations et sécurité	Rapports d'évaluation ergonomique	U:\Johanne Poirier U:\Marco Villeneuve U:\Yanick Chouinard U:\Sylvain Lefebvre (N)		3 ans	Remplacement ou fin d'emploi
				Demandes d'achats et/ou de remplacement de matériel	Classé par client U:\Francine Lafrenière		5 ans	Après parachèvement
				Plans d'évacuation incluant les listes d'équipes	Classé par client U:\Johanne Poirier		5 ans	Remplacement
				Rapports et comptes rendus	Classé par client U:\Johanne Poirier		2 ans	Fin d'année fiscale

				Équipement de protections individuelles	U:\Johanne Poirier U:\Marco Villeneuve U:\Yanick Chouinard U:\Sylvain Lefebvre (N)		2 ans	Fin d'année fiscale
IT Security (ITS) Sécurité informatique (SI)			Gestion de la sécurité informatique	N/A				
Resource Management (RM) Gestion des ressources (GR)			Coordination des ententes.	Coordination ententes/budgets "Special Purpose Allotment" (SPA) et fonds renouvelables	S:\RMS\ODETTE_BERTRAND\MOU\SPA		6 ans	Fin année fiscale
Procurement Centre (PC) Centre d'approvisionnement (CA)				Achats	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		5 ans	Fin de l'année financière
				Contrats linguistiques virtuels	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		6 ans	Dernière communication au dossier suite à la fermeture du contrat
				Factures	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		6 ans	Fin de l'année financière
				Codage financier	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		6 mois	Remplacement
				Procédures et guides	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		4 ans	Nouvelle version
				Dossiers financiers	(S:) CENTRE D'APPROVISIONNEMENT- PROCUREMENT CENTRE REPERTOIRE - P:\TRANS CENTRE D'APPROVISIONNEMENT-PROCUREMENT CENTRE		6 ans	Fin de l'année financière
Organizational Communications (OC) Communications organisationnelles (CO)		Internal Communication (IC) Communications internes (CI)	Communications au niveau de l'organisation	Stratégie de communication	S:\DCI		5 ans	Remplacement
				Communications avec les médias	S:\DCI		10 ans	Après parachèvement
				Info-gestion	S:\DCI		5 ans - Aliénation aux SDAP	Fin d'année fiscale
				Communications organisationnelles	S:\DCI		5 ans - Aliénation aux SDAP	Fin d'année fiscale
				Communications liées à la PDG	S:\DCI		5 ans - Aliénation aux SDAP	Fin d'année fiscale
				Communications aux gestionnaires	S:\DCI		5 ans - Aliénation aux SDAP	Fin d'année fiscale
				Communications pour le colloque des gestionnaires	S:\DCI		5 ans - Aliénation aux SDAP	Fin d'année fiscale

Web Governance (WG) Gouvernance Web (GW)			Gestion de la gouvernance Web au niveau du BT	Fonctionnalités Web du BT	S:/DSC/DPR2/Activités marketing/Sites Web		5 ans	Remplacement
				Bannières du BT	S:/DSC/DPR2/Activités marketing/Sites Web		25 ans	Remplacement
				Gouvernance Web pour le BT	S:/DSC/DPR2/Activités marketing/Sites Web		5 ans	Remplacement
				Fonctionnalités Web du BT	S:/DSC/DPR2/Activités marketing/Sites Web		5 ans	Remplacement
			Gestion des publications créées par le BT	Plan de planification de publications	S:/DSC/DPR2/Activités marketing/Communication_initiatives_corporatives/Édition-Publications		2 ans	Remplacement
				Gestion des droits d'auteur pour le BT	S:/DSC/DPR2/Activités marketing/Communication_initiatives_corporatives/Édition-Publications		25 ans	Publication
				Procédures d'édition	S:/DSC/DPR2/Activités marketing/Communication_initiatives_corporatives/Édition-Publications		3 ans	Remplacement
Events (E) Événements (E)				Analyses	S:\DSC\DPR2\ACTIVITES_MARKETING\EXPOSITIONS ET EVENEMENTS		5 ans	Fin d'année fiscale
				Produits promotionnels	S:\DSC\DPR2\ACTIVITES_MARKETING\EXPOSITIONS ET EVENEMENTS		10 ans	Fin d'année fiscale
Linguistic Portal Division (LPD) Division du Portail linguistique (DPL)				N/A				
		Strategic Planning and Accountability (SPA) Planification stratégique et responsabilisation (PSR)	Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Analyse de l'environnement (plans et établissement d'hypothèse pour le futur du BT)	S:\Planification Stratégique		5 ans	Production du rapport
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Architecture d'alignement de programmes (AAP)	S:\Planification Stratégique		7 ans	Remplacement
			Coordonner la collecte d'information afin de répondre aux demandes d'accès à l'information	ATIP - Accès à l'information	S:\Planification Stratégique		10 ans	Après dernière action au dossier
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Bilan du Bureau de la traduction	S:\Planification Stratégique		7 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Bilan sur les langues officielles	S:\Planification Stratégique		7 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Breffage au ministre	S:\Planification Stratégique		7 ans	Remise au ministre
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Breffage au sous-ministre	S:\Planification Stratégique		7 ans	Remise au sous-ministre
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Budget fédéral	S:\Planification Stratégique		7 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Cahiers de breffage	S:\Planification Stratégique		5 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Carte de pointage de TPSGC	S:\Planification Stratégique		5 ans	Remise au ministre
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Comité de la Haute Direction (CHD) - Ordres du jours - Présentations - Comptes rendus - Mesures de suivi	S:\Planification Stratégique		7 ans	Réunion du CHD
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Conférence annuelle de la planification stratégique	S:\Planification Stratégique		5 ans	Date de l'événement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Correspondance ministérielle	S:\Planification Stratégique		3 ans	Dernière action prise au dossier
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Discours du Trône	S:\Planification Stratégique		7 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Échanges avec le Commissariat aux langues officielles	S:\Planification Stratégique		7 ans	Dernière action prise au dossier

			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Feuilles de route	S:\Planification Stratégique		7 ans	Expiration
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Gestion des risques	S:\Planification Stratégique		7 ans	Fin de l'année financière
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Gouvernance de TPSGC - actions prises	S:\Planification Stratégique		7 ans	Dernière action prise au dossier
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	MAF	S:\Planification Stratégique		7 ans	Fin de l'année financière
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Normes et analyses comparatives TPSGC	S:\Planification Stratégique		7 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Objectifs 2020	S:\Planification Stratégique		5 ans	Fin de projet
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Plan d'action sur les langues officielles	S:\Planification Stratégique		7 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Plan d'affaire du Bureau de la traduction	S:\Planification Stratégique		7 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Plan pluriannuel du fonds renouvelable	S:\Planification Stratégique		7 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Planification budgétaire	S:\Planification Stratégique		6 ans	Fin de l'année financière
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Politiques et directives du Bureau de la traduction	S:\Planification Stratégique		5 ans	Mise à jour
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Présentations au Conseil du trésor	S:\Planification Stratégique		25 ans	Remise au Conseil du trésor
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Questions parlementaires	S:\Planification Stratégique		7 ans	Réponse soumise
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Rapport annuel au PM	S:\Planification Stratégique		7 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Rapport sur les mesures de rendement	S:\Planification Stratégique		5 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Rapport sur le multiculturalisme	S:\Planification Stratégique		5 ans	Fin de l'année financière
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Rapport sur les plans et priorités	S:\Planification Stratégique		5 ans	Publication
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Rapports d'évaluation de programmes - MAP	S:\Planification Stratégique		7 ans	Dernière action prise au dossier
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Suivi de l'organisation pour les Indicateurs de rendement	S:\Planification Stratégique		5 ans	Remplacement
			Coordonner, pour le compte du bureau de la PDG, l'information qui lui est nécessaire	Tableau de bord	S:\Planification Stratégique		5 ans	Remplacement
		Training and Evaluation (TE) Formation et Évaluation (FE)	Fournir les services de formation et d'évaluation langagière au BT. Coordonner les plans de formation des employés du BT	Examens en traduction, révision et correction d'épreuves incluant les résultats	U:\Jacques Desrosiers U:\Kim Lacroix		5 ans	Remplacement
				Établissement des coûts (costing)	U:\Chantal Perreault		6 ans	Remplacement
				Outils d'atelier de formation (cahiers du participant et du formateur)	S:\SFE		5 ans	Remplacement
				Lettres d'appel pour formation	S:\SFE		5 ans	Après parachèvement
				Plans d'apprentissage des employés	Classeur par Service		5 ans	Fin d'année fiscale
				Échanges et ententes avec les universités concernant les programmes de stages Coop et les programmes de stages en partenariat	S:\SFE		5 ans	Après parachèvement
				Examens de recrutement	S:\SFE		5 ans	Remplacement
				Entrevues de recrutement	S:\SFE		0	Aliénation aux RH
				Évaluation de traductions livrées	U:\Jacques Desrosiers		5 ans	Fin d'année fiscale

RENSEIGNEMENTS SUR LES PROGRAMMES/SERVICES	
Organisation :	Linguistic Management & Services
Centre/Direction :	Interpretation and Closed Captioning Centre (ICCC) Centre d'interprétation et de sous titrage (CIST)
Division/Bureaux :	

(1) Indiquer le titre du poste du BRP (bureau de première responsabilité/gestionnaire de programme (niveau EX-01 et supérieur); le plus souvent un directeur ou		(2) Indiquer le programme et le sous-programme (activité de programme) visés par l'AAP auquel la RDVO/le processus opérationnel est associé.		(3) Indiquer le titre et la description du processus opérationnel à l'aide duquel la RDVO est créée.	(4) Indiquer les ressources documentaires à valeur opérationnelle (RDVO) créées/recueillies afin de faciliter le processus opérationnel/les activités (brève description et type/nom des documents).	(5) Indiquer la structure de classification, puis entrer le nom et le numéro qui correspondent à la structure de classification dans la colonne Code de classification des dossiers.		(6) Indiquer les modalités de conservation pour les ressources seront conservées; ces détails comprennent la disposition et une citation de l'ADD).
BPR	AAP Activité de programme	AAP Sous-programme/Activité de programme	Processus opérationnel	RDVO	Structure de Classification	Code de Classification de Dossiers	Période de Conservation	Déclencheur de Période de Conservation
	Interpretation and Closed Captioning Centre (ICCC) Centre d'interprétation et de sous titrage (CIST)	Closed Captioning and Visual Interpretation (CCVI) Sous titrage et interprétation visuelle (STIV)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral et fonction du sous-titrage et d'interprétation visuelle au Parlement	Ententes avec les fournisseurs	Par ordre chronologique		6 ans	Après la dernière communication suite à la clôture du dossier
		Conference Interpretation (CI) Service d'interprétation des conférences (SIC)	Fournir des services d'interprétation des conférences dans les ministères et organismes du gouvernement fédéral	Rapports d'activités produits à la demande de la haute direction	Par contrat Par affectations		5 ans	Fin année fiscale
		Parliamentary Interpretation Service (PIS) Service d'interprétation parlementaire (SIP)	Fournir des services d'interprétation au parlement et dans les ministères et organismes du gouvernement fédéral	N/A				

RENSEIGNEMENTS SUR LES PROGRAMMES/SERVICES	
Organisation :	Linguistic Management & Services
Centre/Direction :	Linguistic Services (LS) Services linguistiques (SL)
Division/Bureaux :	

(1) Indiquer le titre du poste du BRP (bureau de première responsabilité/gestionnaire de programme (niveau EX-01 et supérieur); le plus souvent un directeur ou une fonction supérieure		(2) Indiquer le programme et le sous-programme (activité de programme) visés par l'AAP auquel la RDVO/le processus opérationnel est associé.		(3) Indiquer le titre et la description du processus opérationnel à l'aide duquel la RDVO est créée.	(4) Indiquer les ressources documentaires à valeur opérationnelle (RDVO) créées/recueillies afin de faciliter le processus opérationnel/les activités (brève description et type/nom des documents).	(5) Indiquer la structure de classification, puis entrer le nom et le numéro qui correspondent à la structure de classification dans la colonne Code de classification des dossiers.	(6) Indiquer les modalités de conservation pour lesquelles les ressources seront conservées; ces détails comprennent la disposition et une citation de l'ADD).	
BPR	AAP Activité de programme	AAP Sous-programme/Activité de programme	Processus opérationnel	RDVO	Structure de Classification	Code de Classification de Dossiers	Période de Conservation	Déclencheur de Période de Conservation
Operational Support (OS) Appui aux opérations (AO)	Linguistic Services (LS) Services linguistiques (SL)	Professional Support Centre (PSC) Centre d'appui professionnel (CAP)		N/A				
Proofreading / Desktop Publishing (PDP) Correction d'épreuves / Éditique (CEE)				N/A				
Documentation Services / Professional Support (DSPS) Services documentaires / Appui professionnel (SDAP)			Fournir les services documentaires et l'appui professionnel nécessaire à l'exécution des fonctions	Statistiques de V-Smart - Nombre de documents par centre; pourcentage de collections utilisées ; doublons	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Statistiques		5 ans	Fin de l'année financière
				Étude sur le catalogage à contrat	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Catalogage		2 ans	Fin de l'année financière
				Liste des tâches du service	U:\MES DOSSIERS P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Catalogage		5 ans	Fin de l'année financière
				Statistiques mensuelles de fonctionnement	P:\TRANS\ServDoc\AA-RESSOURCES_HUMAINES\Gestion_du_temps\Statistiques\2014-2015 (par année)		2 ans	Fin de l'année financière
				Ordres du jour de réunions de comités et groupes de travail	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Comités-et-Groupes-de-travail		2 ans	Fin de mandat

				Procès-verbaux de réunions de comités et groupes de travail	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Comités-et-Groupes-de-travail		2 ans	Fin de mandat
				Questions de référence	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Questions-Terminees_AAP/Archive_2012... (par année_mois) P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Questions-Terminees_Centres\Archive_2013-2014_Dec... (poru chaque mois) Ordre chronologique		2 ans	Échéancier du document
				Demandes de soumissions V-Smart (système de bibliothèque)	P:\TRANS\ServDoc\AA-GESTION_DE_LINFORMATION\Gestion_de_la_documentation\Systeme-integre-de-bibliotheque		6 mois	Échéancier du document
		Dispatch Centre (DC) Centre de répartition (CR)		N/A				
Economics and Citizenship Division (ECD) Division Économie et citoyenneté (DEC)		Translation and Terminology Centre (TTC) Centre de traduction et de terminologie (CTT)	Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Legal and Political Division (LPD) Division Juridique et politique (DJP)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Safety Division (SD) Division Sécurité (DS)			Fournir des services de traductions ministérielles et parlementaires	Demandes de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
English and Multilingual Translation and Terminology Division (EMTTD) Division Traduction anglaise et multilingue et terminologie (DTAMT)			Fournir les services de traduction de terminologie pour le gouvernement du Canada	Ordres du jour de réunions de comités et groupes de travail	S:/DNT-SDT/		2 ans	Fin de mandat
				Registre des commentaires clients	S:/DNT-DST/Service SVP/Registres 2014-2015/		5 ans	Fin de l'année financière
				Rapports sur l'assurance de la qualité	S:/normalisation terminologique/stats/rapport aq		5 ans	Fin de l'année financière
				Registre SVP	S:/DNT-DST/Service SVP/Registres 2014-2015/		5 ans	Fin de l'année financière
				Rapports de productivité COGNOS	S:/DNT-DST/T6/T6-Rapports/par année		10 ans	Fin de l'année financière

				SMRO (information sur le rendement des employés)	S:/normalisation terminologique/smro		6 ans	Fin de l'année financière
				Grilles d'analyse de projets	S:/normalisation terminologique/grilles d'analyse		10 ans	Fin du projet
				Demands de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Science and Technology Division (STD) Division Sciences et technologie (DST)			Fournir des services de traductions ministérielles et parlementaires	Demands de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage
Parliamentary Translation Division (PTD) Division Traduction parlementaire (DTP)			Fournir des services de traductions ministérielles et parlementaires	Demands de traductions et documents traduits	Par numéro de demande sur le P: trans		6 ans	Archivage

RENSEIGNEMENTS SUR LES PROGRAMMES/SERVICES	
Organisation :	Linguistic Management & Services
Centre/Direction :	Business Strategies and Partnerships (BSP) Stratégies d'affaires et partenariats (SAP)
Division/Bureaux :	

(1) Indiquer le titre du poste du BRP (bureau de première responsabilité/gestionnaire de programme (niveau EX-01 et supérieur); le plus souvent un directeur ou une fonction supérieure	(2) Indiquer le programme et le sous-programme (activité de programme) visés par l'AAP auquel la RDVO/le processus opérationnel est associé.	(3) Indiquer le titre et la description du processus opérationnel à l'aide duquel la RDVO est créée.	(4) Indiquer les ressources documentaires à valeur opérationnelle (RDVO) créées/recueillies afin de faciliter le processus opérationnel/les activités (brève description et type/nom des documents).	(5) Indiquer la structure de classification, puis entrer le nom et le numéro qui correspondent à la structure de classification dans la colonne Code de classification des dossiers.	(6) Indiquer les modalités de conservation pour les ressources seront conservées; ces détails comprennent la disposition et une citation de l'ADD).			
BPR	AAP Activité de programme	AAP Sous-programme/Activité de programme	Processus opérationnel	RDVO	Structure de Classification	Code de Classification de Dossiers	Période de Conservation	Déclencheur de Période de Conservation
	Business Strategies and Partnerships (BSP) Stratégies d'affaires et partenariats (SAP)	Project Management (PM) Gestion de projets (GP)		N/A				
		Transformation (T) Transformation (T)	Gestion du projet de transformation du Bureau de la traduction	Documents de communication (messages clés, PowerPoint aux gestionnaire/employés, Info et recommandations haute gestion)	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Ordres du jour et comptes-rendu de réunions	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Rapports sur l'avancement des travaux	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Analyses de processus, de données, etc.	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Charte de projet, document d'échéancier, modèle de gouvernance	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Rapport de décisions et suivis	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Track sheet	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet
				Modèle de processus opérationnel	P:trans/transformation/f euilles de route/opérationnalisation		10 ans	Fin du projet

			Gestion des stratégies d'affaires et de la réingénierie du BT	Analyses de rentabilisation / Business cases	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		5 ans	Parachèvement
				Plans de projet	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		5 ans	Parachèvement
				Development Blueprint	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		5 ans	Remplacement
				Plan de migration de données	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		3 ans	Parachèvement
				Plans de testing	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		2 ans	Parachèvement
				Plans de communications	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		5 ans	Parachèvement
				Énoncé des travaux SOW	P:\TRANS\REINGENIERIE \2- TROUSSE_DE_L'ANALYST E		6 ans	Parachèvement
Contact Centre (CC) Centre de contacts (CC)			Gestion des services à la clientèle	Comptes rendus et ordres du jour de rencontres	S:\Comptes-clients		2 ans	Après parachèvement
				profils-clients	S:\Profils-clients		5 ans	Fin de contrat
				Manuel des comptes-clients	P:\TRANS\Relations- clients		2 ans	Remplacement
				Grilles tarifaires	P:\TRANS\Relations- clients		5 ans	Remplacement
				Confirmation de tarifs	P:\TRANS\Équipe Relations-clients		3 ans	Fin d'année fiscale
				Topo sur différents clients ou sujets (renseignements stratégiques)	S:\Comptes-clients		3 ans	Après parachèvement
				Ententes cadre	S:\Comptes-clients		3 ans	Après parachèvement
				Ententes de détachement	S:\Comptes-clients		3 ans	Après parachèvement
				Manuel des comptes-clients	S:\Comptes-clients		2 ans	Remplacement
				Baromètre de satisfaction des services et évaluation du baromètre.	S:\Comptes-clients		5 ans	Fin d'année fiscale
Marketing (M) Marketing (M)			Marketing pour clientèle externe	Publicités externes	P:\TRANS\Relations- clients		5 ans	Fin d'année fiscale
				Rapports	P:\TRANS\Relations- clients		5 ans	Fin d'année fiscale
Client Service Strategy (CSS) Stratégie de service à la clientèle (SSC)			Gestion des services à la clientèle	Comptes rendus et ordres du jour de rencontres	S:\DSC		2 ans	Après parachèvement
				Registres de décisions	S:\DSC		10 ans	Remplacement
				Rapports statistiques en vue de reddition de compte	S:\DSC		2 ans	Après parachèvement
				Contrats et ententes	S:\DSC		6 ans	Après parachèvement
				Analyses diverses et rapports (revenus et productivité)	S:\DSC		5 ans	Fin d'année fiscale
				Plans d'engagement	S:\DSC		6 ans	Fin d'année fiscale
				Bulletin des clients	S:\DSC		5 ans - Aliénation aux SDAP	Fin d'année fiscale
				InfoFournisseurs	S:\DSC		5 ans - Aliénation aux SDAP	Fin d'année fiscale

				Articles à la carte (communications internes)	S:\DSC		5 ans - Aliénation aux SDAP	Fin d'année fiscale
Partnerships (P) Partenariats (P)			Gestion des services à la clientèle	Sondages de satisfaction	S:\DSC		5 ans	Fin de contrat
				Études de marché	S:\DSC		5 ans	Fin d'année fiscale
				Plans de projet	S:\DSC		5 ans	Après parachèvement
				Plans de communication	S:\DSC		5 ans	Après parachèvement

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs and Services
Centre/Directorate:	Greening of Government Operations
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
Policy and Program Development	Specialized Programs and Services	Greening of Government Operations	Program Development	Memo to Cabinet, TB Submission, briefing notes, research and strategy documents, stakeholder consultations, e-mail, project plans	~ NCA (EDRM/RDIMS) ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Interdepartmental FSDS GGO ~ NCA\Public		10	Completion of the program
			Policy Development	TB Submission, briefing notes, research and strategy documents, stakeholder consultations, e-mail, project plans, management action plans	~ NCA (EDRM/RDIMS) ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Policy ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		10	Termination of the policy
			Performance Monitoring and Impact Analysis	Logic models, procedures, analysis and strategy documents, functional analysis, indicators, questionnaires, statistics, evaluations, reports, progress reports, requests for information, e-mail, briefing notes, project plans	~ NCA (EDRM/RDIMS) ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Performance and Impact Analysis ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Business Planning and Reporting ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		10	Completion of the related program or policy
Policy and Program Delivery Support			Guidance, Best Practices & Procedures Development	Guidelines, advice, fact sheets, flowcharts, templates, manuals, best practices, analysis, e-mail, project plans	~ NCA (EDRM/RDIMS) ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Interdepartmental FSDS GGO ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Policy ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		10	Completion of the related program or policy

	Develop Training	Memorandum of Understanding, project plans, training material, stakeholder consultation, e-mail	~ NCA (EDRM/RDIMS) ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Policy\ Green Procurement\Training ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Trainin g ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		5	Termination of the training
	Partnership, Co-operation and Liaising	Surveys, agendas, workshop reports, research reports, presentations, requests for information, requests for review, invitations, e-mail	~ NCA (EDRM/RDIMS) ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Policy\ Policy Research ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Policy\ CCEE ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Intern ational Collaboration ~ NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\FPT Collaboration ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		5	Date of event or final publication
	Outreach and Awareness	Communication and/or engagement plans, web and social media content, presentations, newsletters, meeting and workshop agendas, minutes, requests for information, requests for review, invitations, e-mail, contact lists	~ NCA (EDRM/RDIMS) ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Comm unications ~NCA\Public Folders\CSSPB PUBLIC FOLDERS\OGGO\Corpor ate Activities ~ S:\CSPCB\OGGO ~ OGGO's paper file cabinets		5	Date of completion of the plan or event

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs and Services
Centre/Directorate:	Policy, Planning and Communications Branch
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a trigger		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
SPP-SPPRMD (Strategic Policy, Planning and Risk Management Directorate of Strategic Policy and Planning Sector))	MANAGEMENT AND OVERSIGHT	Strategic Policy and Planning	Developing Strategic Plans institutional objectives and priorities • Allocating resources • Managing business operations • Creating departmental business plans as part of the Expenditure Management System • Developing RPP as part of Part III of the Estimates • Organizational Management	• Establishing • Report on Plans and Priorities (RPP) • Organizational plan/annual plan/integrated Business (IBP) • Strategic plans • Corporate Business Plans • Branch work plans • Sector operational plans • Records of decision resulting in major changes • Internal call letters • Guidelines and Templates	Enterprise POLICY, PLANNING AND COMMUNICATIONS > MANAGEMENT AND OVERSIGHT> STRATEGIC POLICY AND PLAN		10 years	after superseded (based on 3-5 year rolling cycles, allowing reference to two five-year cycles)	
SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate)			Developing strategic policy • Research and analysis • Review	Policy decisions for review Request of formal identification of policy issue, briefing notes, agenda, meeting minutes records of decision Policy Papers Substantive drafts containing changes not reflected in the final version Final policy instruments	S:\GOSB\CPPS\SPCPA\POLICY		5 years	after superseded	
PGA (Portfolio and Governance Affairs Sector)		Executive Services	Coordinating and planning FPT and foreign Travel		Request for travel approval	GCDPCS PDP 14A1		5 years	After last administrative action
PGA (Portfolio and Governance Affairs Sector)			Providing advice to the Minister on naming proposal		Briefing note Correspondence Buildings database	GCDPCS PDP 14A1		10 years	After last administrative action
PGA (Portfolio and Governance Affairs Sector)			Providing support and advice to Min/DM in supporting Crown corporations and agencies.		Briefing notes Correspondence Policy papers Advice	GCDPCS PDP 14A1		10 years	After last administrative action

PGA (Portfolio and Governance Affairs Sector)	Partnership, Co-Operation and Liaising	Providing support and advice to Min/DM and Senior management; Coordinating and liaising with other government departments and provincial and territorial governments.	Briefing notes Agendas Records of decisions Correspondence Guidelines Briefing binders Agreements MOU's	GCDOCS PDP 14A1		FPT Agreements 10 years FPT Meetings and requests 10 years International meetings and requests 5 years International Agreements 10 years International Air shows 10 years	After last administrative action
MSAI-SGMSAI (Strategic Governance Directorate of Ministerial Services and Access to Information Sector)	Executive Services	Managing executive committees • Approving policy and strategic direction • Providing guidance and advice on policy and planning	• Terms of reference of committees Agendas, minutes and records of decision • Presentation decks • Briefings and briefing notes	In most case, the following structure is applied: Committee, year, month, date		10 years	after last administrative action
SPP-SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic policy and Planning Sector)	Briefing and Parliamentary Documentation	Manage Parliamentary affairs • Coordinate Question Period Responses • Provide information for responses to Order Paper questions • Prepare for Parliamentary hearings	• Request for information (from Question Period or Order Papers) • Correspondence • Substantive draft responses (containing modifications not reflected in final drafts) • Approved Question Period answer • Approved Statement of Completeness • Confirmation letter • Question Period tracking system • Briefings • Speeches • Advice	S:\GOSB\CPPS\SPCPA\PA		5 years	after last administrative action
SPP-SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)	Cabinet Affairs	Advising 1) Providing advice and guidance on the preparation of Coordinating and liaising Cabinet materials (e.g., MCs, aides-mémoire, decks);	• Guidance Materials	S:\GOSB\CPPS\SPCPA\CABINET		1 year	after last administrative action
	Cabinet Affairs	2) Providing advice and analysis to senior management relating to the public policy direction of the department and of other departments and agencies.	• Briefing notes • Decisions documents / next steps / summaries • Meeting Minutes • Records of decision	S:\GOSB\CPPS\SPCPA\CABINET		2 years -5 years	after last administrative action
SPP-SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)	Cabinet Affairs	Coordinating and liaising 1) Liaising within the department with internal operational staff as well as with the deputy minister and minister's offices; 2) Liaising with central agencies, line departments, and portfolio agencies to coordinate the preparation of Cabinet materials; and 3) Representing the department at interdepartmental meetings in consideration of Cabinet documents prepared by other departments.	• Correspondance/advice • Annotated Draft	S:\GOSB\CPPS\SPCPA\CABINET		2 years	after last administrative action
MSAI-MCD (Ministerial Correspondences Directorate of Ministerial Services and Access to Information Sector)	Executive Services	Managing process of ministerial correspondence and memorandums for the deputy minister and minister's offices	•correspondence (paper and electronic), templates and guidelines •memorandums	USB keys driveQ:\MCD\		2 years after superseded	after superseded

SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)		Corporate Policy, Standards and Guidelines Development	Information relating to the creation and development of operational and administrative policies	•Policy Files	S:\GOSB\CPPS\SPCPA\DPI		10 years	after superseded
SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)		Corporate Policy, Standards and Guidelines Development	Information relating to the creation and development of operational and administrative policies	•Policy decisions for review •Request or formal identification of policy issue •Briefing notes •Agenda, meeting minutes •Records of Decision •Policy Papers •Substantive drafts containing changes not reflected in the final version	S:\GOSB\CPPS\SPCPA\DPI		2 years	after last administrative action
SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)		Corporate Policy, Standards and Guidelines Development	Information relating to the creation and development of operational and administrative standards or guidelines	•Standards and Guidelines Files •Service Standards	S:\GOSB\CPPS\SPCPA\DPI		5 years	after superseded
SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)		Corporate Policy, Standards and Guidelines Development	Information relating to the creation and development of operational and administrative standards or guidelines	•Documentation for review •Input from related business area •Consultation plans •Substantive drafts containing changes not reflected in the final version	S:\GOSB\CPPS\SPCPA\DPI		2 years	after last administrative action
SPCPA (Strategic Policy, Cabinet and Parliamentary Affairs Directorate of Strategic Policy and Planning Sector)		Corporate Policy, Standards and Guidelines Development	Information relating to the creation and development of operational and administrative standards or guidelines	•Final policy instruments •Standards (operational and administrative) •Guidelines (operational and administrative)	S:\GOSB\CPPS\SPCPA\DPI		5 years	after superseded
SPP-TBAD (Treasury Board Affairs Directorate of Strategic Policy and Planning Sector)		Treasury Board Affairs	Advising • Consulting with TBS analysts for advice and direction • Advising drafting operational area on expectations, submission process, timing, etc.	Internal guidance materials (e.g., institution-specific drafting guides) • Templates • Tools • Correspondence/advice	Policy Planning and Communications. Management and Oversight, Strategic Policy and Planning, Treasury Board Submissions, Working Tools		10 Years	after superseded

<p>TBAD (Treasury Board Affairs Directorate of Strategic Policy and Planning Sector)</p>			<p>Preparing the submission</p> <ul style="list-style-type: none"> • Consulting with the TB Sub coordinator within the institution, the resource management advisor, subject-matter experts, to identify issues, constraints, and to gather relevant information • Consulting with the TBS analyst with regard to context, timing, submission process, and TB expectations • Researching content • Consulting with other stakeholders/operational areas (e.g. policy centres, HR, finance, communications, evaluation, Chief Information Officer, etc.) • Analyzing • Writing • Determining security classification • Consulting translation services • Obtaining sign-off from the deputy head, assistant deputy minister, legal services, internal audit and evaluation services, etc. • Obtaining Chief Financial Officer's approval • Obtaining Minister's signature • Liaising with the TBS analyst concerning scheduling • Coordinating with other institutions for omnibus submissions • Liaising with the Treasury Board Submission Centre (TBSC) • Delivering the original and 15 copies to the TBSC • Liaising with operational area if changes are required after Treasury Board reviews the submission • Coordinating withdrawal of a submission (if applicable) • Ensuring the certified stamped copy of the TB Decision (i.e., turnaround document) is filed appropriately • Ensuring the Record of Conditions are completed and filed <p>Liaising with the TBS analyst concerning scheduling</p> <ul style="list-style-type: none"> • Coordinating with other institutions for omnibus submissions • Liaising with the Treasury Board Submission Centre (TBSC) • Delivering the original and 15 copies to the TBSC • Liaising with operational area if changes are required after Treasury Board reviews the submission • Coordinating withdrawal of a submission (if applicable) • Ensuring the certified stamped copy of the TB Decision (i.e., turnaround document) is filed appropriately • Ensuring the Record of Conditions are completed and filed 	<ul style="list-style-type: none"> • Correspondence with internal Submission Coordinator • Correspondence with analyst at TBS • Flowsheet • Substantive drafts of the TB Sub (where content is not incorporated in final draft) • Checklist • Rationale for security classification • Chief Financial Officer's attestation • Approved Treasury Board Submission, including appendices and all ministerial correspondence related to the submission 	<p><i>Policy Planning and Communications. Management and Oversight, Strategic Policy and Planning, Treasury Board Submissions, TB Submissions</i></p> <p>PDP</p> <p>III- 15A1-104</p>		<p>2 Years</p>	<p>After superseded</p>
<p>SPP-TBAD (Treasury Board Affairs Directorate of Strategic Policy and Planning Sector)</p>			<p>Preparing Reports</p> <p>Liaising with TBS for scheduling , Liaising with branches for updates, Provide reports to governance.</p>	<p>BPC report , Look Ahead Reports. TB Conditions monitoring Reports. PWGSC Reporting dele</p>	<p><i>Policy Planning and Communications. Management and Oversight, Strategic Policy and Planning, Treasury Board Submissions. TBAD Reports</i></p>		<p>3 months</p>	<p>After superseded</p>
<p>SPP-SPPRMD (Strategic Policy, Planning and Risk Management Directorate of Strategic Policy and Planning Sector)</p>		<p>Performance Management</p>	<p>Preparing Reports and Analysing the information</p> <p>Activity related to gathering and researching information, analysing and providing recommendations and /or identifying gaps in relation to goal, objectives, long term plans and identified initiatives</p>	<ul style="list-style-type: none"> • Performance Alignment Architecture (PAA) • Performance Measurement Framework (PMF) • Departmental Performance Report (DPR) • Evidence to support Management Accountability Framework (MAF) • Sustainable Development 	<p><i>Enterprise POLICY, PLANNING AND COMMUNICATIONS > MANAGEMENT AND OVERSIGHT> STRATEGIC POLICY AND PLAN</i></p>		<p>5 years (for only PAA/PMF) 10 years</p>	<p>after superseded</p>
<p>SPP-SPPRMD (Strategic Policy, Planning and Risk Management Directorate of Strategic Policy and Planning Sector))</p>		<p>Risk Management</p>	<p>Activity related to the identification, analysis and response to program risk</p>	<ul style="list-style-type: none"> • Risk Profile • IRM Policy 	<p><i>Enterprise POLICY, PLANNING AND COMMUNICATIONS > MANAGEMENT AND OVERSIGHT> Risk Management</i></p>		<p>1 year</p>	<p>after superseded,</p>
				<ul style="list-style-type: none"> • Working papers 	<p><i>Enterprise POLICY, PLANNING AND COMMUNICATIONS > MANAGEMENT AND OVERSIGHT> Risk Management</i></p>		<p>1 year</p>	<p>after project completion,:</p>

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs & Services
Centre/Directorate:	Client Service Strategy - ISB
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for the these are comprised of a retention period, a tr			
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Specialized Programs & Services	Client Services Strategy				Information relating to the renewal of service offerings and the enhancement of client service culture.				
			MEASUREMENT AND ANALYSIS		Analysis; reporting; revision; statistics; correspondence;	Information relating to the analysis of client service information and the synthesis of this information into reports and recommendations. This includes the areas of improving client satisfaction measurement, managing service standards, improving service offerings, and assessing client service culture. Examples include the Client Satisfaction Barometer Report.	S:\GISB\SIS\GENERAL			superseded / obsolete
			DEVELOP PROCEDURES AND GUIDELINES		Procedure and guideline writing; approval; revision; consultation;	Information relating to the development of procedures and guidelines. This pertains to preparing drafts, engaging consultations, revisions and final draft approvals. Also includes substantive drafts containing changes not reflected in the final version.	S:\GISB\SIS\GENERAL			superseded / obsolete
			MANAGE GOVERNANCE			Information relating to the Management of Approval policy and strategic direction. Also provides guidance and advice on policy and planning. This pertains to non-financial delegation of authorities. This will include Agendas, minutes and records of decision; presentation decks; and briefing notes.	S:\GISB\SIS\GENERAL		5 yrs	After Complete / Business Use
			PARTNERSHIP, CO-OPERATION AND LIAISING		Develop and maintain partnerships/agreements: Attend Meetings; Networking; Coordination; Create and manage agreements	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in Departmental Service Agreements (DSA), Memoranda of Understanding (MOU), committees, groups, etc.	S:\GISB\SIS\GENERAL		5 yrs	superseded / obsolete
					Working Groups & Committee agenda, minutes				2 yrs	obsolete
			OUTREACH AND AWARENESS			Information relating to the education of PWGSC employees in order to improve client service				
				DEVELOP COMMUNICATIONS MATERIALS	Design and disseminate new materials and literature; consultation; improving and promoting service culture; approval	Information relating to the creation of communications designed to improve services and service delivery methodologies. Examples include communications regarding service standards and culture, meeting minutes and agendas and substantive drafts containing changes not reflected in the final version.	S:\GISB\SIS\GENERAL		2 yrs	Last Administrative Use

			PRODUCE LEARNING AND DEVELOPMENT RESOURCES	Develop training materials and training events; developing and implementing awards programs; correspondence; analysis; gather statistics; approval	Information relating to the creation of development resources, training materials and courses to educate PWGSC employees regarding client service culture, standards and offerings. Includes development of training courses, collaboration with Human Resources, meeting minutes and agendas and substantive drafts.	S:\GISB\SIS\GENERAL		3 yrs	Complete
			EVENT COORDINATION AND MANAGEMENT	Develop event schedules; correspondence; event promotion; vendor management; attendee management; site management	Information relating to the coordination of events designed to promote PWGSC service offerings and enhance employee engagement.	S:\GISB\SIS\GENERAL		2 yrs	After Complete / Business Use

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs & Services
Centre/Directorate:	Shared Services Intergration- ISB
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.			(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention period these are comprised		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Activity	Sub-Activity	Sub-Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period
	Specialized Programs & Services	Shared Services Integration					Information relating to providing administrative programs and services to external GoC clients so they can perform their mandated activities.			
			SHARED HUMAN RESOURCES SERVICES			Providing business services to GC clients HR policy interpretation Grievances Corporate HR Requests	Information relating to the effective delivery of Human Resources business services for client departments and agencies. This includes the delivery of advice and processes that support client needs.			
				EMPLOYEE PERFORMANCE, LEARNING, DEVELOPMENT AND RECOGNITION			Information relating to employee and manager learning requirements, develop and deliver learning solutions events, performance objectives, performance assessments, learning/development plans, recognition and awards based on employee performance, this also includes information on integration of organizational/work-specific objectives along with career aspirations of the individual, also includes; information relating to official language training, certification training, as well and professional or career development needs. This also involves the distribution of awards.			
					AWARDS AND RECOGNITION	Perform Assessments; Purchase and Deliver Awards; Report and Monitor; Coordinate Events; Perform Submissions; Correspondence; Communication Notifications;	Information relating to the recognition of achievement of the organization or its employees.			2YR; 6YR for Financial Files
					DELIVER LEARNING	Implement & Deliver Learning Events: Receive Requests; Coordinate Learning Events/Logistics; Communications; Develop Calendars/Schedules; Deliver Invitations; Develop Participation Lists; Guides; Deliver Questionnaires to Participants; Prepare and Deliver Certificates of Completion; Attendance Records/Reports; Deliver Disability Training; Second Language Training; Occupational Safety and Health Training; EOAP Training; Coordinate Learning Centre Activities (Manage inventory of catalogues; Manage Catalogue Purchases; Logistics;)	Information relating to event-specific learning actions and/or information sessions. Pertains, but not limited to learning requests, compulsory training and development requirements.			5YR
					DESIGN AND DEVELOP LEARNING	Develop & Adapt Training Events; Consultations; Develop Evaluation Framework; Perform Research; Perform Analysis; Gather Requirements; Deliver Presentations; Records of Decisions re: Learning Event; Develop Learning Materials/Storyboards; Publish Learning Materials with 3rd Parties; Communications; Correspondence; Gather Statistics; Develop Information Awareness Sessions on EOAP and Mental Health; Second Language Training; Occupational Safety and Health Training; Official Learning; Labour Relations; Promotion and Awareness; Career Management and Leadership Services;	Information relating to the development of training and the coordination and delivery of all departmental training (coordinating instructors, facilities, and equipment, etc.) as well as the analysis of training plans, defining required courses and other requirements to deliver training. It also includes the documentation of decisions or substantive opinions leading to, and including, event-specific learning actions .			3YR
					EMPLOYEE PERFORMANCE AND DEVELOPMENT	Official Languages; Develop Learning/Training Plan; Performance Assessment;	Information relating to the decisions or substantive opinions regarding employee specific performance and learning goals, objectives, needs and evaluation.			5 years for employee-specific file
					EVALUATE LEARNING	Communications; Correspondence; Course Evaluation Reports; Perform Learning Event Assessments; Completed Evaluation Questionnaires; Measure Framework; Gather Statistics; Perform training and learning results & impact evaluation	Information related to the evaluation of learning events at client departments. Includes studies, reviews, questionnaires, and surveys.			5YR

				HUMAN RESOURCES PLANNING, WORK AND ORGANIZATION DESIGN AND REPORTING		Information relating to the identification of factors that influence the delivery of services, programs and business priorities of the organization and the implications for workforce requirements. Includes the assessment of the current workforce, the labour market, the short/ long term Human Resource Management needs related to the organization structure, employee skills and competencies, and identifies critical positions. Define current and future human resources gaps, develop workplace and workforce plans to address the gaps and support the achievement of broader organizational objectives. Review and measure the results and progress for their organization against their annual plans. Annual plans, including organization design, are revised and updated throughout the annual business cycle. This process runs parallel to broader integrated planning activities and contains several check-points to ensure alignment with broader organizational planning.			5YR
				MONITORING AND REPORTING - HUMAN RESOURCES	Defining data and information needs; identifying reporting options and recommended approaches; ensuring quality of information; organizing data with the purpose of understanding or making conclusions for decision making purposes; identifying and monitoring trends over time; interpreting results as they pertain to the business context; providing charts, graphs, data tables and written analysis of findings and conclusions; providing input to planning, reporting and performance measurement exercises; developing reporting solutions for information required on a regular basis (monthly, quarterly, semi-annually, annually); preparing decks, briefing notes, correspondence and other information products. (Report on Health of Classification System; Report on Staffing Actions; Report on Priority Placement; Report on Employee Performance; Report on Public Service Employee Survey; Report on People Management; Report on EOAP; Disability Reporting & Monitoring; Official Languages Monitoring & Reporting; EX Talent Reports; Occupational Health and Safety Monitoring & Reporting; Fire Protection Monitoring & Reporting (should be consistent with all boxes); Safety Monitoring & Reporting; Report on Career Management and Leadership Services; Classification; Multiculturalism Report, Annual EE Progress Report; EE Workforce Analysis); Values & Ethics;	Information relating to the results of the projected activity within HR. Includes performance measurement activities of surveys, results, statistics and other performance metrics including tests at both the corporate and operational level within the department.			5YR
				ORGANIZATIONAL DESIGNS	Conduct Assessment of Organizational Models & Organizational Readiness Define Preliminary Organizational Structure Approve Organizational Design	The selection of an appropriate existing organization model for re-use or the creation and approval of a new organization model, including transition approach. Includes information relating to organizational models/work descriptions, readiness assessments; new or amended organization structures and high-level attributes; confirmed intentions to commit funders under the FAA s. 32; transition approaches; stakeholder feedback; and action requests.			5YR
				PLANNING - HUMAN RESOURCES	Conducting workforce profile analysis, conducting workplace analysis, consulting stakeholders, analyzing impact of business priorities on HR management, identifying HR related gaps and risks, identifying HR management strategies and priorities, supporting HR planning operations (in implementing client HR management priorities), measuring effectiveness of HR management strategies, liaising with TBS, (Corporate Learning; Contingency Planning; Occupational Health & Safety; Learning; Labour Relations) Develop Corporate HR Plan; Integrated Business Plan; Forecasting; Workforce Profile Analysis; Manage Client Portfolio; Resourcing Action Plan, Perform Environmental Scans; Monitor Plans;	Includes information related to integrated Human Resource and Business Planning: determining the human resource business goals; environmental analysis of current and future needs; workforce gap analysis; defining priorities, actions and strategies. Includes information on developing workforce and workplace plans, talent management and succession planning.			5YR
				PROGRAM DEVELOPMENT HUMAN RESOURCES	Proposal Review; Analysis; Consultations; Design; Briefing Notes; Recommendations; Presentations; Correspondence (Official Languages;)	Information relating to the planning and design of programs, setting of priority of management frameworks and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.			
				PERSONNEL RECORDS					
				Last Name, First Name' Compensation and Benefits	Compose Benefit Letter; Maintain employee compensation information: Basic Salary, Entitlements, Deductions, Leave Adjustments, Change in Work Hours, Payment Requests, Voluntary Deduction Requests, Pay Information Change Requests, Cash Payments, Overpayments,	This process covers the full documentation of the employee including the request and assignment of a PRI as well as the attributing of that employee to the job/position. This process follows both an individual new to the GoC, as well as an existing employee changing their position or employment status within or outside their current dept. The process includes enrolment into pay, benefits and pension, and includes the documentation of several data elements including self-identification information, skills & competencies information, personal information, etc.			SOS + 2 yrs Processed leave requests (hold for 3 years after date of leave, then destroy.)
				Last Name, First Name' Garnishment and Pension Adjustments	Correspondence; Process Adjustments;	Information relating to the garnishment of salaries and other remuneration paid to government employees.			
				Last Name, First Name' Performance					
				Last Name, First Name' Leave	Process Leave Requests; Leave without Pay; Leave with Pay; Correspondence	Information related to all leave employee leave types; medical leave, maternity leave, volunteer days etc.			
				PROGRAM DELIVERY SUPPORT		Information relating to the activities of providing operational support and functional guidance (including the development of application kits, operational guidelines, and procedure manuals) across the service delivery network on issues related to programs to ensure consistency of advice, policy interpretation and standardized service delivery.			

					ADVICE AND GUIDANCE	Presentations; Official Languages; Labour Relations; Benefits; Staffing; Ethics; EOAP;	Information relating to the provision of assistance or responding to a request in attempt to help the client understand or solve specific problems in relation to HRMS programs and services. Includes guidance and other forms of counsel. Excludes advice and guidance on policy and planning.			4 years
					FORMS, TOOLS AND TEMPLATES	Design, test, and communicate new tools; Updates forms, tools and templates and communicate changes.	Includes information such as forms, tools and templates that are designed and delivered to support the delivery of a program.			2 Yrs
					OUTREACH AND AWARENESS	EOAP - Awareness Services/Workshops; Presentations; Promote Disability Programs; OHS; Provide Official Languages Awareness and Information Sessions; Develop Web Content; Develop Program Literature; Labour Relations; Ethics - Code of Conduct/conflict of interest/harassment prevention awareness sessions; ; Ethics - Code of Conduct/conflict of interest/harassment prevention awareness sessions	Information relating to the development of subject matter for the purpose of promoting programs via printed materials, web site, videos, consultations, community events, various media sources.			
					POLICIES, PROCEDURES AND GUIDELINES	Analysis; Policy Writing; Revisions; Approvals; Communications; EOAP; Health & Safety; Disability; Official Languages; Labour Relations; Staffing; (to be consistent, we should include all Health and Safety programs in details or just state Occupational Health and Safety) Pay, Workplace Conflict Management; Career Management and Leadership Services; Ethics - Code of Conduct	Information relating to the creation and outlining of Human Resources practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version. Includes Directives.			5 Yrs
				TOTAL COMPENSATION AND PERMANENT AND TEMPORARY SEPARATIONS			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), pre-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			
					GARNISHMENT	Correspondence; Process Adjustments;	Information relating to the garnishment of salaries and other remuneration paid to government employees.			2 yrs (routine) 5 yrs (policy & procedures) 1 year after SOS (personnel file)
					LEAVE	Process Leave Requests; Leave without Pay; Leave with Pay; Correspondence	Information related to all leave employee leave types; medical leave, maternity leave, volunteer days etc.			2 years
					PAY AND BENEFITS	Compose Benefit Letter; Maintain employee compensation information: Basic Salary, Entitlements, Deductions, Leave Adjustments, Change in Work Hours, Payment Requests, Voluntary Deduction Requests, Pay Information Change Requests, Cash Payments, Overpayments,	Information relating to the process of the documentation of the employee including the request and assignment of a PRI as well as the attributing of that employee to the job/position. This process follows both an individual new to the GC, as well as an existing employee changing their position or employment status within or outside their current dept. The process includes enrolment into pay, benefits and pension, and includes the documentation of several data elements including self-identification information, skills & competencies information, personal information, etc.			SOS+2YR; Processed leave requests (hold for 3 years after date of leave then destroy)
					STAFFING PROCESS	Conduct Interviews; Process Test Results; ADM Approvals; Candidate Assessments: Interviews; Administer Tests; Analyze Results; Assessment Tools; Select Candidates; Facilitate Accommodation Requirements - PRO B (Staffing Actions; Advertising; Priority Considerations - Developing and Maintaining Lists; Appointments; Delegations; Staffing Selections; Pool Management)	Information relating to specific staffing actions. Pertains, but not limited to the internal and external advertised postings and assessment and selection of candidates. This includes completed application forms, reference checks, interviews and test results.			2YR; Case Files: 5 YR
					Staffing Actions					
					Priority Administration Staffing					
				WORKPLACE MANAGEMENT			Information related to the provision of labour management relations, workplace ethics, investigations of wrong doing, conflict resolution, worker & workplace emergency preparedness, health & organizational well-being and assurance of a safe and healthy work environment.			

				COMPLAINTS	Conduct fact-finding/analysis on Complaints, Discipline; Employee Performance; Internal Disclosures; (Complaints, Harassment & Discipline) Complaint info on Employee file (administrative) 2 yrs Privacy	Information relating to investigations concerning all allegations or evidence of employee misconduct.			Conduct fact-finding/analysis on Complaints, Discipline; Employee Performance; Internal Disclosures; (Complaints, Harassment & Discipline)
				CONFLICT MANAGEMENT					
				CONFLICT OF INTEREST	Receive declaration forms, gather facts, analyse, consult, provide interpretation on related policies and recommendations, obtain appropriate approval, prepare and send decision letter, file documents, follow-up when required; manage client portfolios	Information pertaining to activities undertaken by client employees that may result in a conflict between their official duties and their private interests.			SOS date plus 2 years
				GRIEVANCES	Receive and Analyze Departmental Grievances; Policy Grievances; Classification Grievances; Discrimination; Staffing; Work Descriptions; Case Files (Harassment # or Grievance #); Grievance by Employee, Provide consults, guidance, references and referrals. (Departmental Grievances; Harassment Grievances; NJC Grievances; Classification Grievances; Policy Grievances; PSIRB complaints)	Information relating to 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.			2 years 3 years
				LABOUR RELATIONS	Collective Agreements; Labour Management Consultations; Contingency Planning; Strike Management; Conduct Public Service Employee Survey; Manage client portfolios; Call from Managers or WPI; Provide advice, Fact finding (investigation), apply measure, inform employee with letter, inform compensation	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.			2 years 3 years
				OCCUPATIONAL HEALTH AND SAFETY - SERVICES	Deliver Information on Corrective and Preventative Actions; Health and Safety Compliance Checklist; Monitoring Tools; Promotional Material; Hazard Prevention; National, Regional and Local Committees (National; Regional; Local); Workplace Inspections; Disability Management; RTW cases - conduct research; Facilitate work site/job analysis to determine job requirements; Prepare case notes & rtw plans; Provide Responses; Accommodation Requests (providing guidance to employees and managers in regards of possible measures to take for the duty to accommodate.) Training - CPR, First Aid, Health & Safety; Disability Management	Information relating to the provision of a safe and healthy workplace, including monitoring of injury on duty, hazard prevention programs, addressing worker requirements including modified work arrangements (duty to accommodate).			3 Years
			JOB AND POSITION MANAGEMENT (CLASSIFICATION)		Create or Adapt Work Descriptions (Generics or Unique) Approve Work Description; Classify Work Description (Prepare for Evaluation) Conduct "On-Site" Review Conduct Relativity Review Evaluate Work Authorize Classification Review Classification Decision and Determine Action); Define & Maintain Position Information (Establish Effective Date and Inform Incumbents Define & Maintain Position Information Confirm Position Related Information Document Position Information) Executive Level Requires ADM approval	Information relating to activities and processes where business and work requirements are translated into work descriptions where jobs and positions are established and maintained. Pertains, but not limited to, documenting and evaluating new work descriptions as well as documenting job and position attributes (e.g., security requirements). This also includes language requirements, creating/updating positions, reclassification, essential service and excluded positions.			2YR; Case Files: 1 YR
			PARTNERSHIP, CO-OPERATION AND LIAISING		Develop and maintain agreements; develop and maintain partnerships; develop and maintain client relationships; Developing and maintaining MOUs; networking	Information relating to the consultation, cooperation, coordination and maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	N/A		5yrs
			PARTNERSHIP, CO-OPERATION AND LIAISING		WG & Committee agenda, minutes		N/A		2 Yrs
			APPLICATION MANAGEMENT			Information relating to defining, designing, maintaining, and evolving application software to provide program delivery to client departments, support government priorities and increase productivity.	N/A		
			BUSINESS ANALYSIS FUNCTIONAL GUIDANCE		Analysis; correspondence; review; approval; requirements gathering	Information relating to high-level business analysis that guides business intelligence in a functional capacity. This includes Business rules, business use cases and Business vocabulary.	N/A		5 yrs
			TECHNICAL BUSINESS ANALYSIS		Analysis; correspondence; technical review; approval; specifications development; requirements gathering	Information relating to technical/system based business intelligence and requirements development. This includes Data quality requirements, Metadata requirements, Classification System of Record, functional specifications and system use cases.	N/A		2 yrs
			PLANNING AND REPORTING		Reporting; program planning	Information relating to long-term, externally facing planning to deliver on client needs and reporting on currently existing application versions. This includes annual and quarterly reports and program planning, such as 3-year plans.	N/A		
			APPLICATION SUPPORT		Monitor & Analyse; Architecture & Design; Provide Operational Requirements; version implementation policy; back-out plan; testing reports; test protocol; user acceptance testing case studies; reports from UAT; implementation/release schedule; release/rollout plan; release/rollout procedure; communication with Service Desk; communications with users; training materials; reports on release/rollout.	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications. These services include planning, testing, integration, implementation, deploying, monitoring and release management. Examples are: Problem & Incident Management, Release Management, Application Testing, implementation/release schedule, release/rollout plan, release/rollout procedure	N/A		2 yrs

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs & Services
Centre/Directorate:	Program Management- ISB
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Specialized Programs & Services									
		PROGRAM MANAGEMENT				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 projects.	N/A			
			PROJECT MANAGEMENT			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 projects.	N/A			
				NON-CAPITAL PROJECTS		Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	N/A		10 yrs	After Complete
				MAJOR CAPITAL PLANS AND PROJECTS		Information relating to large long term investments in order to build upon, add or improve on capital projects (over \$10 Million). This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	N/A		10 yrs	After Complete
				PROJECT MANAGEMENT GOVERNANCE		Information relating to developing and describing the course of action to follow for successful project delivery and team building. Specifies the relationships between and the distribution of rights and responsibilities among the main groups of participants. This includes portfolios, oversight and tracking.	N/A		7 yrs	After Complete/Business Use

			PROGRAM DELIVERY SUPPORT			Information relating to the activities of providing operational support and functional guidance (including the development of application kits, operational guidelines, and procedure manuals) across the service delivery network on issues related to operational programs to ensure consistency of advice, policy interpretation and standardized service delivery.	N/A			
				INTERNAL COMMUNICATIONS	Communicating program-based policies and procedures; development of ISB newsletter; approval; revision	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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.	N/A		2 yrs	Last Administrative Use
				POLICIES, PROCEDURES AND GUIDELINES	Internal policy development; analysis; approval; revision; coordination	Information relating to the creation, development and adoption of policies, standards procedures and guidelines within the branch. This includes other governance vehicles, tools and instruments.	N/A		5 yrs	Superseded
			MANAGE GOVERNANCE			Information relating to the Management of Approval policy and strategic direction. Also provides guidance and advice on policy and planning. This pertains to non-financial delegation of authorities. This will include Agendas, minutes and records of decision; presentation decks; and briefing notes.	N/A		5 yrs	After Complete/Business Use

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs & Services
Centre/Directorate:	Government Information Service - ISB
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity) the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Specialized Programs & Services	Government Information Services				Information relating to ensuring Canadians have access to centralized GC information and that federal organizations receive services designed to support the delivery of selected GC communications.				
			COORDINATION AND ADVICE			Information relating to the planning, coordination and implementation of communications, marketing, research and partnership initiatives, including coordination with client departments and external organizations.	N/A			
				ADVERTISING COORDINATION (Advertising Coordination and Partnerships Direction (ACPD) - Advisory records and Agency Of Records (AOR))	Approval; advice; coordination; consultations; recommendations; agency of record management; media planning tools; supporting GC advertising	Information relating to ensuring advertising from federal departments and agencies comply with acts, policies and procedures. This includes verifying that materials meet policy requirements and advising, where required, on government standards and priorities.	Admis - Project Register Number, ADO Number		2 yrs Suggesting 6 yrs as client departments suggested retention.	Fiscal Year End (After the end of the fiscal year in which the file closes)

				PARTNERSHIP ADVICE	Advice and Guidance; providing tools and guides to clients	Information relating to the activity of providing guidance regarding mutually beneficial advertising partnerships. This involves providing guidance on the five core elements of partnerships: public interest, fairness and impartiality, accountability, dialogue, and prudence.	Admis - Project Register Number, ADO Number		6 yrs	Fiscal Year End (After the end of the fiscal year in which the file closes)
				PUBLIC OPINION RESEARCH	Advice and Guidance; coordination; review of departmental plans; policy interpretation	Information relating to providing coordination and advisory services for public opinion research to government departments. The information gathering may be associated with a broad range of activities for example: policy research; market research; communications research, communication strategies and advertising research; program evaluation; quality of service/customer satisfaction studies; omnibus surveys, with the placement of one or more questions; syndicated studies; or product development.	RIMS - POR Number Generated		2 yrs (Suggesting 6 yrs as client departments suggested retention)	Fiscal Year End (After the end of the fiscal year in which the file closes)
				COMMUNICATIONS REPORTS, PLANS AND PROCEDURES		Information relating to the development of communications planning, standards, and reports. Includes communications plans, standards for publication and client advice, and regular communications reports.				
BPMS should be the OPI for Business plan				PLANS AND STRATEGIES	Developing and disseminating Marketing business processes; work assignment; workload scheduling; documenting plans	Information relating to the design and development of program plans, communications plans and strategies to enable and facilitate the administration of communication activities. (ex. PCO government advertising plans)	N/A		10 yrs (Confirmed)	After plan superseded or no longer used for reference purposes
				PROCEDURES, STANDARDS AND GUIDELINES	standard, procedure and guideline writing; approvals; review, correspondence and consultation; identifying industry standards; tracking changes to standards and procedures; establishing benchmarks	Information relating to the creation and outlining of communication practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes substantive drafts containing changes not reflected in the final version.	N/A		5 yrs	After superseded
				COMMUNICATIONS REPORTS	Analysis; reporting; editing; reviewing; publishing; information gathering; departmental validation; correspondence	Information relating to the development of reports on communications activities and services. This includes the annual reports for both public opinion research and advertising as well as reports on publishing.			6 fiscal yrs	superseded/obsolete

			OUTREACH AND AWARENESS		Information relating to the development of subject matter for the purpose of outreach initiatives and promoting programs and services via printed materials, web site, videos, consultations, community events, social media and other media sources. This includes design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.	N/A		6 yrs	Fiscal Year End Exceptions: Post-advertising campaign evaluations of plans, budgets, timetables etc. (10 yrs after FYE)
				PUBLICATIONS	Strategic planning; approval; correspondence; publication development, management and distribution; collaboration	Information relation to the planning, production and dissemination of the department's published works including co-publications. Further information includes the creation of the publication's content, format and design.	N/A	2 yrs	After Complete After reference ceases (for government publications)
				EDUCATION AND KNOWLEDGE TRANSFER	Event participation, planning and execution; correspondence; advice; documentation development; coordination; training development Marketing development;	Information relating to the transfer of knowledge to clients regarding communications standards, policies and procedures. Includes conveying established processes, policies, standards and legislative requirements via direct client engagement and community events.	N/A	2 fiscal yrs	Fiscal Year End (After last administrative action)
				WEBSITE COMMUNICATIONS	Developing and maintaining website plans; writing website content; content approval; review; revision; applying standards;	Information relating to the management of the content of public-facing websites. Also, ensuring that the website complies with government standards for language, accessibility, usability and interoperability.	N/A	2 yrs (confirmed)	Superseded/obsolete
ACPD - Online Advertising Unit (OAU)				MARKETING AND ADVERTISING	Social media and online advertising; developing advertisements; receiving and processing advertisement requests; project summary; media planning; approval	Information relating to the management of advertising and marketing campaigns on behalf of government of Canada departments. Includes digital advertising through social media and internet.	N/A	6 yrs	After the end of the fiscal year in which the file closes

Electronic Media Monitoring (EMM) Publishing and Dispository Services (PDS)			PARTNERSHIP, CO-OPERATION AND LIAISING	Develop and maintain partnerships; develop and maintain client relationships; Developing and maintaining SLAs; coordination; networking; correspondence Agreement and Memoranda Of Understanding (MOU) and Agreements Working Group & Committee agenda, minutes	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with government entities and non-governmental organizations to leverage assets and facilitate program and service delivery. This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.			6 yrs 2yrs	After superseded. Agreement focuses on finance management**
			GOVERNMENT PUBLICATIONS		Information relation to providing public access to the government's published works through maintaining a repository of publications produced by the government. This includes information relating to the Canada Gazette and publications.gc.ca.				
			DEPOSITORY SERVICES	Acquiring publications; assigning metadata; cataloging publications; publish documents; issue and manage ISBN GC catalogue numbers; evaluating compliance	Information relating to the management of published information resources, including their acquisition, control, and disposal. Includes information related to the management and issuing of ISBN and GoC catalogue numbers and to library services such as literature searches, reference services (metadata creation) and circulation statistics.	N/A		5 yrs	After the end of the fiscal year in which the file closes
			CANADA GAZETTE	Correspondence; approval; analysis; document creation; template development; client requests	Information relating to and supporting the publication of the Canada Gazette. This includes coordination with federal and non federal clients, Privy Council Office and Justice Canada, and records of decisions.	N/A		6 yrs	After the end of the fiscal year in which the file closes
			APPLICATION MANAGEMENT		Information relating to using technology to support communications activities and to maintain and evolve applications and databases to increase productivity.				
			BUSINESS ANALYSIS FUNCTIONAL GUIDANCE	Requirements Analysis; correspondence; review; approval; requirements gathering; documentation; coordination;	Information relating to guiding of business intelligence in a functional capacity. This includes Business rules and Business vocabulary.	N/A		5 yrs	Superseded / Obsolete
			TECHNICAL BUSINESS ANALYSIS	Analysis; correspondence; technical review; approval; specifications development; requirements gathering; collaboration with stakeholders	Information relating to technical/system based business intelligence and requirements development. This includes Data quality requirements, Metadata requirements, classification system of record and reports on corporate operational data.	N/A		2 yrs	After Complete / Last Admin Action

				DATA WAREHOUSING	Data scheme analysis; coordination; documentation; reporting; modelling	Information relating to the management of data storage and warehousing. This includes relational and multi-dimensional data structures, data schemes as well as data sets, data stores and data cubes.	N/A		10 yrs	After data transferred or destroyed
				APPLICATION AND DATABASE MANAGEMENT	Testing; release management; incident management; implementation; program management; coordination; threat and risk assessment; reporting; issue tracking	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include planning, design, testing, integration, implementation, deploying, monitoring and release management.	N/A		2 yrs	Obsolete / decommissioned Last administrative action
			PARTNERSHIP, CO-OPERATION AND LIAISING		Develop and maintain partnerships; develop and maintain client relationships; Developing and maintaining SLAs; coordination; networking; correspondence	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with government entities and non-governmental organizations to leverage assets and facilitate program and service delivery. This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	N/A		5yrs	superseded / obsolete
					Working Group & Committee agenda, minutes		N/A		2 yrs	obsolete
				EMM Advisory Committee (EMMAC)					2 yrs	obsolete

PROGRAM/SERVICE INFORMATION	
Organization:	Specialized Programs & Services
Centre/Directorate:	Shared Travel Services - Acquisition Branch
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the IRBV (details that set out how long resources will be retained; these are comprised of a retention period, a trigger, di and citation from the RDA).	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	Disposition Action
Acquisitions	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Agreements - Departmental					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Committees, Boards and Working Groups - Interdepartmental					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Treasury Board Submissions					Disposition Action

	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Parliamentary Matters - Parlimentary Questions					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Design and Configuration					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	PMO					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Vendor Mangement					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Client Services					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Implementation					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Account Management					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Business Processes					Disposition Action
	Services and Specialized Acquisitions Management	Shared Travel Services	Travel Management Services	Communication					Disposition Action

PROGRAM/SERVICE INFORMATION	
Organization:	Procurement Ombudsman
Centre/Directorate:	Review of Procurement Practices
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger		
I&I	1.8 Procurement Ombudsman	1.8.1 Review of Procurement Practices	Review Management-Complaints Relates to: The legally mandated resolution of complaints from the private sector and from other stakeholders regarding the procurement practices of GC Departments and Agencies. Includes: Any complaints formerly considered 'informal' and addressed in a less rigid manner. Note: Individual complaint cases may also inform cases of Review Management-Practices. by Fiscal Year, then by Case #	* Notes, Letters of Complaint, Letters of Request (for ADR), Correspondence			3 years	Resolution of case		
				* BN, Research notes, Case Assessment Document, Notification of Closure						
				Letter of Refusal (declining ADR)						
				* Complaint, Letter of response/conclusion, Investigation Plan, Investigation Schedule, I&I Peer Review, Evidence, Observation Sheets, Summaries of Interviews, File Reviews, Policy Reviews, Comparative Analysis						
				* Proposals, Correspondence, Confirmation of acceptance of proposal, mediation notes, Agreements						
				* Draft Report (with substantiation), Final Report						
PPR			Review Management-Practices Relates to: Various forms of analysis of procurement practices, distinct from specific Complaint cases, arising from Strategic Planning or from the recognition of a significant issues via any means.	* Call Letter, Review Plan			6 years	Year of completion		
				* Letter of Initiation, Terms of Reference, Observation Sheets, Summaries of Interviews, File Reviews, Policy Reviews, Comparative Analysis,					6 years	Year of completion
				* Summary, Draft Report (with substantiation), Annotated Outline, Messages						
* Comments, Correspondence			6 years	Year of completion						
* Final Report and cover letter										

PROGRAM/SERVICE INFORMATION	
Organization:	Procurement Ombudsman
Centre/Directorate:	Governance Functions
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.		(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).		(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger			
CCM	Management and Oversight	Procurement Ombudsman	Management and Oversight	* Strategic Plan (3-yearly)	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\01-Management and Oversight\01-Strategic Planning-Corporate\2014-15		6 years	End of fiscal year			
CCM			Relates to: Work conducted to ensure the successful delivery of all other OPO Functions. Includes: Corporate and operational planning for the allocation of resources and delivery of programs; participation in corporate Committees and Workings Groups; liaison with other organizations; risk management activities leading to the more reliable delivery of functions; and all kinds of reporting on performance and compliance.	* Integrated Business Plan	\\Fs-ncr-		6 years	End of fiscal year			
QARM				* Strategic Plan	S:\OPO\01-Management and Oversight\03-Strategic Planning-Practice Review\2014-2015		6 years	End of FiscalYear			
DPO				* Minutes, Agendas	S:\OPO\01-Management and Oversight\05-Committees - Administrative		2 years	End of fiscal year			
Chair of Committee				* Terms of Reference	S:\OPO\01-Management and Oversight\06-Committees - Operational		5 years	Disbanding			
QARM				* Formative Evaluation	S:\OPO\01-Management and Oversight\04-Audit-Performance		8 years	Year of Publication			
DPO				* MOUs	S:\OPO\04-Acquisition Management\03-Procurement\2014-2015\SLAs		2 years	Last administrative action			
CCM				* PAA * RPP * DPR * MAF	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\01-Management and Oversight\08-Reports-Performance		6 years	End of fiscal year			
CCM				* Annual Report	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\01-Management and Oversight\10-Reports-Compliance\Annual Report		6 years	End of fiscal year			
DPO					* Case files			6 years	Closure of case		

DPO	Policy and Practice Management
QARM	Environmental Scanning
QARM	
CCM	Acquisition Management

Policy and Practice Management Relates to: Guidance, instruction and constraint placed upon work contributing to the delivery of OPO-specific Functions. Includes: Rules and re-usable procedural advice provided by any internal or external authority, by Operational Function			5 years	Supersedence
	* Legal Opinions * Templates * Samples * Logic models	S:\OPO\02-Policy and Practice Management		
Environmental Scanning The systematic identification of information relevant to OPO in order to translate this information for the purpose of supporting Strategic Planning of both Operations and Internal Functions.	News clippings, links to reports, downloads from websites	S:\OPO\03-Environmental Scanning\1 Procurement\1 Monitoring	4 years	End of fiscal year
	News clippings, links to reports, downloads from websites			
	Data Summary spreadsheets (one for each organizational unit)	S:\OPO\03-Environmental Scanning\1 Procurement\2 Data Summary & Analysis		
	Quarterly analysis from each organizational unit and QARM 'horizontal' analysis	S:\OPO\03-Environmental Scanning\1 Procurement\2 Data Summary & Analysis		
	Quarterly reports from each organizational unit and, as required, QARM Bulletin for all Staff, Input to 3-yr PPR Plan, Input to assessment of complaints, and Input to Communications products (e.g. Annual Report, Outreach materials)	S:\OPO\03-Environmental Scanning\1 Procurement\3 Output		
	PII and PPR reports; document summarizing recommendations & good practices	S:\OPO\03-Environmental Scanning\1 Procurement\3 Output\OPO Recs & Good Practices		
	News clippings, links to reports, downloads from websites. Analysis documents and any output generated.	S:\OPO\03-Environmental Scanning\2 Non-Procurement		
	Involves the conduct of individual BI research	S:\OPO\03-Environmental Scanning\3 BI Research		
Acquisition Management Relates to: Identifying requirements for and the procurement, use, maintenance and disposal of services and assets that become possessions of or enter the control of OPO. Includes: Directed as well as competitive procurements, including those that result in the provision of professional services necessary		\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\04-Acquisition Management\01-Liaison	2 years	Cessation of relationship
	* Correspondence* Options Analysis	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\04-Acquisition Management\02-Requirements Analysis	5 years	End of fiscal year
		\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\04-Acquisition Management\03-Procurement	2 years	Termination of contract or expiry of warranty

		for the conduct operational work.	<ul style="list-style-type: none"> • Statements of Work • Specifications 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\04-Acquisition Management\03-Procurement		
			<ul style="list-style-type: none"> • Curricula vitae of contractors • Bids • Evaluation criteria • Service Level Agreements • Warranties 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\04-Acquisition Management\03-Procurement		
				\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\04-Acquisition Management\03-Procurement		
CCM	Communications	Communications		\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\01-Internal	1 year	End of fiscal year
		Relates to: Maintenance of an informed and effective relationship between the OPO and different elements of the internal and external stakeholder community.	<ul style="list-style-type: none"> • Media Lines 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\02-External\5-Media Relations	2 years	End of fiscal year
			<ul style="list-style-type: none"> * QP Notes, Decks 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\02-External\5-Media Relations	2 years	End of fiscal year
			<ul style="list-style-type: none"> • Correspondence• Letter of Referral• BNs* Speeches 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\02-External\8 - External Correspondence	2 years	End of fiscal year
			<ul style="list-style-type: none"> * Web Content 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\02-External\3-Website Management\Content Management		
				\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\02-External\2-Reports & Publications		
			<ul style="list-style-type: none"> • Requests • Copies of responses 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\05-Communications\03-ATIP Response	2 years	End of fiscal year
CCM	Financial Management	Financial Management	<ul style="list-style-type: none"> • Monthly financial status report, DMR, 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\06-Financial Management\2014-15\01-Allocation	6 years	End of fiscal year
		Relates to: Budgeting, controlling incoming and outgoing funds, providing for sufficient funds to meet obligations. Includes: All financial management materials pertaining to other OPO functions.	<ul style="list-style-type: none"> * monthly financial adjustments, annual reference level, status of Ops 	\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\06-Financial Management\2014-15\02 - Expenditure Mgt		
		by Fiscal Year				
CCM	Human Resource Management	Human Resource Management		\\Fs-ncr-v029\exo002\EXO2\SHR\O PO\07-HR Management\01-Workforce Management	1 year	Supersedence

		Relates to: Planning workforce requirements, defining positions, staffing those positions, onboarding new employees, supervising employees in the course of their work, and interacting with Unions and implementing Collective Agreements. Note: Many information resources arising from this function are 'protected'.	<ul style="list-style-type: none"> * Request to staff * Position files 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\02-Position Management	1 year	Supersedece
			<ul style="list-style-type: none"> * Letter of offer * Acknowledgement of material ? 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\03-Staffing (Protected)	2 years	Filling of position
			<ul style="list-style-type: none"> * Briefing materials 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\04-Onboarding	1 year	Supersedece
Director of Business Unit			<ul style="list-style-type: none"> * Performance agreements * Performance appraisal 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\05-Supervision (Protected)\by Employee Name\01-Performance Management	2 years	Departure of employee
			<ul style="list-style-type: none"> * Personal Learning Plans/EPMA 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\05-Supervision (Protected)\by Employee Name\02-Training		
			<ul style="list-style-type: none"> * Shadow personnel file 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\05-Supervision (Protected)\by Employee Name\03- Personnel Management		
CCM			<ul style="list-style-type: none"> * Grievance file 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\07-HR Management\06-Labour Relations (Protected)	1 year	Resolution of grievance or issue
	Information Management	<p>Information Management</p> <p>Relates to: Ensuring the life cycle management of OPO information assets, regardless of medium, to support program and service delivery, as well as in compliance with legal and accountability obligations. Includes: Monitoring and facilitating information life cycle events.</p>	<ul style="list-style-type: none"> * Employee orientation curriculum, Volumetric Inventory 	\\Fs-ncr-v029\exo002\EXO2\SHR\OPO\08-Information Management	1 year	End of fiscal year

PROGRAM/SERVICE INFORMATION	
Organization:	Procurement Ombudsman
Centre/Directorate:	Operational Functions
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
QARM	Other Admin Services		Quality Assurance Relates to: The proactive or requested analysis of processes and/or specific outputs to improve their accuracy, intelligibility and responsiveness to the mandate of the Office. Includes both operational and internal processes and outputs.	request (includes draft of document to be reviewed, maybe some supporting information, requested response date); QARM analysis notes and comments; disposition of comments and revised document; routing slip	S:\OPO\10-Quality Assurance		4 years	Closure of case	
				request (includes draft of document to be reviewed, maybe some supporting information, requested response date); QARM analysis notes and comments; disposition of comments and revised document; routing slip	S:\OPO\10-Quality Assurance				
				request (includes draft of document to be reviewed, maybe some supporting information, requested response date); QARM analysis notes and comments; disposition of comments and revised document; routing slip	S:\OPO\10-Quality Assurance				
				request (includes draft of document to be reviewed, maybe some supporting information, requested response date); QARM analysis notes and comments; disposition of comments and revised document; routing slip	S:\OPO\10-Quality Assurance				
				request (includes draft of document to be reviewed, maybe some supporting information, requested response date); QARM analysis notes and comments; disposition of comments and revised document; routing slip	S:\OPO\10-Quality Assurance				

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Management and Oversight- DOB (note that DOB inputs in request sent by other Internal Services and are not the OPI)
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	Policy and Program Development	POLICY DEVELOPMENT	GC-1-010-01-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	Policy and Program Development	MONITORING AND REPORTING	GC-1-010-01-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	Program Delivery Support	GUIDELINES, BEST PRACTICES AND PROCEDURES DEVELOPMENT	not currently available		5 years	After superceded
Internal Services	Program Delivery Support	Management Oversight	Program Delivery	SPECIAL INVESTIGATIONS	not currently available		2 years	after case closed
Internal Services	Program Delivery Support	Management Oversight	Program Delivery	WORKPLACE INVESTIGATIONS	not currently available		2 years	after case closed
Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	Internal Disclosure Program Development	GC-2-010-01-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Public Sector Integrity Commission	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	International Monetary Fund	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Interdepartmental Working Group for Internal Disclosure	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	Directive on Internal Disclosure	GC-1-010-04-8		5 years	after last administrative action

Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING	Internal Disclosure Performance Measurement (Statistics) FY2014/15	GC-1-010-10-3		10 years	after last administrative action
Internal Services	Management Oversight	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	INTERNAL DISCLOSURES	Public Servant Disclosure Protection Act Internal Disclosures	GC-2-010-08-2		2 years	after case closed
Internal Services	Governance and Management Support	Management Oversight	INTERNAL DISCLOSURES	Non Public Servant Disclosure Protection Act Internal Disclosures	GC-2-010-08-2		2 years	after case closed
Internal Services	Governance and Management Support	Management Oversight	INTERNAL DISCLOSURES	Office of the Director General Assisted Internal Disclosures	GC-2-010-08-2		2 years	after case closed
Internal Services	Governance and Management Support	Management Oversight	INTERNAL DISCLOSURES	Internal Disclosure Inquiries	GC-2-010-08-2		2 years	after case closed
Internal Services	Governance and Management Support	Management Oversight	INTERNAL DISCLOSURES	Founded Internal Disclosure Posting (Proactive Disclosure) FY2014/15	GC-2-010-08-2		2 years	after case closed
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	BCP Champions Committee	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	DM Emergency Management Committee - PS	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES		GC-1-010-04-4		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING		GC-1-010-10-3		10 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	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.	GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	Governance and Management Support	Management Oversight	DEVELOP AND DELIVER TRAINING		GC-2-010-06-1		2 years	after cancelled or superceded.
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superceded
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES	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.	GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	Information relating to the creation, modification, certification and deletion of capital assets including inventories and the mangement of advances issued to employees and other assets.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	Information relating to the creation, modification, certification and deletion of capital assets including inventories and the mangement of advances issued to employees and other assets.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	Information relating to the creation, modification, certification and deletion of capital assets including inventories and the mangement of advances issued to employees and other assets.	GC-2-020-03-5		6 years	after end of fiscal year

Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Audit and Evaluation Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Business Planning Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Departmental Information Management and Information Technology Steering Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Deputy Minister Strategic Planning Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Discipline Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Executive Committee (EXCO)	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Finance Management Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Human Resources Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Human Resources Executive Resourcing Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Investment Management Board	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Look Ahead	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Minister and Deputy Minister (MIN/DM)	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	National Health & Safety Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Official Languages Governance Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Policy and Planning Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Professional Institute of the Public Service of Canada (PIPS)/Canadian Association of Professional Employees (CAPE)/Association of Canadian Financial Officers (ACFO) National Labour-Management Consultation	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Public Service Alliance of Canada (PSAC) National Labour-Management Consultation	GC-1-010-03-4		10 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Service Delivery Committee	GC-1-010-03-4		10 years	After last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	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.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	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.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	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.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS		GC-1-010-05-4		10 years	after project completion
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK MANAGEMENT PLANNING		GC-1-010-07-1		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	FINANCIAL RISK ASSESSMENTS AND REPORTING		GC-1-010-07-3		6 years	After superceded
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT	Departmental Oversight Branch - Responses to Audits	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS	Departmental Oversight Branch - Responses to Evaluations	GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERFORMANCE ACTION PLANS		GC-1-010-10-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes

Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after superceded
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING		GC-1-030-04		12 years	after file closes
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type;based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES		GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS		GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES		GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS		GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION		GC-2-030-03-1		2 years	After superceded
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS		GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint,if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint,if any, was fully processed
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE		GC-2-040-04		2 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS	Information relating to the creation, modification, certification and deletion of capital assets including inventories and the mangement of advances issued to employees and other assets.	GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year

Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION		GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS		GC-3-030-02-1		5 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING		GC-1-010-02-2		5 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS		GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES		GC-1-010-04-5		5 years	after superseded or revoked
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS		GC-1-010-05-4		10 years	after project completion
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK MANAGEMENT PLANNING		GC-1-010-07-1		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	FINANCIAL RISK ASSESSMENTS AND REPORTING		GC-1-010-07-3		6 years	After superceded
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT	Departmental Oversight Branch - Responses to Audits	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS	Departmental Oversight Branch - Responses to Evaluations	GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERFORMANCE ACTION PLANS		GC-1-010-10-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING		GC-1-030-04		12 years	after file closes

Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRPB
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superseded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES		GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS		GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & COLLECTIONS OF RECEIVABLES		GC-2-020-03-3		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF ASSETS		GC-2-020-03-5		6 years	after end of fiscal year
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION		GC-2-030-03-1		2 years	After superceded
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS		GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE		GC-2-040-04		2 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY		GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	ACCESS CONTROL		GC-2-050-02-4		5 years	after superceded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING		GC-2-050-02-6		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION		GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract

Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS		GC-3-030-02-1		5 years	After last administrative action
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING		GC-1-010-02-2		5 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE		GC-1-010-03-3		2 years	after last administrative action
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS		GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF EXPENDITURES & LIABILITIES	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records.	GC-2-020-03-1		6 years	after end of fiscal year
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS		GC-1-010-05-4		10 years	after project completion
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK MANAGEMENT PLANNING		GC-1-010-07-1		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	FINANCIAL RISK ASSESSMENTS AND REPORTING		GC-1-010-07-3		6 years	After superceded
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERFORMANCE ACTION PLANS		GC-1-010-10-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING		GC-1-030-04		12 years	after file closes
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded

Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRRP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	ACCOUNTING & CONTROL OF REVENUES & DEPOSITS	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.	GC-2-020-03-2		6 years	after end of fiscal year
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	Audit Services Canada	Management Oversight	administrative Files	Information that falls under MIDA 98/001.	not currently available		2 years	following the fiscal year to which the resource applies.
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action

Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING	Internal Disclosure Performance Measurement (Statistics) FY2014/15	GC-1-010-10-3		10 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	ADMINISTRATIVE SUPPORT POLICIES, STANDARDS AND GUIDELINES	Information relating to the creation and outlining of Administrative Support practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version.	GC-1-010-04-5		5 years	after superceded or revoked
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published

Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superceded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	INFORMATION TECHNOLOGY	Management Oversight	APPLICATION AND DATABASE DEVELOPMENT AND MAINTENANCE	Information relating to the development, maintenance, troubleshooting, administration, security and continual improvement of corporate and business applications and databases. These services include the planning, design, testing, integration, implementation, deploying, monitoring and release management.	GC-2-040-04		2 years	after last administrative action
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action

Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superseded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	Management Oversight	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After revoked or superseded
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	ASSIGNMENT AND ALLOCATION OF MATERIEL ASSETS	Information relating to assigning/allocating assets, monitoring and reviewing use; using assets; loaning assets; and securing assets. It pertains to the distribution and scheduling of the use of materiel assets based on operational needs; redistributing materiel within the institution; tracking materiel assets (i.e., keeping track of materiel in use, loaned or transferred, monitoring the condition, quantity, consumption, rate of use, loss and associated costs).	GC-3-030-02-1		5 years	After last administrative action
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superseded or revoked
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superseded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superseded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superseded or revoked

Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superceded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superceded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superceded or revoked
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	BUSINESS CONTINUITY PLANNING	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.	GC-2-050-02-6		5 years	after superceded or revoked
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING	Corporate Emergency Preparedness Directorate Org Chart	GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS	Senior Preparedness Analyst Job Description	GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action

Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	MATERIEL MANAGEMENT	Management Oversight	CONTRACT ADMINISTRATION	Information relating to activities performed after a contract award, monitoring contracts to ensure the agreed terms are met and the requirements fulfilled and that payment is initiated.	GC-3-030-01		6 years	after the end of the fiscal year after the end of the life of the asset or termination of contract
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Information relating to the development, testing and maintenance of plans for the detection, prevention and mitigation of, preparedness for, response to and recovery from emergencies that will allow an organization to continue providing critical services and/or to support an integrated response to crisis or emergency.	GC-2-050-02-5		5 years	After superceded
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Management Oversight	EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY	Information relating to the development, testing and maintenance of plans for the detection, prevention and mitigation of, preparedness for, response to and recovery from emergencies that will allow an organization to continue providing critical services and/or to support an integrated response to crisis or emergency.	GC-2-050-02-5		5 years	After last action on file
Internal Services	Governance and Management Support	Management Oversight	FUNCTIONAL GUIDANCE	Information relating to the provision of guidance to stakeholders on the interpretation and implementation of policies, programs and procedure, and devising effective and efficient approaches to achieve the program service objectives.	GC-1-010-01-2		5 years	after superceded or cancelled
Internal Services	Governance and Management Support	Management Oversight	FUNCTIONAL GUIDANCE	Information relating to the provision of guidance to stakeholders on the interpretation and implementation of policies, programs and procedure, and devising effective and efficient approaches to achieve the program service objectives.	GC-1-010-08-2		5 years	after superceded or cancelled
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	Emergency Management / Business Continuity Planning Program Development	GC-1-010-01-2		5 years	after last administrative action

Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	Emergency Management / Business Continuity	GC-1-010-04-4		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING		GC-1-010-10-3		10 years	after last administrative action
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	Governance and Management Support	Management Oversight	DEVELOP AND DELIVER TRAINING		GC-2-010-06-1		2 years	after cancelled or superceded.
Internal Services	Governance and Management Support	Management Oversight	SECURITY RISK MANAGEMENT		GC-2-050-02-2		5 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	INFORMATION MANAGEMENT	Management Oversight	INFORMATION CLASSIFICATION	Information relating to the maintenance and development of the Departmental Information Classification Structures and related attributes. Aspects include Metadata definitions, controlle value sets and retention and disposition schedules.	GC-2-030-03-1		2 years	After superceded
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Integrity Programs and Services	Program Delivery	Operational Integrity Services	INTEGRITY DATABASE	The Integrity Framework sector taps into a database that is managed by our Special Investigations Directorate. Information relating to the special investigations, inspections, forensic examinations and reviews of criminal activities, offenses and other illegal acts against the crown.	not currently available		10 years	after last administrative action
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	INVESTIGATION OF SECURITY INCIDENTS	Information relating to security violations and occurrences and the resulting investigations involving security issues such as reports, infringements, breach of trust, etc.	GC-2-050-02-7		2 years	after case closed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	INVESTIGATION OF SECURITY INCIDENTS	Information relating to security violations and occurrences and the resulting investigations involving security issues such as reports, infringements, breach of trust, etc.	GC-2-050-02-7		2 years	after case closed
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING	Information relating to information in regards to everything an institution does in relation to the adoption or modification of an Act, Regulation, or other statutory instruments, flowing from new or amended policy directions. It also includes activities that support the passage of a proposed bill through the parliamentary approval process.	GC-1-030-04		12 years	after file closes
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING	Information relating to information in regards to everything an institution does in relation to the adoption or modification of an Act, Regulation, or other statutory instruments, flowing from new or amended policy directions. It also includes activities that support the passage of a proposed bill through the parliamentary approval process.	GC-1-030-04		12 years	after file closes
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING	Information relating to information in regards to everything an institution does in relation to the adoption or modification of an Act, Regulation, or other statutory instruments, flowing from new or amended policy directions. It also includes activities that support the passage of a proposed bill through the parliamentary approval process.	GC-1-030-04		12 years	after file closes
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING	Information relating to information in regards to everything an institution does in relation to the adoption or modification of an Act, Regulation, or other statutory instruments, flowing from new or amended policy directions. It also includes activities that support the passage of a proposed bill through the parliamentary approval process.	GC-1-030-04		12 years	after file closes
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK MANAGEMENT PLANNING		GC-1-010-07-1		5 years	after superceded or revoked

Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	FINANCIAL RISK ASSESSMENTS AND REPORTING		GC-1-010-07-3		6 years	After superceded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERFORMANCE ACTION PLANS		GC-1-010-10-1		5 years	After last ADMINISTRATIVE action
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative use
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative use
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion

Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MAJOR CAPITAL PLANS AND PROJECTS	Information relating to large long term investments in order to build upon, add or improve on capital projects. This pertains, but is not limited to undertakings that require notable amounts of capital (financial and/or resources) to commence and complete. Components are Initiation, planning, designing and execution. This includes projects such as GC DOCS.	GC-1-010-05-4		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		Minimum 2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		Minimum 2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action on the file
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action on the file
Internal Services	Governance and Management Support	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	MANAGE CHARITABLE UNDERTAKINGS	Information relating to events that are not mandated by the department, but in which the Department actively participates. This Includes organization and participation in fund-raising or benefit campaigns, such as the Government of Canada Workplace Charitable Campaign (GCWCC), food drives and blood donor clinics.	GC-1-010-03-6		2 years	after all administrative actions are completed
Internal Services	Governance and Management Support	Management Oversight	MANAGE GOVERNANCE	Audit and Evaluation Committee	GC-1-010-03-4		10 years	10 years after Committee dissolved
Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	Internal Audit Program Development	GC-1-010-01-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	Evaluation Program Development	GC-1-010-01-2		5 years	after last administrative action

Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	2014-2019 Risked Based Multi-year Audit and Evaluation Plan	GC-1-010-01-2		10 years	after superseded (based on a 5 year cycle, allowing reference to two cycles)
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	PWGSC Policy on Internal Audit (096)	GC-1-010-04-4		6 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	PWGSC Policy on Evaluation (115)	GC-1-010-04-4		6 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	Internal Audit Manual	GC-1-010-04-4		6 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	POLICIES, PROCEDURES AND GUIDELINES	Evaluation Manual	GC-1-010-04-4		6 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	MONITORING AND REPORTING	Periodic Status Reports to AEC:	GC-1-010-10-3		10 years	after last administrative use
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	DEVELOP AND DELIVER TRAINING	Internal Audit Professional Career Development	GC-2-010-06-1		2 years	after cancelled or superseded.
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-701 Attest 2014 - TBRF - Translation Bureau Revolving Fund, Initiation Letter, Terms of Reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed. 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-701 Attest 2014 - TBRF - Translation Bureau Revolving Fund, revisions to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed. 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-701 Attest 2014 - TBRF - Translation Bureau Revolving Fund, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-701 Attest 2014 - TBRF - Translation Bureau Revolving Fund, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed. 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-702 Attest 2014 - OSRF - Optional Services Revolving Fund, Initiation Letter, Terms of Reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed. 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-702 Attest 2014 - OSRF - Optional Services Revolving Fund, revisions to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed. 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-702 Attest 2014 - OSRF - Optional Services Revolving Fund, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-702 Attest 2014 - OSRF - Optional Services Revolving Fund, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-703 Attest 2014 - RPSRF - Real Property Services Revolving Fund, Initiation letter, Terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-703 Attest 2014 - RPSRF - Real Property Services Revolving Fund, revision to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-703 Attest 2014 - RPSRF - Real Property Services Revolving Fund, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.

Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-703 Attest 2014 - RPSRF - Real Property Services Revolving Fund, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-704 Audit of PWGSC PeopleSoft Initiative, Initiation letter, terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-704 Audit of PWGSC PeopleSoft Initiative, revisions to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-704 Audit of PWGSC PeopleSoft Initiative, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-704 Audit of PWGSC PeopleSoft Initiative, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-705 Audit of Nursing Services Contracts in Northern Manitoba, Initiation Letter, terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-705 Audit of Nursing Services Contracts in Northern Manitoba, revision to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-705 Audit of Nursing Services Contracts in Northern Manitoba, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-705 Audit of Nursing Services Contracts in Northern Manitoba, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-706 Audit of 2012-2013 Alternative Forms of Delivery Shared and Specialized Services Costs, initiation letter, terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-706 Audit of 2012-2013 Alternative Forms of Delivery Shared and Specialized Services Costs, revisions to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-706 Audit of 2012-2013 Alternative Forms of Delivery Shared and Specialized Services , reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-706 Audit of 2012-2013 Alternative Forms of Delivery Shared and Specialized Services Costs, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-708 Annual Attest Audit of the Financial Report of administrative Costs Chargeable to the Canada Pension Plan Account for year ended March 31, 2014,, initiation letter, terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-708 Annual Attest Audit of the Financial Report of administrative Costs Chargeable to the Canada Pension Plan Account for year ended March 31, 2015, revision to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-708 Annual Attest Audit of the Financial Report of administrative Costs Chargeable to the Canada Pension Plan Account for year ended March 31, 2016, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-708 Annual Attest Audit of the Financial Report of administrative Costs Chargeable to the Canada Pension Plan Account for year ended March 31, 2017, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.

Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-707 Costs Audits Parliamentary Precinct Branch - West Block; Wellington Building; Sir John A. Macdonald, initiation letter, terms of reference	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-707 Costs Audits Parliamentary Precinct Branch - West Block; Wellington Building; Sir John A. Macdonald, revision to plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-707 Costs Audits Parliamentary Precinct Branch - West Block; Wellington Building; Sir John A. Macdonald, reports and action plan	GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	INTERNAL AUDIT	2014-707 Costs Audits Parliamentary Precinct Branch - West Block; Wellington Building; Sir John A. Macdonald, follow-up management action plan	GC-1-010-08-1		3 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature.
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Office of the Auditor General Chapter 2 Spring 2014 Procuring Relocation Services	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Office of the Auditor General Chapter 5 Spring 2014 First Nations Policing Program- Public Safety Canada	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Office of the Auditor General Chapter 7 Spring 2014 Outsourcing Building Management Services – PWGSC	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Office of the Auditor General Public Accounts Sept. 2014 Audit of Financial Statements for PWGSC and Receiver General Year Ending March 31, 2014	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Commissioner of the Environment and Sustainable Development Chapter 8 Fall 2013 Federal and Departmental Sustainable Development Strategies	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Commissioner of the Environment and Sustainable Development Chapter 9 Fall 2013 Environmental Petitions	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Office of the Privacy Commissioner Sept 2013 Audit Survey Questionnaire Privacy and Portable Storage Devices (USB Key)	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EXTERNAL AUDIT	Public Service Commission Fall 2013 Audit of Canadian Intergovernmental Conference	GC-1-010-08-1		5 years	after any follow-up programs have been completed and file is closed, 6 years if audit is financial in nature
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-601 Evaluation of Real Property Services, Initiation Letter, Terms of Reference	GC-1-010-09-2		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-601 Evaluation of Real Property Services, revision to plan	GC-1-010-09-2		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-601 Evaluation of Real Property Services, reports and action plan	GC-1-010-09-3		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-601 Evaluation of Real Property Services, follow-up action plan	GC-1-010-09-2		6 years	after the follow-up plan was completed
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy, initiation letter, terms of reference	GC-1-010-09-2		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy, revision to plan	GC-1-010-09-2		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy, reports and action plan	GC-1-010-09-3		6 years	after the evaluation report has been submitted
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy, follow-up action plan	GC-1-010-09-2		6 years	after the follow-up plan was completed
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy	GC-1-010-09-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	EVALUATION	2014-602 Evaluation of Client Service Strategy	GC-1-010-09-2		10 years	after any follow-up programs have been completed and file is closed.

Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action on the file
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE EXECUTIVE CORRESPONDENCE	Information relating to managing and tracking of senior and ministerial correspondence. This includes receiving correspondence, drafting responses and providing statistics.	GC-1-010-03-3		2 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE MINISTERIAL AFFAIRS	Information relating to the support and liaison activities of the Minister, Deputy Minister, and the Department including information relating to the provision of advice and guidance on various ministerial correspondence processes, guidelines, strategies and/or policies. It also includes information relating to ministerial correspondence, the management and tracking of inquiries (general and public) received by the minister's office by letter, facsimile, telephone and e-mail, and the responses produced.	GC-1-010-03-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superseded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superseded or revoked
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded

Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type;based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE INTEGRATION		GC-2-010-03-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE PERFORMANCE AND LEARNING		GC-2-010-05-1		2 years	after event completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	after fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action on the file
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	MANAGE PARLIAMENTARY AFFAIRS	Information relating to the coordination, preparation and provision of all parliamentary activities. This pertains to Coordinating Question Period Responses, preparation for Parliamentary hearings and requests for information (from Question Period or Order Papers).	GC-1-010-03-1		5 years	after last administrative action
Internal Services	INFORMATION MANAGEMENT	Management Oversight	WEB CONTENT MANAGEMENT		GC-2-030-05-2		2 years	after superceded or revoked
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint,if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint,if any, was fully processed
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action

Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	NON-CAPITAL PROJECTS	Information relating to projects that do not require major capital funding and have lower cost and a short lifespan. This pertains, but is not limited to assets that require regular maintenance and servicing. Components are Initiation, planning, designing and execution. This includes items such as revenue-producing machinery, awarded contracts by tender and desktop transformation.	GC-1-010-05-3		10 years	after project completion
Integrity Programs and Services	Program Delivery Support	Contract Security	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	After last administrative action on the file
Integrity Programs and Services	Program Delivery Support	Forensic Accounting Services	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled
Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled

Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK MANAGEMENT PLANNING		GC-1-010-07-1		5 years	after superceded or revoked
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	FINANCIAL RISK ASSESSMENTS AND REPORTING		GC-1-010-07-3		6 years	After superceded
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERFORMANCE ACTION PLANS		GC-1-010-10-1		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superceded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	Communications	Management Oversight	COMMUNICATIONS SUPPORT		GC-1-020-03		2 years	after last administrative action
Internal Services	Communications	Management Oversight	CONSULTATIONS AND PUBLIC OPINION RESEARCH		GC-1-020-04		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	MEDIA RELATIONS		GC-1-020-05		10 years	after publication is cancelled or published
Internal Services	COMMUNICATIONS	Management Oversight	ADVERTISING, MARKETING, FAIRS AND EXHIBITS		GC-1-020-06		10 years	fiscal years after the end of the fiscal year in which the file closes
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superceded or revoked
Internal Services	LEGAL	Management Oversight	LEGISLATIVE DRAFTING	Defence Production Act – Controlled Goods Regulations	GC-1-030-04		12 years	after file closes
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS		GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superceded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	after fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FORECASTING		GC-2-020-02-1		6 years	after fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year

Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled
Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled
Internal Services	COMMUNICATIONS	Management Oversight	OUTREACH AND AWARENESS	Information relating to the development of subject matter for the purpose of outreach initiatives and promoting the department's programs and services via printed materials, web site, videos, consultations, community events, various media sources.	GC-1-020-06		2 years	after publication appears or is cancelled
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02		5 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action

Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Governance and Management Support	Management Oversight	STRATEGIC AND BUSINESS PLANNING		GC-1-010-01-2		10 years	after superseded
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	Program Delivery Support	Management Oversight	PARTNERSHIP, CO-OPERATION AND LIAISING	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.	GC-1-010-02-2		5 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superceded or revoked
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	INVESTMENT PLANNING		GC-1-010-06		10 years	after the end of the fiscal year to which the resource corresponds
Internal Services	Governance and Management Support	Management Oversight	RISK ASSESSMENTS		GC-1-010-07-2		5 years	after superceded or revoked
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE INTERNAL AUDIT		GC-1-010-08-3		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	MANAGEMENT AND OVERSIGHT	Management Oversight	EXECUTE EVALUATIONS		GC-1-010-09-4		10 years	after any follow-up programs have been completed and file is closed.

Internal Services	Governance and Management Support	Management Oversight	PERFORMANCE MEASUREMENT		GC-1-010-10-2		10 years	after superseded
Internal Services	Governance and Management Support	Management Oversight	DEPARTMENTAL REPORTING		GC-1-010-10-3		5 years	After end of fiscal year
Internal Services	COMMUNICATIONS	Management Oversight	PUBLICATIONS		GC-1-020-07		2 years	after last administrative action
Internal Services	COMMUNICATIONS	Management Oversight	INTERNAL COMMUNICATIONS		GC-1-020-08		2 years	after publication or cancellation
Internal Services	COMMUNICATIONS	Management Oversight	EXTERNAL (WEBSITE) COMMUNICATIONS		GC-1-020-09		2 years	after superseded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superseded or revoked
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	HUMAN RESOURCES PLANNING AND REPORTING		GC-2-010-01		10 years	after superseded
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	DEVELOP WORK DESCRIPTIONS	Senior Preparedness Analyst Job Description	GC-2-010-02-1		2 years	after the last position linked to this job type has been: eliminated from the HRM system; disassociated from the job; left vacant type; based on a recommendation arising from the CHRBP
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	STAFFING PROCESS		GC-2-010-03-1		5 years	after staffing action completed or abandoned
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EMPLOYEE RECOGNITION		GC-2-010-05-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PLAN AND EVALUATE LEARNING		GC-2-010-06-1		2 years	after last administrative action or event
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	EXECUTE LEARNING EVENTS		GC-2-010-06-2		2 years	after cancelled or superseded.
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-04-2		2 years	after last administrative action
Internal Services	HUMAN RESOURCES MANAGEMENT	Management Oversight	PERSONNEL RECORDS	"LastName, FirstName"	GC-2-010-05-1		2 years	after last administrative action
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	FINANCIAL PLANNING AND REPORTING		GC-2-020-01		6 years	after fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	MAIN ESTIMATES		GC-2-020-02-2		6 years	After fiscal year
Internal Services	FINANCIAL MANAGEMENT	Management Oversight	RESOURCE MANAGEMENT		GC-2-020-02-3		6 years	after the fiscal year to which the resource applies
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superseded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superseded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superseded or revoked
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	PHYSICAL SECURITY	Information relating to the application of Physical Security measures, in accordance with the Government Security Policy and 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.	GC-2-050-02-3		5 years	after superseded or revoked
Integrity Programs and Services	Program Delivery Support	Operational Integrity Services	Program Delivery Support	Information relating to the activities of providing operational support and functional guidance (including the development of application kits, operational guidelines, and procedure manuals) across the service delivery network on issues related to operational programs to ensure consistency of advice, policy interpretation and standardized service delivery.	not currently available		5 years	After superseded

Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO INFORMATION REQUEST		GC-2-030-08-2		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	INFORMATION MANAGEMENT	Management Oversight	ACCESS TO PERSONAL INFORMATION REQUESTS		GC-2-030-08-3		2 years	following the date on which a request was responded to and a subsequent complaint, if any, was fully processed
Internal Services	Governance and Management Support	Management Oversight	PROGRAM DEVELOPMENT	Information relating to the planning and design of programs, setting of priority of management frameworks and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.	GC-2-010-01-2		5 years	after last administrative action
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRAVEL		GC-2-050-01		2 years	after last administrative action
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS	Information relating to the activities of managing day-to-day operations related to the management of information and records and enabling techniques to improve the effectiveness and efficiency of records operations. This will include Procedural manuals, instructions, etc.	GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS	Information relating to the activities of managing day-to-day operations related to the management of information and records and enabling techniques to improve the effectiveness and efficiency of records operations. This will include Procedural manuals, instructions, etc.	GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS	Information relating to the activities of managing day-to-day operations related to the management of information and records and enabling techniques to improve the effectiveness and efficiency of records operations. This will include Procedural manuals, instructions, etc.	GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	OTHER ADMINISTRATIVE SERVICES	Management Oversight	TRANSLATION SERVICES		GC-2-050-03		2 years	years after last administrative use
Internal Services	REAL PROPERTY	Management Oversight	MANAGING ACCOMODATIONS		GC-3-010-03-2		5 years	after last administrative action
Internal Services	ACQUISITION	Management Oversight	RESOURCE ACQUISITIONS		GC-3-020-02		6 years	after the end of the fiscal year after the end of the life of the asset or termination of the contract
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS	Information relating to the activities of managing day-to-day operations related to the management of information and records and enabling techniques to improve the effectiveness and efficiency of records operations. This will include Procedural manuals, instructions, etc.	GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	INFORMATION MANAGEMENT	Management Oversight	RECORDS OPERATIONS	Information relating to the activities of managing day-to-day operations related to the management of information and records and enabling techniques to improve the effectiveness and efficiency of records operations. This will include Procedural manuals, instructions, etc.	GC-2-030-03-5		10 years	after the information resources is transferred or destroyed.
Internal Services	Governance and Management Support	Management Oversight	SECURITY RISK MANAGEMENT	Information relating to the activities and transactions that relate to or affect, in a specific manner, the process for achieving the proper balance between business and security requirements. Includes information regarding to identifying the acceptable level of residual risk to the appropriate authority or senior manager. Security Risk Management entails performing Threat & Risk Assessments (TRA); the development and implementation of appropriate safeguards – based on the integrated assessments of threats and risks to the national interest and to government employees and assets; the continuous monitoring of the threat environment; and making adjustments as necessary to maintain an acceptable level of risk.	GC-2-050-02-2		5 years	after superceded or revoked
Internal Services	Program delivery	Management Oversight	INTERNAL AUDIT	Case records with unique file identifiers and naming the client organization served	not currently available		10 years	after any follow-up programs have been completed and file is closed.
Internal Services	Audit Services Canada	Management Oversight	COST AUDIT	Case records with unique file identifiers and naming the client organization served	not currently available		6 years	after file is closed
Internal Services	Audit Services Canada	Management Oversight	TRANSFER PAYMENT AUDIT	Case records with unique file identifiers and naming the client organization served	not currently available		6 years	after report produced

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Communications
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)	(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger

PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	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	Annual Plan and updates	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\POR		10 years after superseded	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	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	Ministerial approval of annual plan	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\POR		10 years after superseded	Once approved
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	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	Correspondence with PCO and PORD	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\POR		6 fiscal years after the end of the fiscal year in which the file closes	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	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	Final report	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\POR		10 years after last administrative use	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	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	Executive summaries in English and French	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\POR		10 years after last administrative use	End of project

PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Corporate Identity	Information relating to the Federal Identity Program (FIP) Policy as implemented within a department. This may include but is not limited to: plans for corporate identity, design brief (for corporate id), corporate logo/image, images of Departmental logo etc received from suppliers	Documents providing advice	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after superseded	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Corporate Identity	Information relating to the Federal Identity Program (FIP) Policy as implemented within a department. This may include but is not limited to: plans for corporate identity, design brief (for corporate id), corporate logo/image, images of Departmental logo etc received from suppliers	Correspondence with TBS	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after superseded	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Consultations	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	Summaries, reports	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		Same retention as for the project for which consultation was sought.	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Consultations	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	Results published on websites	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		Same retention as for the project for which consultation was sought.	Once published
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Media relations plan	S:\COMM\Executive & Ministerial Communications\Media Relations		10 years after superseded	Latest version supersedes previous version
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Correspondence with journalists	S:\COMM\Executive & Ministerial Communications\Media Relations		2 years after last administrative use	Closing of the call
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Recording of the interview with the media	S:\COMM\Executive & Ministerial Communications\Media Relations		2 years after last administrative use	Closing of the call
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Correspondence with DMO/MO	S:\COMM\Executive & Ministerial Communications\Media Relations		10 years after creation	Closing of the call
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Reports on media requests and media responses	S:\COMM\Executive & Ministerial Communications\Media Relations		10 years after creation	Closing of the call

PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	News Releases and Backgrounders	S:\COMM\Strategic & Business Communications		10 years after creation	Once released
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Media Lines and Questions and Answers	S:\COMM\Strategic & Business Communications		10 years after creation	End of event
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Speeches / Statements	S:\COMM\Executive & Ministerial Communications\Corporate Communications		10 years after creation	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Media Advisory	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		10 years after creation	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Public Notices	S:\COMM\Executive & Ministerial Communications\Client Service Strategy		10 years after creation	Once released
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Ministerial Quotes	S:\COMM\Strategic & Business Communications		10 years after creation	End of event
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Fact Sheets / One pagers	S:\COMM\Strategic & Business Communications		10 years after creation	End of event
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Letters to the Editor / Op-Eds	S:\COMM\Strategic & Business Communications		10 years after creation	Once published
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Media Analysis	S:\COMM\Executive & Ministerial Communications\Media Relations		2 years after last administrative use	Approval of the analysis
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Transcripts	S:\COMM\Executive & Ministerial Communications\Media Relations		2 years after last administrative use	End of event

PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Event photos and captions	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after end of event	End of event
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Message event Proposals (MEPs)	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after end of event	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Biographies of VIPs at events	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after end of event	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.	Scenario Notes	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after end of event	End of event
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Translation Services	Information relating to the provision of translation services, its coordination and cost recovery. Information may include request forms as well as reports and statistics.	Requests and forms	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after last administrative use	Service rendered
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Translation Services	Information relating to the provision of translation services, its coordination and cost recovery. Information may include request forms as well as reports and statistics.	Style guide for departments	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years after last administrative use	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Publications	Information relation to the planning, production and dissemination of the department's published works including free and priced publications as well as co-publications. Further information includes the creation of the publication's content, format, design, printing and binding as well as the management of its copyright, ISBN and ISSN numbers, and legal deposit	Correspondence with Publishing and Depository Services	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after last administrative use	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Publications	Information relation to the planning, production and dissemination of the department's published works including free and priced publications as well as co-publications. Further information includes the creation of the publication's content, format, design, printing and binding as well as the management of its copyright, ISBN and ISSN numbers, and legal deposit	Advices on copyright to other PWGSC branches	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after last administrative use	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Publications	Information relation to the planning, production and dissemination of the department's published works including free and priced publications as well as co-publications. Further information includes the creation of the publication's content, format, design, printing and binding as well as the management of its copyright, ISBN and ISSN numbers, and legal deposit	List of publications	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after last administrative use	End of project

PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Publications	Information relation to the planning, production and dissemination of the department's published works including free and priced publications as well as co-publications. Further information includes the creation of the publication's content, format, design, printing and binding as well as the management of its copyright, ISBN and ISSN numbers, and legal deposit	Reports (distribution numbers, etc)	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after last administrative use	End of project
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Communications Plans and Strategies	Information relating to the design and development of communications plans, strategies, and media products to enable and facilitate the administration of communication activities.	Communications Plans, Approaches, Assessments	S:\COMM\Strategic & Business Communications		10 years after plan superseded or no longer used for reference purposes	End of event
PPCB - STRATEGIC AND BUSINESS COMMUNICATIONS	Communications Branch	Communications Plans and Strategies	Information relating to the design and development of communications plans, strategies, and media products to enable and facilitate the administration of communication activities.	TB Sub Communications Strategies	S:\COMM\Strategic & Business Communications		10 years after plan superseded or no longer used for reference purposes	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Communications Plans and Strategies	Information relating to the design and development of communications plans, strategies, and media products to enable and facilitate the administration of communication activities.	Risk communications plan	S:\COMM\Executive & Ministerial Communications\Corporate Communications		10 years after plan superseded or no longer used for reference purposes	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Communications Plans and Strategies	Information relating to the design and development of communications plans, strategies, and media products to enable and facilitate the administration of communication activities.	Emergency communications plan	S:\COMM\Executive & Ministerial Communications\Corporate Communications		10 years after plan superseded or no longer used for reference purposes	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Communications Plans and Strategies	Information relating to the design and development of communications plans, strategies, and media products to enable and facilitate the administration of communication activities.	Minutes and agendas from planning meetings	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		10 years after plan superseded or no longer used for reference purposes	End of event
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Communication Support	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.	Calendars	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after last administrative use	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Communication Support	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.	MO Priorities / MO meeting summaries	S:\COMM\Executive & Ministerial Communications\Outreach&Events\EVENTS		2 years after last administrative use	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Communication Support	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.	Reference material for preparing remarks	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years after last administrative use	End of event

PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Intranet Monitoring reports	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years after superseded	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Intranet User Guide	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years after superseded	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	In The Know articles	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once released
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	From the DM's Desk Newsletter	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once released
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Communiqué	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once released
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Telesource Slides	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Once posted

PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Message from the Minister to employees	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once released
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Message from senior management to employees	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once released
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Exhibit Plan	S:\COMM\Executive & Ministerial Communications\Client Service Strategy\2014		2 years after end of event	End of event
All 3 directorates	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Correspondence with partners for internal events	S:\COMM		2 years	End of event
All 3 directorates	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Approvals Emails	S:\COMM\COM Sector Info		2 years	End of event
All 3 directorates	Communications Branch	Internal Communications	Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.	Comms Templates	S:\COMM\COM Sector Info		5 years	Latest version supersedes previous version

PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Advertisement and Marketing	Information relating to activities designed to promote the department's programmes and services through advertising and outreach initiatives in print, audio and video promotional material that is intended for social media channels etc. It also includes the design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.	Advices from PCO	S:\COMM\Executive & Ministerial Communications\Client Service Strategy		6 fiscal years after the end of the fiscal year in which the file closes	End of project
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Advertisement and Marketing	Information relating to activities designed to promote the department's programmes and services through advertising and outreach initiatives in print, audio and video promotional material that is intended for social media channels etc. It also includes the design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.	Plans	S:\COMM\Executive & Ministerial Communications\Client Service Strategy		6 fiscal years after the end of the fiscal year in which the file closes	Latest version supersedes previous version
PPCB - EXECUTIVE AND MINISTERIAL COMMUNICATIONS	Communications Branch	Advertisement and Marketing	Information relating to activities designed to promote the department's programmes and services through advertising and outreach initiatives in print, audio and video promotional material that is intended for social media channels etc. It also includes the design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.	Newsletter	S:\COMM\Executive & Ministerial Communications\Corporate Communications		2 years	Once published
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	External Website	Information relating to the management of the website and with ensuring that the department website complies with government standards for language, accessibility, usability and interoperability.	Statistics	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	External Website	Information relating to the management of the website and with ensuring that the department website complies with government standards for language, accessibility, usability and interoperability.	Information architecture	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	External Website	Information relating to the management of the website and with ensuring that the department website complies with government standards for language, accessibility, usability and interoperability.	Website Content	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	External Website	Information relating to the management of the website and with ensuring that the department website complies with government standards for language, accessibility, usability and interoperability.	TBS Compliance material	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Latest version supersedes previous version
PPCB - CORPORATE COMMUNICATIONS AND WEB	Communications Branch	External Website	Information relating to the management of the website and with ensuring that the department website complies with government standards for language, accessibility, usability and interoperability.	Reports to TBS	S:\COMM\Executive & Ministerial Communications\Corporate Communications\Web_and_New_Media		2 years	Latest version supersedes previous version

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Human Resources Management
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.			(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.	(6) Provide the retention specifications for these are comprised of a retention period, a tr		
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Activity	Sub-Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger
	Internal Services	Human Resources Management Services								
			Human Resource Planning, Work and Organization Design and Reporting			Information that influences the delivery of human resource services, programs and business priorities and the implications for workforce requirements. Includes the assessment of the current workforce, the labour market, the short/long term human resource needs; including the organization structure, employee skills and competencies and critical positions. Define current and future human resources gaps, develop workplace and workforce plans to address the gaps and support the achievement of broader organizational objectives. Review and measure the results and progress against their annual plans			5YR	Complete; After Study/Survey Ended; After System Implemented
				Governance	Coordinate Meetings with SMEs, Gather Information; Prepare Briefing Notes.; Ethics Advisory Board; (Governance Framework; HR Delegation; Committees)	Information relating to the Management of Approval policy and strategic direction. Also provides guidance and advice on policy and planning. This pertains to non-financial delegation of authorities. This will include Agendas, minutes and records of decision; presentation decks; and briefing notes.				
				Organizational Designs	Conduct Assessment of Organizational Models & Organizational Readiness Define Preliminary Organizational Structure Approve Organizational Design	The selection of an appropriate existing organization model for re-use or the creation and approval of a new organization model, including transition approach. Includes information relating to organizational models/work descriptions, readiness assessments; new or amended organization structures and high-level attributes; confirmed intentions to commit funders under the FAA s. 32; transition approaches; stakeholder feedback; and action requests			5YR	After System Implemented
DM; Senior Management; HR Planners; ; Policy, Planning and Communication Branch and TBS.				Planning - Human Resources	Conducting workforce profile analysis, conducting workplace analysis, consulting stakeholders, analyzing impact of business priorities on HR management, identifying HR related gaps and risks, identifying HR management strategies and priorities, supporting HR planning operations (in implementing PWGSC HR management priorities), measuring effectiveness of HR management strategies, liaising with TBS, (Corporate Learning; Contingency Planning; Occupational Health & Safety; Learning; Labour Relations) Develop Corporate HR Plan; Integrated Business Plan; Forecasting; Workforce Profile Analysis; Manage Client Portfolio; Resourcing Action Plan, Perform Environmental Scans; Monitor Plans;	Includes information related to integrated Human Resource and Business Planning: determining the human resource business goals; environmental analysis of current and future needs; workforce gap analysis; defining priorities, actions and strategies. Includes information on developing workforce and workplace plans, talent management and succession planning.			5YR	Complete; After Study/Survey Ended; After System Implemented
DM; Senior Management; HR Planners; HR functional experts; Policy, Planning & Communications Branch; TBS, PSC; HR systems group.				Monitoring & Reporting - Human Resources	Defining data and information needs; identifying reporting options and recommended approaches; ensuring quality of information; organizing data with the purpose of understanding or making conclusions for decision making purposes; identifying and monitoring trends over time; interpreting results as they pertain to the business context; providing charts, graphs, data tables and written analysis of findings and conclusions; providing input to planning, reporting and performance measurement exercises; developing reporting solutions for information required on a regular basis (monthly, quarterly, semi-annually, annually); preparing decks, briefing notes, correspondence and other information products. (Report on Health of Classification System; Report on Staffing Actions; Report on Priority Placement; Report on Employee Performance; Report on Public Service Employee Survey; Report on People Management; Report on EOAP; PWGSC Construction Program Monitoring & Reporting; Disability Reporting & Monitoring; Official Languages Monitoring & Reporting; EX Talent Reports; Occupational Health and Safety Monitoring & Reporting; Fire Protection Monitoring & Reporting (should be consistent with all boxes); Safety Monitoring & Reporting; Report on Career Management and Leadership Services; Classification; Multiculturalism Report, Annual EE Progress Report; EE Workforce Analysis); Values & Ethics;	Information relating to the results of the projected activity within HR. Includes performance measurement activities of surveys, results, statistics and other performance metrics including tests at both the corporate and operational level within the department.			5YR	Last Administrative Action
DM; TBS				Program Development	Proposal Review; Analysis; Consultations; Design; Briefing Notes; Recommendations; Presentations; Correspondence (Official Languages;) Report on Career Management and Leadership Services (PRO A? -)	Information relating to the planning and design of programs, setting of priority of management frameworks and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.				Complete

			PROGRAM DELIVERY SUPPORT			Information relating to the activities of providing operational support and functional guidance (including the development of application kits, operational guidelines, and procedure manuals) across the service delivery network on issues related to programs to ensure consistency of advice, policy interpretation and standardized service delivery.				
				Advice and Guidance	Presentations; Official Languages; Labour Relations; Benefits; Staffing; Ethics; EOAP;	Information relating to the provision of assistance or responding to a request in attempt to help the client understand or solve specific problems in relation to HRMS programs and services. Includes guidance and other forms of counsel. Excludes advice and guidance on policy and planning.				
					Career Management and Leadership Services;				5 years	Superseded
					EOP - Provide Counselling Services - Receive Email Request - Counsellor Assigned;	Includes information related to the services provided to employees as per the EOAP program such as: guidance and advice, outside services, medical diagnosis and referrals.			2 years	complete
				Forms, Tools and Templates	Design, test, and communicate new tools; Updates forms, tools and templates and communicate changes.	Includes information such as forms, tools and templates that are designed and delivered to support the delivery of a program.			2YR	Superseded
				Manage Governance		Information relating to the Management of Approval policy and strategic direction. Also provides guidance and advice on policy and planning. This pertains to non-financial delegation of authorities. This will include Agendas, minutes and records of decision; presentation decks; and briefing notes.				
		Communications		Internal Communications		Information relating to internal communication (informing employees and receiving their opinions and feedback) 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. Also includes the oversight and management of the departments intranet and its content.				
				Outreach and Awareness	EOAP - Awareness Services/Workshops; Presentations; Promote Disability Programs; OHS; Provide Official Languages Awareness and Information Sessions; Develop Web Content; Develop Program Literature; Labour Relations; Ethics - Code of Conduct/conflict of interest/harassment prevention awareness sessions; ; Ethics - Code of Conduct/conflict of interest/harassment prevention awareness sessions.	Information relating to the development of subject matter for the purpose of promoting programs via printed materials, web site, videos, consultations, community events, various media sources.				
		Governance and Management Support Services - Management and Oversight	Partnership, Co-operation and Liaising		Develop and maintain partnerships/agreements: Attend Meetings; Networking; Create and manage agreements & MOUs; (AHJ-Authorities Having Jurisdiction)	Information relating to the consultation, cooperation, coordination and the maintenance of a relationship with any individual, organization, or government entity to leverage assets and facilitate program and service delivery. This includes International-Provincial-Territorial-Municipal Governments, Inter- and Intra-Departmental groups and Non-Governmental Organizations (NGO's). This collaboration may result in agreements, Memoranda of Understanding (MOU), committees, groups, etc.				
				tbd						
Treasury Board		HR		Policies, Procedures and Guidelines - Human Resources	Analysis; Policy Writing; Revisions; Approvals; Communications; EOAP; Health & Safety; Disability; Official Languages; Labour Relations; Staffing; (to be consistent, we should include all Health and Safety programs in details or just state Occupational Health and Safety) Pay, Workplace Conflict Management; Career Management and Leadership Services; Ethics - Code of Conduct	Information relating to the creation and outlining of Human Resources practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version. Includes Directives.			5 yrs	Superseded
			PROGRAM DELIVERY			Information relating to the delivery of programs within PWGSC including NCR and Regions.				
			Job and Position Management (Classification)			Information relating to activities and processes where business and work requirements are translated into work descriptions where jobs and positions are established and maintained. Pertains, but not limited to, documenting and evaluating new work descriptions as well as documenting job and position attributes (e.g., security requirements). This also includes language requirements, creating/updating positions, reclassification, essential service and excluded positions.			2YR; Case Files: 1 YR	Obsolete
				Classification	Create or Adapt Work Descriptions (Generics or Unique) Approve Work Description; Classify Work Description (Prepare for Evaluation) Conduct "On-Site" Review Conduct Relativity Review Evaluate Work Authorize Classification Review Classification Decision and Determine Action; Define & Maintain Position Information (Establish Effective Date and Inform Incumbents) Define & Maintain Position Information Confirm Position Related Information Document Position Information)	Activities and processes where business and work requirements are translated into work descriptions where jobs and positions are established and maintained. Includes information related to 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. Also includes, documenting work descriptions as well as documenting job and position attributes (e.g., security requirements). This also includes language requirements, creating/updating positions, reclassification, essential service and excluded positions.			2YR; Case Files: 1 YR	Obsolete

				Classification - Executive	Create or Adapt Work Descriptions (Generics or Unique) Approve Work Description; Classify Work Description (Prepare for Evaluation) Conduct "On-Site" Review Conduct Relativity Review Evaluate Work Authorize Classification Review Classification Decision and Determine Action); Define & Maintain Position Information (Establish Effective Date and Inform Incumbents Define & Maintain Position Information Confirm Position Related Information Document Position Information) Requires ADM approval	Activities and processes where business and work requirements are translated into work descriptions where jobs and positions are established and maintained. Includes information related to 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. Also includes, documenting work descriptions as well as documenting job and position attributes (e.g., security requirements). This also includes language requirements, creating/updating positions, reclassification, essential service and excluded positions.			2YR; Case Files: 1 YR	Obsolete
				Personnel Records						
				GENERAL EMPLOYEE FOLDER (EMPLOYEE INTEGRATION)						
				Employee Compensation and Benefits	Compose Benefit Letter; Maintain employee compensation information; Basic Salary, Entitlements, Deductions, Leave Adjustments, Change in Work Hours, Payment Requests, Voluntary Deduction Requests, Pay Information Change Requests, Cash Payments, Overpayments,	This process covers the full documentation of the employee including the request and assignment of a PRI as well as the attributing of that employee to the job/position. This process follows both an individual new to the GoC, as well as an existing employee changing their position or employment status within or outside their current dept. The process includes enrolment into pay, benefits and pension, and includes the documentation of several data elements including self-identification information, skills & competencies information, personal information, etc.			SOS + 2 yrs Processed leave requests (hold for 3 years after date of leave, then destroy.)	SOS
				Garnishment	Correspondence; Process Adjustments;	Information relating to the garnishment of salaries and other remuneration paid to government employees.				
				PERFORMANCE						
				Leave	Process Leave Requests; Leave without Pay; Leave with Pay; Correspondence	Information related to all leave employee leave types; medical leave, maternity leave, volunteer days etc.				
				Staffing and Employee Integration						
				Employee Integration	Correspondence; Disability Management; Ergonomic Assessments; Modified Work Arrangements (Duty to Accommodate)	Information relating to each employee's skills and competencies. Pertains, but not limited to employee orientation requirements and accommodation needs. This includes ergonomic assessments and tour of work areas, certificates (training), etc. and letters of discipline			5YR; 2YR - letter of discipline	Complete
HR OPS - Staffing, Corporate Staffing; Employment Equity; ADMO; HRO-DG				Staffing Process	Conduct Interviews; Process Test Results; ADM Approvals; Candidate Assessments; Interviews; Administer Tests; Analyze Results; Assessment Tools; Select Candidates; Facilitate Accommodation Requirements - PRO B (Staffing Actions; Advertising; Priority Considerations - Developing and Maintaining Lists; Appointments; Delegations; Staffing Selections; Pool Management)	Information relating to specific staffing actions. Pertains, but not limited to the internal and external advertised postings and assessment and selection of candidates. This includes completed application forms, reference checks, interviews and test results.			2YR; Case Files: 5 YR	After Last Administrative Action
				Staffing Process - Executives	Conduct Interviews; Process Test Results; ADM Approvals; Candidate Assessments; Interviews; Administer Tests; Analyze Results; Assessment Tools; Select Candidates; Facilitate Accommodation Requirements - PRO B (Staffing Actions; Advertising; Priority Considerations - Developing and Maintaining Lists; Appointments; Delegations; Staffing Selections; Pool Management)	Information relating to specific staffing actions for Executives. Pertains, but not limited to the internal and external advertised postings and assessment and selection of candidates. This includes completed application forms, reference checks, interviews and test results.				
				Total Compensation						
				Employee Compensation and Benefits	Compose Benefit Letter; Maintain employee compensation information: Basic Salary, Entitlements, Deductions, Leave Adjustments, Change in Work Hours, Payment Requests, Voluntary Deduction Requests, Pay Information Change Requests, Cash Payments, Overpayments,	This process covers the full documentation of the employee including the request and assignment of a PRI as well as the attributing of that employee to the job/position. This process follows both an individual new to the GoC, as well as an existing employee changing their position or employment status within or outside their current dept. The process includes enrolment into pay, benefits and pension, and includes the documentation of several data elements including self-identification information, skills & competencies information, personal information, etc.			SOS+2YR; Processed leave requests (hold for 3 years after date of leave then destroy)	SOS
				Garnishment	Correspondence; Process Adjustments;	Information relating to the garnishment of salaries and other remuneration paid to government employees.			2 yrs (routine) 5 yrs (policy & procedures) 1 year after SOS (personnel file)	After Complete (routine) After Superseded (policy & procedures)
				Leave	Process Leave Requests; Leave without Pay; Leave with Pay; Correspondence	Information related to all leave employee leave types; medical leave, maternity leave, volunteer days etc.			2YR	FY End
				Permanent and Temporary Separations- Employee File	Manage permanent separations & process temporary separations.	Information related to the processing of documentation and calculations related to final payment (e.g., vacation leave, death benefit, severance payment), if a permanent separation, preparing the Record of Employment, conducting exit interviews, undertaking the recovery/transfer of security passes and assets, and informing PWGSC Superannuation of the separation date.			2YR	Complete

			Employee Performance, Learning, Development and Recognition			Information relating to employee and manager learning requirements, developing and delivering learning solutions events, performance objectives, performance assessments, learning/development plans, recognition and awards based on employee performance, and information on integration of organizational/work-specific objectives along with career aspirations of the individual. It also includes: information relating to official language training, certification training, as well professional or career development needs (i.e. apprenticeship programs, CAP program etc.) and the distribution of awards.				
				Employee Performance and Learning	Conduct EMPA; Official Languages; Develop Learning/Training Plan; Performance Assessment; Conflict of Interest (Receive declaration forms, gather facts, analyse, consult, provide interpretation on related policies and recommendations, obtain appropriate approval, prepare and send decision letter, file documents, follow-up when required; manage client portfolios)	Information relating to the decisions or substantive opinions regarding employee specific performance and learning goals, objectives, needs and evaluation.			5 years for employee-specific file	FYE or Complete
DM; Acquisitions; Compensation				Awards and Recognition	Perform Assessments; Purchase and Deliver Awards; Report and Monitor; Coordinate Events; Perform Submissions; Correspondence; Communication Notifications;	Information relating to the recognition of achievement of the organization or its employees.			2YR; 6YR for Financial Files	Last Administrative Action
				Design & Develop Learning	Develop & Adapt Training Events; Consultations; Develop Evaluation Framework; Perform Research; Perform Analysis; Gather Requirements; Deliver Presentations; Records of Decisions re: Learning Event; Develop Learning Materials/Storyboards; Publish Learning Materials with 3rd Parties; Communications; Correspondence; Gather Statistics; Develop Information Awareness Sessions on EOAP and Mental Health; Second Language Training; Occupational Safety and Health Training; Official Learning; Labour Relations; Promotion and Awareness; Career Management and Leadership Services;	Information relating to the development of training and the coordination and delivery of all departmental training (coordinating instructors, facilities, and equipment, etc.) as well as the analysis of training plans, defining required courses and other requirements to deliver training. It also includes the documentation of decisions or substantive opinions leading to, and including, event-specific learning actions .			3YR	Complete
				Deliver Learning	Implement & Deliver Learning Events: Receive Requests; Coordinate Learning Events/Logistics; Communications; Develop Calendars/Schedules; Deliver Invitations; Develop Participation Lists; Guides; Deliver Questionnaires to Participants; Prepare and Deliver Certificates of Completion; Attendance Records/Reports; Deliver Disability Training; Second Language Training; Occupational Safety and Health Training; EOAP Training; Coordinate Learning Centre Activities (Manage inventory of catalogues; Manage Catalogue Purchases; Logistics;)	Information relating to event-specific learning actions and/or information sessions. Pertains, but not limited to learning requests, compulsory training and development requirements. This includes First Aid (CPR), motor vehicle operation and Workplace Hazard Materials Information System (WHMIS); Information pertaining to the learning centre facility and the inventory within.			5YR	Complete
				Evaluate Learning & Training	Communications; Correspondence; Course Evaluation Reports; Perform Learning Event Assessments; Completed Evaluation Questionnaires; Measure Framework; Gather Statistics; Perform training and learning results & impact evaluation	Information related to the evaluation of learning events at PWGSC. Includes studies, reviews, questionnaires, and surveys.			5YR	Complete
			Workplace Management							
OPI: Labour Relations				Complaints (previously Workplace Investigations)	Conduct fact-finding/analysis on Complaints, Discipline; Employee Performance; Internal Disclosures; (Complaints, Harassment & Discipline) Complaint info on Employee file (administrative) 2 yrs Privacy	Information related to the provision of labour management relations, workplace ethics, investigations of wrong doing, conflict resolution, worker & workplace emergency preparedness, health & organizational well-being and assurance of a safe and healthy work environment.	Information relating to investigations concerning all allegations or evidence of employee misconduct.		Conduct fact-finding/analysis on Complaints, Discipline; Employee Performance; Internal Disclosures; (Complaints, Harassment & Discipline)	Complete; After Date of Resolution or Decision by PSLRB
				Conflict Management						
OPI: Labour Relations				Conflict of Interest	Receive declaration forms, gather facts, analyse, consult, provide interpretation on related policies and recommendations, obtain appropriate approval, prepare and send decision letter, file documents, follow-up when required; manage client portfolios	Information pertaining to activities undertaken by PWGSC employees that may result in a conflict between their official duties and their private interests.			SOS date plus 2 years	Complete
PWGSC-HRB-OW-Labour Relations and Ethics (LRE)				Discipline	Call for Managers or WPI; Provide advice, Fact finding (Investigation), apply measure, inform employee with letter, inform compensator				2YR	Last Administrative Action
Classification Agent & Admin & DG CHRPP				Grievances	Receive and Analyze Departmental Grievances; Policy Grievances; Classification Grievances; Discrimination; Staffing; Work Descriptions; Case Files (Harassment # or Grievance #); Grievance by Employee, Provide consults, guidance, references and referrals. (Departmental Grievances; Harassment Grievances; NIC Grievances; Classification Grievances; Policy Grievances- PSLRB complaints)	Information relating to 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.			2 years 3 years	After Complete After date of resolution or decision by PSLRB
Contributors for investigations: DOB, Staffing Oversight				Manage Modified Work Arrangements (Duty to Accommodate)	Job Accommodation requests, AACT requests	Providing access to funding for the accommodation of employees through a central fund for managers; providing access to services for adaptive technology for employees through AACT; providing guidance to employees and managers in regards of possible measures to take for the duty to accommodate.			2YR	Complete
				Administer Workforce Change (includes Work Force Adjustment)	Conduct analysis;					
OPI: Labour Relations				Labour Relations and Workforce Management	Collective Agreements; Labour Management Consultations; Contingency Planning; Strike Management; Conduct Public Service Employee Survey; Manage client portfolios;	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			2 years 3 years	After Complete After date of resolution or decision by PSLRB
				Diversity & Employment Equity		Information relating to the programs and activities that ensure equitable 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				
				Values & Ethics		Information relating to the provision of advice and the assurance of compliance to public service values, moralities, principles and ethics				

OHS				Occupational Health and Safety - Accidents, Injuries, Incidents and Reports	First Aid Treatment Records; Construction Incidents; Incident Reporting; Disability Case Management- manage & facilitate WCB claims,	Information relating to the provision of a safe working environment for employees, including monitoring and reporting of injury on duty.			10YR	Complete
OHS				Occupational Health and Safety - Complaints and Investigations	Conduct Fire Investigations; Communications; Conduct Workplace Inspections; Coordinate Ergonomic Assessments and Reports; Provide Responses; Perform Assurance of Voluntary Compliance - Receive Letter, Conduct Investigations;	Information relating to the provision of a safe and healthy workplace environment for employees, including monitoring of injury on duty, dangerous goods handling, confined workspaces, ergonomic evaluations, first aid, sanitation and noise hazards.			10YR; 3YR for Complaints	Complete
OHS				Occupational Health and Safety - Hazardous Substances Reports & Investigations	Conduct Investigations on Hazardous Substances; Perform Hazardous Occurrence Investigation Reporting; -	Information relating to environmental protection plans and activities that support environmental initiative. Such information includes, asbestos removal, hazardous substance spills, removal of pesticides and hazardous waste.			30YR	Complete
OHS				Occupational Health and Safety - Services	Deliver Information on Corrective and Preventative Actions; Health and Safety Compliance Checklist; Monitoring Tools; Promotional Material; Develop Fire Protection Plans; Safety Program; Hazard Prevention; National, Regional and Local Committees (National; Regional; Local); Provide Construction OHS Services - Project Specification Reviews; Conduct Hazard Assessment Site Specific Safety Plan (HASSSP) Reviews; Evaluate Contractors; Workplace Inspections; Building Inspections (Fire Program), Disability Management; RTW cases; - conduct research; Facilitate work site/job analysis to determine job requirements; Prepare case notes & rtw plans; Provide Responses; Accommodation Requests (Providing access to funding for the accommodation of employees through a central fund for managers; providing access to services for adaptative technology for employees through AACT; providing guidance to employees and managers in regards of possible measures to take for the duty to accommodate.) Training - CPR, First Aid, Emergency Wardens, Health & Safety; Fire Protection; Disability Management	Information relating to the provision of a safe and healthy workplace, including monitoring of injury on duty, hazard prevention programs, addressing worker requirements including modified work arrangements (duty to accommodate) and the administration of the Employee Assistance Program.			3YR	Complete

PROGRAM/SERVICE INFORMATION	
Organization:	Internal Services
Centre/Directorate:	Financial Management
Division/Offices:	Option: to create the schedule at the divisional level

(1) Identify the position title of the OPI (Office of Primary Interest /Program Manager (EX-01 level and above); most frequently a Director and above)		(2) Identify which PAA Program and Sub-Program (Program Activity)the IRBV/Business Process is associated with.		(3) Provide Business Process Title and Business Process description - that create the IRBV.	(4) Identify the information resources of business value (IRBV) created/collected in support of the business process/activities (brief description and document types/names).	(5) Provide the classification structure then enter the corresponding name and number of the classification code in the file classification code column.		(6) Provide the retention specifications for the these are comprised of a retention period, a tr	
OPI	PAA Program Activity	PAA Sub-Program / Program Activity	Business Process	IRBV	Classification Structure	File Classification Code	Retention Period	Retention Trigger	
Financial Operations (FOS)	FINANCIAL MANAGEMENT	ACCOUNTING	Receivables and Collections Management	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. List of content folders currently created in GCDOCS: Monitoring of cash blotter account**, monitoring of interdepartmental settlements (IS)**, monitoring of intradepartmental transactions (IT)**, monitoring of receivables, monitoring of revenues**, accounts receivables, Mail, Non-account receivables, Other payments.Revenue and Treasury Management - Procedures **these are also under the "REVENUE AND TREASURY MANAGEMENT (RTM)" activity	all files are contained in servers: PWGSC //Fs-ncr-v013/ncrp001/gosb/fin; REG //Fs-ncr-v014/ncrr001/gosb/fin; SHR //Fs-ncr-v027/ncrs007/gosb/fin;		5 years, 6 fiscal years	after fiscal year end, after superseded	
Financial Operations (FOS)	FINANCIAL MANAGEMENT	ACCOUNTING	Asset Management	Information relating to the creation, modification, certification and deletion of capital assets including inventories and the mangement of advances issued to employees and other assets.List of content folders currently created in GCDOCS: Amortization, analysis of assets under construction, assets under construction, capital assets review and analysis, examination of potential capital leases, monitoring of advances, monitoring of GST/HST refundable advance account, monitoring of prepaid accounts, monitoring of QST refundable advance account, proceeds of surplus Crown assets, settlement run			5 years, 6 fiscal years	after fiscal year end, after superseded	
Financial Management Sector (FM), FOS	FINANCIAL MANAGEMENT	ACCOUNTING	Closing of Departmental Accounts	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.List of content folders currently created in GCDOCS: AMR-EMR reconciliation, certification by period, Office of the Auditor General extract, certification by period, PAYE, RAYE, trial balance, year-end entries, year-end instructions			5 years, 6 fiscal years	after fiscal year end, after superseded	

FOS	FINANCIAL MANAGEMENT	ACCOUNTING	Expenditure and Liabilities Management	Information relating to a liability and the payment of accounts based on delegation of financial authorities and controlled procedures relating to the receipt of goods and services and the requisition of payment from the Receiver General. Includes financial aspects of contract and contracting, external vendors, payments to employees, transfer payments, corporate credit cards, and master records. List of content folders currently created in GCDOCS: Monitoring of cancelled cheques, monitoring of clearing account X and Y, corporate-level accounts payable, monitoring of credit memos, deposit accounts, expenditure management projects, federal fines, monitoring of GR/IR account, GST/HST payable to CRA, interests over accounts payable, membership plan, net settlement monitoring, PAYE monitoring, payment of EBO, petty cash, PST to provinces and territories, QST payable to government departments, salaries, salary accruals, Section 33 of FAA, specified purpose account, suspense account, T1204 and T4A-NR, THCEE expenditures; Accounting Operations Training Courses; Contractor holdbacks; contractor security deposits; delegation of financial authorities; expenditure management projects; SOS FinanceSIGMA and SPS security review; Vendor Master Data.			5 years, 6 fiscal years	after fiscal year end, after superseded
FOS	FINANCIAL MANAGEMENT	ACCOUNTING	Travel Administration	Information related to the preparation and coordination of travel. Including activities such as planning and preparation for transport. Includes taxi vouchers, flight itineraries, accommodation bookings. Administration and internal operations, communications, quality assurance, reportin, client service and transactions documents, travellor reports. system reports and HR reports			5 years, 6 fiscal years	after fiscal year end, after superseded
FOS	FINANCIAL MANAGEMENT	ACCOUNTING	Revenue and Treasury Management	Information relating to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money, monitoring of cash blotter account, monitoring of interdepartmental settlements (IS), monitoring of intradepartmental transactions (IT), monitoring of receivables, monitoring of revenues.			5 years, 6 fiscal years	after fiscal year end, after superseded
FM, FOS	FINANCIAL MANAGEMENT	CLIENT-PROGRAM DELIVERY SUPPORT	Program Delivery - Financial Advice and Guidance	Information relating to the activities of providing operational support and functional guidance (including the development of application kits, operational guidelines, and procedure manuals) across the service delivery network on issues related to programs to ensure consistency of advice, policy interpretation and standardized service delivery; as well as information relating to the provision of assistance or responding to a request in attempt to help the client understand or solve specific problems in relation to Financial and other corporate processes (e.g. budget forecasts, business planning, DPR, DMR, PAA, RPP etc.) programs and services. Includes guidance, advice, attestations and other forms of counsel and quality assurance.			5 years, 6 fiscal years	after fiscal year end, after superseded

Cabinet Submissions and Investment Management (CSIM) Sector	FINANCIAL MANAGEMENT	FINANCIAL - PROGRAM MANAGEMENT	Investment Management	Information relating to the development, management and assessment of investment plans and performance. This would include reporting (case files) and advice to Minister.			5 years, 6 fiscal years	after fiscal year end, after superseded
Budget and Cost Management (BCM) Sector, Chief Financial Officer Office (CFOO)	FINANCIAL MANAGEMENT	FINANCIAL - PROGRAM MANAGEMENT	Financial Management Policies, Standards and Guidelines	List of content folders currently created in GCDOCS: Budget adjustment requests (BAR) procedures, cost allocation model (CAM) procedures, cost recovery framework, departmental management report (DMR) procedures, employee benefit plan (EBP) procedures, financial management framework (FMF), financial policy documents for consultation.			5 years, 6 fiscal years	after fiscal year end, after superseded
All sectors of Finance and Administration Branch (FAB)	FINANCIAL MANAGEMENT	FINANCIAL - PROGRAM MANAGEMENT	Branch Budget	Information resources relating to the Finance and Administration Branch (FAB) budget forecasting, budget reallocation and budget submissions.			5 years, 6 fiscal years	after fiscal year end, after superseded
Branch Planning and Management Services (BPMS), FM, FOS	FINANCIAL MANAGEMENT	FINANCIAL - PROGRAM MANAGEMENT	Financial Risk Management	Information relating to the identification, analysis and response to financial risks, financial risk management policies, procedures, controls and contingency plans.			6 years, 6 fiscal years	after fiscal year end, after superseded
SIGMA Sector	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	Service Management Planning	Information resources relating to catalogue of services, service level requirements, service specification sheets, operational level agreements, service level agreements, MOUs, service quality plans			2 years	after last administrative action, or all administrative actions are completed.
SIGMA Sector	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	Product Management	Information resources relating to business requirements, client relationship management, enterprise management, governance, planning and prioritization, service level agreements and MOUs.			2 years	after last administrative action, or all administrative actions are completed.
SIGMA Sector	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	Business Solution Design	Information relating to system changes, updates, process maps, lists of services and systems, and architecture maps.			2 years	after last administrative action, or all administrative actions are completed.
SIGMA Sector	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	In-Service Support	Information resources relating to training documentation, delivery, deployment, client support, operations and maintenance.			2 years	after all administrative actions are completed; after training event completed or abandoned; after superseded.
SIGMA Sector	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	Release Deployment	Information resources related to planning, implementation of systems, such as testing reports, release roll-out plans, procedures, communicating changes to and providing training to users, etc.			2 years, 5 years	after all administrative actions are completed; after event completed or abandoned; after superseded or obsolete
FOS	FINANCIAL MANAGEMENT	FINANCIAL SYSTEMS & CONTROLS	Financial Controls	The Internal Control Group supports the Deputy Minister and Chief Financial Officer in complying with the requirements of Treasury Board's Policy on Internal Control. The internal Control Group also provides the assurance that an effective system of internal control over financial reporting is operating effectively as demonstrated in the departmental Statement of Management Responsibility Including Internal Control Over Financial Reporting." Information related to Internal Control Over Financial Reporting business procedures, flowcharts, financial control frameworks, risk assessments, testing documents, chart of accounts.			5 years, 6 fiscal years	after superseded, after fiscal year end

FOS, FM, BCM	FINANCIAL MANAGEMENT	FINANCIAL PLANNING, BUDGETING & REPORTING	Financial Reporting	Information resources relating to Management Reporting: Departmental Management Reports (DMR), Mid-Year Reviews (MYR), Quarterly Financial Reports (QFR), year-end budget reporting; perational / Legislative Reporting: Public Accounts, Financial Statements. Also IR relating to Operational /Legislative Reporting such as Public Accounts and Financial Statements.			5 years, 6 fiscal years	after superseded, after fiscal year end
FM, CFOO, BCM	FINANCIAL MANAGEMENT	FINANCIAL PLANNING, BUDGETING & REPORTING	Supply Cycle & Budgetary Control	Information resources related to elaboration, processing, etc of business processes such as : ARLU, Main Estimates, Supplementary Estimates, Governor General (GG) Warrants, Budget Adjustments, Forecasting, Monitoring and Trends Analysis, Integrated Business Planning Advice, Budget Allocation, Financial Planning Tools, Branch Budget Submissions, Paylist Shortfalls, Capital Projects Carry Over.			5 years, 6 fiscal years	after superseded, after fiscal year end
FM, BCM	FINANCIAL MANAGEMENT	FINANCIAL PLANNING, BUDGETING & REPORTING	Costing	Information resources related to costing, 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. The approach may be applied in relation to cost recovery (with regard to user charges), determination of most efficient ways of delivering a service in-house compared to delivery alternatives (make or buy alternatives), back-up for developing service standards, and cost/benefit analysis of alternative approaches. IRBVs related to: Costing Models, Costing Attestations, Costing Tools, Performance measurement reports, costing special projects, MOUs			5 years, 6 fiscal years	after fiscal year end, after superseded or obsolete; after all administrative actions are completed;
BPMS, Corporate Accomodation and Materiel Management (CAMM) Sector	CORPORATE ACCOMMODATION	ACCOMMODATION PROGRAM MANAGEMENT	Accommodation Planning & Development	Information resources related to telecommunication equipment (i.e.: BB listing, requisition); information and documentation related to office refit and ergonomic assessments/requests, floor plans, move requests			7 years	after file closure
CAMM	CORPORATE ACCOMMODATION	ACCOMMODATION PROGRAM MANAGEMENT	Accommodations Management - Policies, Standards and Guidelines	Information relating to the creation and outlining of Accomodations Management practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version. Included are directives and policy documentation.			5 years	after superseded or obsolete
CAMM	CORPORATE ACCOMMODATION	MANAGE ACCOMMODATION S	Accommodation Planning	Information relating to the activities of defining, planning and analyzing, the requirements of the department for acquiring office & special needs space.				
CAMM	CORPORATE ACCOMMODATION	MANAGE ACCOMMODATION S	Inventory Management	Information relating to the tenant role in managing and assigning appropriate allocation/re-allocation of real property assets. This refers to inventory control and management; Long range accommodation planning and reports and statistics. Includes tracking allocations, managing inventories and managing real property assets to meet existing and changing requirements.				

CAMM	CORPORATE ACCOMMODATION	MANAGE REAL PROPERTY AGREEMENTS	Lease Management	Information relating to managing real property agreements. This includes leases, occupancy/custodial agreements, tenant service contracts, and relations with clients (tenants) and suppliers (landlords) on issues such as signage, access, health and safety.			25 years	after expiry of agreement, or sale of property
CAMM	CORPORATE ACCOMMODATION	MANAGE REAL PROPERTY AGREEMENTS	Tenant Services	Information relating to the tenant role in managing and assigning appropriate allocation/re-allocation of real property assets. This refers to inventory control and management; Long range accommodation planning and reports and statistics. Includes tracking allocations, managing inventories and managing real property assets to meet existing and changing requirements.				
BPMS, CAMM	MATERIEL MANAGEMENT	ASSESS, PLAN AND OVERSIGHT OF PROCUREMENT	Assess, Plan and Oversight of Procurement	Information related to the Hardware, Software and professional services contracts; request for acquisition services (RAS), MOU; information related to IT Asset Management, directives, guidelines, procurement planning and reporting, proactive disclosure, contracts evaluations, requirements definition, contract administration; information related to acquisition cards, contract close-out, records of decision.			6 fiscal years	after end of fiscal year
BPMS, CAMM	MATERIEL MANAGEMENT	ASSESS, PLAN AND OVERSIGHT OF PROCUREMENT	Assess, Plan and Oversight of Procurement	Information related to the Hardware, Software and professional services contracts; request for acquisition services (RAS), MOU; information related to IT Asset Management, directives, guidelines, procurement planning and reporting, proactive disclosure, contracts evaluations, requirements definition, contract administration; information related to acquisition cards, contract close-out, records of decision.			2 years, 5 years	after all administrative actins are completed, after superseded or obsolete
CAMM	MATERIEL MANAGEMENT	MATERIEL MANAGEMENT - PROGRAM MANAGEMENT	Materiel Management - Program Planning and Development	Information relating to the design and definition of the Materiel Management program, management frameworks and to establish appropriate criteria and processes for measuring performance in the achievement of targets. Documents related to complexity assessments, strategic planning			5 years	after superseded or obsolete
CAMM	MATERIEL MANAGEMENT	MATERIEL MANAGEMENT - PROGRAM MANAGEMENT	Materiel Management - Policies, Standards and Guidelines	Information relating to the creation and outlining of Materiel Management practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version. Included are directives and policy documentation.			5 years	after superseded or obsolete
CAMM	MATERIEL MANAGEMENT	MATERIEL MANAGEMENT - PROGRAM MANAGEMENT	Procurement - Policies, Standards and Guidelines	Information relating to the creation and outlining of Procurement practices. This pertains to preparing drafts, engaging consultations, revisions, final draft approvals. Also includes input from related business areas, consultation plans and substantive drafts containing changes not reflected in the final version. Included are directives and policy documentation.				
CAMM	MATERIEL MANAGEMENT	PROCUREMENT	PWGSC Acquisitions	Information relating to planning, management and delivery of internal departmental procurement services.				
CAMM	MATERIEL MANAGEMENT	PROCUREMENT	Acquisition Card Management	Information relating to activities related to administration and control of departmental acquisition cards.				

CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Fleet Management	Documents related to fleet management system, fleet databases.				
CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Warehousing Identify items stored Identify shelf life of each item Identify and implement protective measures	Documents regarding issuing of materiel, forecasting plans, average usage reports, order quantity determinations .			1 year	1 year after superseded or obsolete
CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Inventory Control Identifying assets to be inventoried Perform Inventory Monitor Inventory	Asset management database documentation, Reports on missing assets, Reports of asset write-offs sent to Finance.			1 year, 6 years	1 year after superseded or obsolete 6 years after end of fiscal year in which the assets are disposed of
CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Asset Allocation	Framework documents demonstrating the link between the assets and program needs/mandate, Correspondence (requests), Documents surrounding licences/permits (permit registration), sign-out log/sheets.			2 years	after last administrative use
CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Asset Disposition	Lists of surplus assets, correspondence, disposal forms, report of surplus, condemnation and destruction documents, write-offs, sales documents, surplus documents, donation documents, report of asset disposal to finance, costing analyses used to justify disposal decisions, documents describing date of asset transfers, documents describing manner of disposition .			1 year, 6 years	1 year after superseded or obsolete; 1 year after surplus declaration to CAD; 1 year after disposal; 1 year after disposal, sale, or donation; 6 years after the end of the fiscal year in which the disposal takes place; 1 year after transfer, sale or disposal
CAMM	MATERIEL MANAGEMENT	ASSET MANAGEMENT	Taxi Administration	Includes information resources related to the administration and control of departmental taxi chit booklets. Includes such records as procedures, the allocation and purchase of taxi chit booklets for the department, corporate account, reconciliation and recoveries.			2 years, 6 fiscal years	after all administrative actions are completed; after superseded, after end of fiscal year.
CFOO, BPMS, FM, CAMM	MANAGEMENT AND OVERSIGHT	Risk Management Planning	Risk Management	Includes information resources related to Report from Risk Management Capability Model, Corporate Risk Profile (including action plans), Program risk profile, Sector risk profile, Integrated Risk Management policy (IRM), IRM Policy implementation plan, Risk taxonomy, Risk list/risk register, Plans for monitoring and updating risk profile, Working Paper Environmental Scan.			2, 5, 6, 10 years	after superseded; after project completion
BPMS, FM	MANAGEMENT AND OVERSIGHT	Performance Measurement	Performance Measurement	Includes information resources related to Performance Measurement Framework (PMF), Performance measurement strategies, Performance information, Evidence to support Management Accountability Framework (MAF)			10 years	after superseded
BCM, BPMS, FM, CFOO	MANAGEMENT AND OVERSIGHT	Departmental Reporting	Departmental Reporting	Departmental Performance Reports (DPR), Report on Plans and Priorities (RPP), Management Action Plans, Departmental Sustainable Development Strategy			10 years	after all administrative actions are completed; after implemented; after superseded

BPMS, FM	MANAGEMENT AND OVERSIGHT	Corporate Business Planning	Corporate Business Planning	Records relating to the development and review of the organization's strategic, corporate or business plans; final versions of Integrated Business Plan (IBP) & associated annexes; notes of meetings or reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders, etc.; associated correspondence related to Business Plans and their development; final, approved versions of high level plans and strategies for providing ongoing administrative or operational support; program plans relating to divisions, business units and projects within the organization; inputs and correspondence relating to corporate reporting documents i.e. Report on Plans and Priorities (RPP), Management Accountability Framework (MAF), Program Activity Architecture (PAA)			10 years	after superseded
CAMM, FOS	MANAGEMENT AND OVERSIGHT	Manage Governance	Manage Governance - Approve policy and strategic direction Provide guidance and advice on policy and planning Issues management Delegation of (non-financial) authorities	Terms of reference of committees, Agendas, meeting minutes, records of decision, presentation decks, briefings and briefing notes, delegation of authority documents			2, 10, 6 years	after superseded or committee dissolved; K39 after termination of appointment
CAMM	MANAGEMENT AND OVERSIGHT	Investment Planning	Investment Planning	planning documents and reports			10 fiscal years	after end of fiscal year to which the resource responds
CAMM	MANAGEMENT AND OVERSIGHT	Execute Internal Audit	Execute Internal Audit	Departmental risk-based Internal Audit Plan, Annual report of Departmental Audit Committee, Annual report of Chief Audit Executive, Briefing notes, Advice/recommendations, practice inspection reports, Departmental audit committee or independent audit committee minutes/records of decision, Departmental audit committee terms of reference/charter			10 years	after superseded (based on a 5 year cycle, allowing reference to two cycles); after committee is dissolved; after all administrative actions are complete
CAMM	MANAGEMENT AND OVERSIGHT	Performance Action Plans	Performance Action Plans	action plans			10 years	after implemented
CAMM, CFOO	MANAGEMENT AND OVERSIGHT	Strategic and Business Planning	Strategic and Business Planning	Program Activity Architecture (PAA) and descriptions, Report on Plans and Priorities (RPP), Organizational plan/annual plan, Strategic plans, Corporate Business plans (branch, sector plans) Records of decision resulting from changes, Internal call letters, Business Intelligence reports, White papers, briefing notes, Environmental scans, agendas, meeting minutes, organizational charts, governance structure			2 years, 5 years, 10 years	after superseded, after all administrative actions are complete.
CFOO	MANAGEMENT AND OVERSIGHT	Manage Charitable Undertakings	Manage Charitable Undertakings	Agendas, meeting minutes, reports			2 years	after all administrative actions are complete
CFOO	MANAGEMENT AND OVERSIGHT	Manage Parliamentary Affairs	Manage Parliamentary Affairs	Request for information (Questions Period or Order Papers), correspondence, substantive draft responses (containing modifications not reflected in final drafts) A52, Approved Question Period answer, Approved Statement of Completeness, Confirmation letter, Question Period tracking system, briefs, speeches, advice			5 years	after all administrative actions are complete

CFOO	MANAGEMENT AND OVERSIGHT	Manage Ministerial Affairs	Manage Ministerial Affairs	Information relating to the support and liaison activities of the Minister, Deputy Minister, and the Department including information relating to the provision of advice and guidance on various ministerial correspondence processes, guidelines, strategies and/or policies. It also includes information relating to ministerial correspondence, the management and tracking of inquiries (general and public) received by the minister's office by letter, facsimile, telephone and e-mail, and the responses produced.			6 years	after all administrative actions are complete
CFOO	MANAGEMENT AND OVERSIGHT	Manage Executive Correspondence	Receive correspondence Log and Track Draft answer Receive approval Send response Provide statistics/reports on regular basis	Correspondence tracking system, Incoming Correspondence (letter, emails, meeting requests, invitations, postcards), responses, supporting documentation when necessary (justification for response), correspondence reports			2 years	after all administrative actions are complete
CFOO, FOS	MANAGEMENT AND OVERSIGHT	Administrative Support Policies, Standards and Guidelines	Administrative Support Policies, Standards and Guidelines	Information relating to activities designed to promote the department's programmes and services through advertising and outreach initiatives in print, audio and video promotional material that is intended for social media channels etc. It also includes the design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.			5 years	after superseded or obsolete
BPMS, FOS	COMMUNICATIONS	Publications	Publications Forecasting	Records relating to the forecasting of costs associated with publishing services for the branch (such as items published on the web, disclosure of ATI, THCEE, Public Accounts, Integrated Investment Plan), and associated documents: spreadsheets, briefing notes, reports, emails, etc.			6 years	after end of fiscal year
BPMS, CFOO	COMMUNICATIONS	Internal Communications	Internal Communications	Briefing notes or documents providing advice, speeches, meeting minutes, reference material, e-mails confirming receipt and/or return of documents, logs, spreadsheets, statistics, internal communication plan, inventory on pages from internet site, guide for using internet site, monitoring reports, final versions of news letters, speeches, event notifications, announcements.			2 years	after all administrative actions are complete; after superseded
BPMS	COMMUNICATIONS	External (Website) Communications	External (Website) Communications	Correspondence with clients, web content review plan, web inventory report, user needs analysis, meeting minutes, presentations, documentation with clients, etc.			2 years	after all administrative actions are complete; after superseded
CFOO	COMMUNICATIONS	Media Relations	Media Relations	Information relating to fielding questions received from the media. It also includes establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials and spokespersons, and daily media monitoring.			2 years, 10 years	after all administrative actions are complete; after creation or aligned with RP for other IRBVs of the event
CFOO	COMMUNICATIONS	Publications	Publications	Information relation to the planning, production and dissemination of the department's published works including free and priced publications as well as co-publications. Further information includes the creation of the publication's content, format, design, printing and binding as well as the management of its copyright, ISBN and ISSN numbers, and legal deposit			2 years, 6 fiscal years	after all administrative actions are complete; after end of fiscal year

FOS	COMMUNICATIONS	Advertising, Marketing, Fairs and Exhibits	Advertising, Marketing, Fairs and Exhibits	Information relating to activities designed to promote the department's programmes and services through advertising and outreach initiatives in print, audio and video promotional material that is intended for social media channels etc. It also includes the design, planning and evaluation of outreach activities with the public and other departments/levels of government, such as sessions with consumers, hosting symposiums, conferences, presentations and discussions.			2 year, 5 years	after end of event
All sectors	HUMAN RESOURCES	Plan and Evaluate Learning	Plan and Evaluate Learning	Documents related to the employees' personal learning plans, and information related to develop learning/development plans, monitor progress against them, and employees undertake learning and development courses and/or developmental programs such as learning requests, learning results, action request, payment of learning event.			2, 3, 30 years	after event completed, after all administrative actions are complete; after training event
All sectors of FAB	HUMAN RESOURCES	Staffing Processes	Staffing Processes	Unsolicited résumés and curricula vitae, model interview questions and answers, competition posters and announcements, application forms, competition assessment tools and rating guides, reference check procedures, checklists, and letters, inventories of qualified candidates (including pre-qualified pools), candidate inquiries and responses, copies of letters of offer, ratings board assessments, information within automated or Web-based application tools, and second language evaluation results, etc.			5 years	after staffing action completed or abandoned
BPMS, FOS, CAMM, CFOO	HUMAN RESOURCES	Develop Work Descriptions	Develop Work Descriptions	Documentation of decisions or substantive opinions leading to and including: consultation plans, comments on drafts, job competency profiles, record of decision re: no pre-classified work description fit.			2 years	after superseded
CAMM, CFOO, FOS	HUMAN RESOURCES	HR Planning and Reporting	HR Planning and Reporting	Information relating to the identification of factors that influence the delivery of services, programs and business priorities of the organization and the implications for workforce requirements. Includes the assessment of the current workforce, the labour market, the short/ long term Human Resource Management needs related to the organization structure, employee skills and competencies, and identifies critical positions. Define current and future human resources gaps, develop workplace and workforce plans to address the gaps and support the achievement of broader organizational objectives. Review and measure the results and progress for their organization against their annual plans. Annual plans, including organization design, are revised and updated throughout the annual business cycle. This process runs parallel to broader integrated planning activities and contains several check-points to ensure alignment with broader organizational planning.			5 years	after all administrative actions are complete
CFOO, FOS	HUMAN RESOURCES	Employee Recognition	Employee Recognition	Information relating to the recognition of achievement of departmental organizations or individual employees.			2, 3, 15 years, and 6 fiscal years	after all administrative actions are complete; after end of fiscal year
CFOO, FOS	HUMAN RESOURCES	Execute Learning Events	Execute Learning Events	Information relating to event-specific learning actions and/or information sessions. Pertains, but not limited to learning requests, compulsory training and development requirements.			2 years	after learning event completed or abandoned

BPMS, FOS	INFORMATION MANAGEMENT	INFORMATION CLASSIFICATION	Information Classification	Information related to IM systems including: business requirements, metadata definitions, classification structures, business rules and procedures.			2 and 5 years	after all administrative actions are complete; after superseded
BPMS	INFORMATION MANAGEMENT	RECORDS OPERATIONS	Records Operations	Related policies, guidelines, training, records and document management plans and related correspondence, notes, tracking records, retention and disposition, reference materials; information related to business processes and general operations; information related to IM systems including: business requirements, metadata definitions, classification structures, business rules and procedures etc.			2 and 5 years	after all administrative actions are complete; after superseded
BPMS, FOS	INFORMATION MANAGEMENT	Web Content Management	Web Content Management	Procedures, strategy and plans for web content architecture, web content information risk profiles, web content development workflow, web content accessibility structure, web metadata, training material			2, 5 and 10 years	after all administrative actions are complete; after superseded; after content has been transferred or destroyed
FOS	INFORMATION MANAGEMENT	ATIP	ATIP	Departmental ATI policy requirements, procedures, statistics, Record of Decision (ROD) of information collected, recommendations, requests received, requests fulfilled; information related to routing of requests to the responsible organization, Question Period (QP), tracking records			2 years, 5 years	after all administrative actions are complete; following the date on which the request pursuant to the Privacy Act was received; after superseded
BPMS, FOS, CFOO	OTHER ADMINISTRATIVE SERVICES	TRAVEL	Travel	Information relating to travel arrangements and coordination. This pertains to activities such as transportation planning and arrangements. This includes Taxi chits, Flight agendas and accommodation bookings.			2 years, 6 fiscal years	after all administrative actions are complete; after end of fiscal year
BPMS, CAMM	OTHER ADMINISTRATIVE SERVICES	PHYSICAL SECURITY	Physical Security and Access Control	Security access procedures and tools (access pass/identity cards), security incidents investigation reports, security training, awareness and briefings documentation, security clearance records, incident response procedures, security program audit reports, baseline security requirements, evacuation plans, operational standards and technical documentation, business impact analyses, and copies of relevant labour, fire, building and electrical regulations and codes.			1, 2 years	after all administrative actions are complete; after expiry of badge; after employee leaves the institution
BPMS, FOS	OTHER ADMINISTRATIVE SERVICES	BUSINESS CONTINUITY PLANNING	Business Continuity Planning	Information Relating to Business Continuity plan. Disaster/emergency recovery plans, network and/or data backup procedures, emergency and recovery resources, emergency evacuation procedures, service level agreements (including Memoranda of Understanding with other federal institutions), essential records policies, notification procedures for emergency response teams, institutional staff, Senior Executive or Minister's staff, federal, provincial and municipal bodies, plan activation procedures, documentation pertaining to Command Control and Emergency Centre Operations, copies of Delegation/Designation of Authorities, disaster/emergency contact list, detailed business resumption, recovery and restoration procedures, and media handling procedures.			5 years	after superseded

BPMS, FOS	OTHER ADMINISTRATIVE SERVICES	TRANSLATION	Translation	Includes records related to translation services requests, request forms, emails confirming receipts and/or return of documents.		2 years	after all administrative actions are complete;
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