

Final - November 11, 2015

SSC-1-010 Management and Oversight / Gestion et surveillance	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-1-010-01	Strategic Policy, Planning and Government Relations / Politiques et planification stratégiques et relations gouvernementales				
	Liaison / Services aux programmes	New ISDA	D	M&O GVT	2 years after LAA except: 5 years after Provincial or international treaties, service level agreements, results of negotiation, final agreements, contracts, MOUs. agreement is superseded or terminated; 6 years after superseded – where the agreement focuses on finance management
	Governance / Gouvernance	New ISDA	D	M&O GVT	10 years after LAA
	Management Resources and Results Structure MRRS / Structure de gestion des ressources et des résultats (SGRR)	New ISDA	D	M&O GVT	5 years after LAA
	Strategic and Business Planning / Planification stratégique et organisationnelle	New ISDA	D	M&O GVT	10 years after superseded
	Internal Business Meetings / Réunions concernant le processus opérationnel	New ISDA	D	M&O GVT	2 years after LAA
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	2 Years after LAA
SSC-1-010-02	Executive Services / Services exécutifs				
	External Executive Committees / Comités externes de la haute direction	New ISDA	D	M&O GVT	10 years after LAA
	Integrated Forward Agenda and Record	New ISDA	D	M&O GVT	10 years after LAA
	Internal Executive Committees / Comités internes de la haute direction	New ISDA	D	M&O GVT	10 years after LAA
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	2 years after LAA
SSC-1-010-03	Corporate Policy, Standards and Guidelines / Politiques, normes et lignes directrices ministérielles				
	By Policy Instrument / Par instrument stratégique	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after superseded where the policy focuses on finance management

	Internal Policy Program / Programme de politiques internes	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after superseded where the policy focuses on finance management	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after superseded where the policy focuses on finance management	
SSC-1-010-04	Project Management / Gestion de projet					
	By Project / Par projet	New ISDA	D	M&O GVT	10 years after project completion	
	Project Portfolio Management / Gestion de portefeuille de projets	New ISDA	D	M&O GVT	10 years after project completion	
	Advice and Guidance/ Conseils et orientation	New ISDA	D	M&O GVT	10 years after project completion	
	Reporting / Rapports	New ISDA	D	M&O GVT	10 years after project completion	
	Procedures and Tools / Procédures et instruments /	New ISDA	D	M&O GVT	10 years after project completion	
SSC-1-010-05	Risk Management / Gestion des risques					
	Corporate Risk Management / Gestion du risque ministériel	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after project completion– where the risk profile focuses on finance management	
	Risk Based Audit and Evaluation Plan - RBAEP/ Plan de vérification et d'évaluation axé sur le risque - PVEFR	New ISDA	D	M&O GVT	5 years after superseded	
	IT Security / Sécurité des TI	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after project completion– where the risk profile focuses on finance management	
	Physical Security / Sécurité physique	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after project completion– where the risk profile focuses on finance management	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	5 years after superseded except: 6 years after project completion– where the risk profile focuses on finance management	
SSC-1-010-06	Audit / Vérification					
	Internal Audit / Vérification interne	New ISDA	D	M&O GVT	10 years after superseded	

	External Audit / Vérification externe	New ISDA	D	M&O GVT	5 years after any follow-up programs have been completed and file is closed,	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	5 years after any follow-up programs have been completed and file is closed,	
SSC-1-010-07	Evaluation / Évaluation					
	Planning Evaluation / Évaluation de la planification	New ISDA	D	M&O GVT	6 years after the evaluation report was submitted	
	Conducting Evaluation / Réalisation de l'évaluation	New ISDA	D	M&O GVT	6 years after the evaluation report was submitted	
	Managing Follow-up / Gestion du suivi	New ISDA	D	M&O GVT	6 years after the follow-up plan was completed	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	6 years after LAA	
SSC-1-010-08	Performance and Reporting / Rendement et établissement de rapports					
	Performance Measurement / Mesure du rendement	New ISDA	D	M&O GVT	10 years after superseded	
	Reporting / Rapports	New ISDA	D	M&O GVT	10 years after LAA	
	Surveys/Enquêtes	New ISDA	D	M&O GVT	2 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	10 years after LAA	
SSC-1-010-09	Ministerial and Parliamentary Affairs / Affaires ministérielles et parlementaires					
	QP Cards / Fiches parlementaires	New ISDA	D	M&O GVT	5 years after LAA	
	Order Paper Questions - OPQ / Questions A inscrire au Feuilleton	New ISDA	D	M&O GVT	5 years after LAA	
	Correspondence / Correspondance	New ISDA	D	M&O GVT	5 years after LAA	
	Presentations / Exposés	New ISDA	D	M&O GVT	5 years after LAA	
	Parliamentary Opening Remarks and Speeches / Mots d'ouverture et discours	New ISDA	D	M&O GVT	5 years after LAA	

	Parliamentary Committee Appearances / Comparutions devant les comités	New ISDA	D	M&O GVT	5 years after LAA	
	Ministerial Opportunities / Possibilités s'offrant au Ministère	New ISDA	D	M&O GVT	5 years after LAA	
	Briefing Material / Documents d'information	New ISDA	D	M&O GVT	5 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	5 years after LAA	
SSC-1-010-010	Enterprise Architecture / Architecture d'entreprise					
	Architecture Artifacts / Artéfacts d'architecture	New ISDA	D	M&O GVT	10 years after LAA	
	Management / Gestion	New ISDA	D	M&O GVT	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	2 years after LAA	
SSC-1-010-011	Enterprise Change Management / Gestion du changement d'entreprise					
	Culture and Branding / Culture et image de marque	New ISDA	D	None	10 years after LAA	
	Change Leadership / Leadership en matière de changement	New ISDA	D	None	10 years after LAA	
	Organization Change Management Practice / Pratique de gestion du changement organisationnel	New ISDA	D	None	10 years after LAA	
	Enterprise Change Roadmap and Strategy / Stratégie et feuille de route du changement de l'organisation	New ISDA	D	None	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	D	None	10 years after LAA	
SSC-1-010-012	Treasury Board Submissions / Présentations au Conseil du Trésor					
	Treasury Board Submissions Management / Gestion des présentations au CT	New ISDA	D	TB Submission GVT	5 years after the initiative, that is the subject of the submission, has been completed/terminated	
	Reporting / Rapports	New ISDA	D	TB Submission GVT	5 years after the initiative, that is the subject of the submission, has been completed/terminated	

	Branches - Working Documents / Directions générales – Documents de travail	New ISDA	D	TB Submission GVT	5 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	D	TB Submission GVT	5 years after the initiative, that is the subject of the submission, has been completed/terminated	
SSC-1-010-013	Regulatory Compliance / Conformité à la réglementation					
	By Regulatory Instrument / Par instrument réglementaire	98/001	D	Legal GVT	12 years after the file closes	
	Procedures and Tools / Procédures et instruments	New ISDA	D	Reg. Enf. & Compliance GVT	5 years after superseded	
SSC-1-010-014	Investment Planning / Planification des investissements					
	By Investment Plan / Par plan d'investissement	New ISDA	D	M&O GVT	10 years after the end of the fiscal year to which the resource corresponds.	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	10 years after the end of the fiscal year to which the resource corresponds.	
SSC-1-010-015	Client Relationship Management / Gestion des relations avec la clientèle					
	By Client / Par client	New ISDA	D	M&O GVT	5 years after agreement is superseded or terminated except: 6 years after superseded – where the agreement focuses on finance management	
	By Partner / Par partenaire	New ISDA	D	M&O GVT	5 years after agreement is superseded or terminated except: 6 years after superseded – where the agreement focuses on finance management	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	5 years after LAA	
SSC-1-010-016	Service Management / Gestion des services					
	Service Strategy / Stratégie de service	New ISDA	D	None	10 years after LAA	
	Service Design / Conception des Services	New ISDA	D	None	10 years after LAA	
	Service Operation / Opération de service	New ISDA	D	None	10 years after LAA	
	Service Management Other Processes / Gestion des services - Autres processus	New ISDA	D	None	10 years after LAA	
	Service Strategy / Stratégie de service	New ISDA	D	None	10 years after LAA	

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SSC-1-020 Communications	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-1-020-01	Consultations and Public Opinion Research / Consultations et recherche sur l'opinion publique				
	Industry Engagement / Mobilisation de l'industrie	New ISDA	D	M&O GVT	10 years After Project Completion
	By Event / Par événement	New ISDA	D	M&O GVT	10 years After Project Completion
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	2 years after LAA
SSC-1-020-02	Corporate Communications / Communications ministérielles				
	Federal Identity Program / Programme de coordination de l'image de marque	98/001	D	COMMS GVT	5 years after superseded
	Social Media Management / Gestion des médias sociaux	98/001	D	COMMS GVT	2 years after LAA except: Information posted on social media that is: not captured elsewhere, concerns decisions or the decision-making process. is a response from the public to a departmental request for information -Retention will depend on content captured; trigger will be after IRBV has been put into corporate repository
	Corporate Web Content / Contenu Web du ministère	98/001	D	COMMS GVT	2 years after LAA
	Corporate Creative Services / Services de création du ministère	98/001	D	COMMS GVT	2 years after superseded
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	5 years after superseded
SSC-1-020-03	Internal Communications / Communications internes				
	By Client / Par le client	98/001	D	COMMS GVT	2 years after superseded
	Senior Management Outreach Activities / Activités de sensibilisation de la haute direction	98/001	D	COMMS GVT	2 years after superseded
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	2 years after superseded

SSC-1-020-04	Media Relations / Relations avec les médias					
	Reactive / Réactivité	98/001	D	COMMS GVT	10 years after creation or aligned with retention period for other IRBV of the event or program to which the communication information resource relates	
	By Topic / Selon le sujet	98/001	D	COMMS GVT	10 years after creation or aligned with retention period for other IRBV of the event or program to which the communication information resource relates	
	Monitoring and Analysis / Surveillance et analyse	98/001	D	COMMS GVT	2 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	2 years after LAA	
SSC-1-020-05	Advertisements, Fairs, Exhibits and Other Events / Publicités, foires, expositions et autres événements					
	By Event / Par événement	98/001	D	COMMS GVT	2 years after end of event except 6 fiscal years after the end of the fiscal year in which the file closes where the IRBV relate to advertising	
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	2 years after end of event	
SSC-1-020-06	Standard Operating Procedures for In-Person Service, Telephone, Fax, Mail and Internet / Procédures opérationnelles normalisées visant les services en personne, la téléphonie, la télécopie, le service de messagerie et Internet					
	Procedures and Tools / Procédures et instruments	98/001	D	M&O GVT		
SSC-1-020-07	Translation and Editorial Services / Services de traduction et de rédaction	98/001	D	COMMS GVT	2 Years After LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT		
SSC-1-020-8	External Communications / Communications externes					
	By Client / Par le client	98/001	D	COMMS GVT	2 years after LAA except 5 years after LAA for Manage communications created with external stakeholders, other jurisdictions	

Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	2 years after LAA	
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SSC-1-030 Legal Services		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-1-030-1	Legal Advice / Conseils juridiques					
	Procedures and Tools / Procédures et instruments	New ISDA	D	Legal Services GVT	12 years after file closes except: 25 years after file closes—where the information resources relate to aboriginal matters	
SSC-1-030-02	Preparation of Legal Documents / Préparation de documents juridiques					
	Procedures and Tools / Procédures et instruments	New ISDA	D	Legal Services GVT	12 years after file closes except: 25 years after file closes—where the information resources relate to aboriginal matters	
SSC-1-030-03	Litigation Services / Services de gestion des litiges					
	Procedures and Tools / Procédures et instruments	New ISDA	D	Legal Services GVT	12 years after file closes except: 25 years after file closes—where the information resources relate to aboriginal matters	
SSC-1-030-04	Legislative Drafting / Rédaction de documents législatifs					
	Procedures and Tools / Procédures et instruments	New ISDA	D	Legal Services GVT	12 years after file closes except: 25 years after file closes—where the information resources relate to aboriginal matters	

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SSC-2-010 Human Resource Management / Gestion des ressources humaines		Retention Trigger	Exceptions	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	Final Retention Period	RSI
SSC-2-010-01	HR Planning and Reporting / Planification et rapports en matière de RH	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	HR Planning / Planification des RH	After LAA	None	98/005	D	HR GVT	5		
	Reporting / Rapports	After LAA	None	98/005	D	HR GVT	5		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-02	Organizational Change and Position Management / Changement organisationnel et gestion de postes	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5	TBD	
	Advice and Guidance / Conseils et orientation	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5		
	Organizational Charts / Organigrammes	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5		

Structural Model Implementation / Mise en œuvre du modèle structurel	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5		
Workstreams - Volets de travail	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5		
Special Projects and Initiatives / Initiatives et projets spéciaux	After system has been implemented	Except: • position files (work descriptions) – 1 year after superseded or obsolete, based on a recommendation arising from the CHRBP	98/005	D	HR GVT	5		
Classification Grievances / Griefs de classification	After LAA	Except: • 3 years after date of resolution or date of decision by the Public Service Labour Relations Board – grievances, appeals, adjudications, based on traditional practice	98/005	D	HR GVT	5		
Procedures and Tools / Procédures et instruments	After LAA	Except: • 3 years after date of resolution or date of decision by the Public Service Labour Relations Board – grievances, appeals, adjudications, based on traditional practice	98/005	D	HR GVT	5		

SSC-2-010-03	Employee Acquisition / Embauche d'employés	After staffing action completed or abandoned	None	98/005	D	HR GVT	5	5 Years after staffing action completed or abandoned	
	Staffing / Dotation	After staffing action completed or abandoned	None	98/005	D	HR GVT	5		
	HR Delegation / Délégation des pouvoirs en matière de RH		None	98/005	D	HR GVT	5		
	Environmental Scans / Analyses environnementales	After Project Completion	None	98/005	D	HR GVT	10		
	Advice and Guidance / Conseils et orientation	After Project Completion	None	98/005	D	HR GVT	10		
	Procedures and Tools / Procédures et instruments	After Project Completion	None	98/005	D	HR GVT	10		
SSC-2-010-04	Total Compensation / Rémunération globale	After Superseded	See Below	NO MIDA	D	M&O GVT	5	5 After Superseded (with exceptions)	
	Corporate Compensation / Rémunération ministérielle	After Superseded	6 years after superseded – where the IRBV focuses on finance management	NO MIDA	D	M&O GVT	5		
	Compensation (by Employee) / Rémunération (par employé)	After Superseded	None	NO MIDA	D	M&O GVT	5		
	Compensation Exercises - By Fiscal Year / Exercices relatifs à la rémunération – par exercice	After Superseded	See (2) in Exceptions Below	NO MIDA	D	M&O GVT	5		
	Employee Integration / Intégration des employés	After Superseded	See (2) in Exceptions Below	NO MIDA	D	M&O GVT	5		
	Environmental Scans / Analyses environnementales	After Superseded	See (2) in Exceptions Below	NO MIDA	D	M&O GVT	5		
	Reporting / Établissement de rapports	After Superseded	6 years after superseded – where the IRBV focuses on finance management	NO MIDA	D	M&O GVT	5		

	Advice and Guidance / Conseils et orientation	After any follow-up programs have been completed and file is closed.	None	NO MIDA	D	M&O GVT	See Below	10 After any follow-up programs have been completed and file is closed.	
	Procedures and Tools / Procédures et instruments	After any follow-up programs have been completed and file is closed.	None	NO MIDA	D	M&O GVT	10		
SSC-2-010-05	Employee Performance Management / Gestion du rendement des employés	After any follow-up programs have been completed and file is closed.	None	NO MIDA	D	M&O GVT	3		
	Human Resources and Workplace - Official Documents / Ressources humaines et milieu de travail - documents officiels	See Below	None	NO MIDA	D	M&O GVT	6	6 After LAA	
	Branches - Working Documents / Directions générales – Documents de travail	After the evaluation report was submitted	None	NO MIDA	D	M&O GVT	6		
	Environmental Scans / Analyses environnementales	After the evaluation report was submitted	None	NO MIDA	D	M&O GVT	6		
	Advice and Guidance / Conseils et orientation	After the follow-up plan was completed	None	NO MIDA	D	M&O GVT	6		
	Internal Initiatives / Initiatives internes	After LAA	None	NO MIDA	D	M&O GVT	6		
	Procedures and Tools / Procédures et instruments	See Below	See Below	NO MIDA	D	M&O GVT	See Below	10 After superseded (with exceptions)	
SSC -2-010-06	Employee Recognition / Reconnaissance des employés	After superseded	None	NO MIDA	D	M&O GVT	10		
	Environmental Scans / Analyses environnementales	After LAA	See (3) in Exceptions Below	NO MIDA	D	M&O GVT	10		

	Advice and Guidance / Conseils et orientation	After Project completion	6 years after superseded – where the IRBV focuses on finance management	NO MIDA	D	M&O GVT	2		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	NO MIDA	D	M&O GVT	10		
	Human Resources and Workplace - Official Documents / Ressources humaines et milieu de travail - documents officiels	After LAA	None	NO MIDA	D	M&O GVT	5	5 After LAA	
	Branches - Working Documents / Directions générales – Documents de travail	After LAA	None	NO MIDA	D	M&O GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	NO MIDA	D	M&O GVT	5		
SSC-2-010-07	Talent and Career Management / Gestion de carrière et de talent	After LAA	None	NO MIDA	D	M&O GVT	5		
	By Fiscal Year / Par exercice	After LAA	None	NO MIDA	D	M&O GVT	5		
	Environmental Scans / Analyses environnementales	After LAA	None	NO MIDA	D	M&O GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	NO MIDA	D	M&O GVT	5		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	NO MIDA	D	M&O GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	NO MIDA	D	M&O GVT	5		
SSC-2-010-08	Learning Program / Programme de formation	See Below	None	NO MIDA	D	M&O GVT	See Below	10 After Superseded	
	Learning Business Solutions / Solutions d'affaires en apprentissage	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Strategic Learning Services / Services d'apprentissage stratégique	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Advice and Guidance / Conseils et orientation	After LAA	None	NO MIDA	D	M&O GVT	2		

	Human Resources and Workplace - Official Documents / Ressources humaines et milieu de travail - documents officiels	See Below	None	See Below	D	See Below	See Below	10 After Superseded	
	Branches - Working Documents / Directions générales - Documents de travail	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Procedures and Tools / Procédures et instruments	After the systems is implemented	None	98/005	D	HR GVT	5		
SSC-2-010-09	Workplace Management / Gestion du milieu de travail	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Labour Relations Cases / Dossiers relevant des relations de travail	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Grievance Process / Processus de griefs	After Superseded	None	NO MIDA	D	M&O GVT	10		
	Union Relations / Relations syndicales	See Below	None	NO MIDA	D	TB Submission GVT	See Below	5 After the submission was submitted or	
	Collective Bargaining / Négociation collective	After the submission was submitted or withdrawn	None	NO MIDA	D	TB Submission GVT	2		
	Managing Unsatisfactory Performance / Gérer un rendement insuffisant	After the submission was submitted or withdrawn	None	NO MIDA	D	TB Submission GVT	2		
	Discipline / Mesures disciplinaires	After the initiative, that is the subject of the submission, has been completed/terminated	None	NO MIDA	D	TB Submission GVT	5		
	Interpretations / Interprétations	After the submission was submitted or withdrawn	None	NO MIDA	D	TB Submission GVT	2		
	Environmental Scans / Analyses environnementales	See Below	None	See Below	D	See Below	See Below	10 After the file closes	
	Advice and Guidance / Conseils et orientation	After the file closes	None	98/001	D	Legal GVT	12		
	Reporting / Établissement de rapports	After superseded	None	NO MIDA	D	Reg. Enf. & Compliance GVT	5		

	Procedures and Tools / Procédures et instruments	After the end of the fiscal year to which the resource corresponds.	None	NO MIDA	D	M&O GVT	10	10 After the end of the fiscal year to which the resource corresponds.
SSC-2-010-10	Diversity and Employment Equity / Diversité et équité en matière d'emploi	After the end of the fiscal year to which the resource corresponds.	None	NO MIDA	D	M&O GVT	10	
	Environmental Scans / Analyses environnementales	After the end of the fiscal year to which the resource corresponds.	None	NO MIDA	D	M&O GVT	10	
	Advice and Guidance / Conseils et orientation	See Below	See Below	See Below	D	m	See Below	5 After agreement is superseded or terminated (with exceptions)
	Multiculturalism / Multiculturalisme	After agreement is superseded or terminated	See (9) in Exceptions Below	NO MIDA	D	M&O GVT	5	
	Special Projects and Initiatives / Initiatives et projets spéciaux	After agreement is superseded or terminated	See (9) in Exceptions Below	NO MIDA	D	M&O GVT	5	
	Procedures and Tools / Procédures et instruments	After LAA	TBD	NO MIDA	D	M&O GVT	5	
SSC-2-010-11	Values and Ethics / Valeurs et éthique	After LAA	TBD	New ISDA	D	None	10	10 After LAA
	Conflict of Interest / Conflits d'intérêts	After LAA	TBD	New ISDA	D	None	10	
	Political Activities / Activités politiques	After LAA	TBD	New ISDA	D	None	10	
	Champions	After LAA	TBD	New ISDA	D	None	10	
	Organizational Code / Code organisationnel	After LAA	None	98/005	D	HR GVT	5	
	Values and Ethics Code for the Public Sector / Code de valeurs et d'éthique du secteur public	After LAA	None	98/005	D	HR GVT	5	

	Environmental Scans / Analyses environnementales	After LAA	None	98/005	D	HR GVT	5		
	Reporting / Établissement de rapports	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-12	Occupational Health and Safety / Santé et sécurité au travail	After LAA	None	98/005	D	HR GVT	5		
	Ergonomics / Ergonomie	After LAA	None	98/005	D	HR GVT	5		
	First Aid / Premiers soins	After LAA	None	98/005	D	HR GVT	5		
	Hazard Prevention Program - HPP / Programme de prévention des risques - PPR	After LAA	None	98/005	D	HR GVT	5		
	Violence Prevention Program - VPP / Programme de prévention de la violence - PPV	After LAA	None	98/005	D	HR GVT	5		
	Hazardous Occurrence Investigation Reports - HOIR / Rapports d'enquête de situation comportant des risques - RESR	After LAA	None	98/005	D	HR GVT	5		
	Committees/Comités								
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments /	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-13	Internal Disclosure and Wrongdoing / Divulgateion Interne et faute	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-14	HR Service Desk / Bureau de service des RH	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Reporting / Établissement de rapports	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		

SSC-2-010-15	HR Strategy and Transformation / Stratégie des ressources humaines et transformation	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Transformation	After LAA	None	98/005	D	HR GVT	5		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-16	Official Languages / Langues officielles	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Environmental Scans / Analyses environnementales	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Human Resources and Workplace - Official Documents / Ressources humaines et milieu de travail - documents officiels	After LAA	None	98/005	D	HR GVT	5		
	Branches - Working Documents / Directions générales – Documents de travail	After LAA	None	98/005	D	HR GVT	5		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-17	Employee Wellness / Bien-être des employés	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Disability Management / Gestion de l'incapacité	After LAA	None	98/005	D	HR GVT	5		
	Employee Assistance Program - EAP / Programme d'aide aux employés (PAE)	After LAA	None	98/005	D	HR GVT	5		
	Duty to Accommodate / Obligation de prendre des mesures d'adaptation	After LAA	None	98/005	D	HR GVT	5		
	Special Projects and Initiatives / Initiatives et projets spéciaux	After LAA	None	98/005	D	HR GVT	5		
	Reporting / Établissement de rapports	After LAA	None	98/005	D	HR GVT	5		

	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		
SSC-2-010-18	Conflict Resolution and Harassment Prevention / Résolution informelle des conflits	After LAA	None	98/005	D	HR GVT	5	5 After LAA	
	Informal Conflict Resolution / Résolution informelle des conflits	After LAA	None	98/005	D	HR GVT	5		
	Harassment Prevention / Prévention du harcèlement	After LAA	None	98/005	D	HR GVT	5		
	Complaints / Plaintes	After LAA	None	98/005	D	HR GVT	5		
	Environmental Scans / Analyses environnementales	After LAA	None	98/005	D	HR GVT	5		
	Reporting / Établissement de rapports	After LAA	None	98/005	D	HR GVT	5		
	Advice and Guidance / Conseils et orientation	After LAA	None	98/005	D	HR GVT	5		
	Procedures and Tools / Procédures et instruments	After LAA	None	98/005	D	HR GVT	5		

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SSC-2-020 Financial Management / Gestion financière	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI	
SSC-2-020-01	Resource Management and Investment Planning / Gestion des ressources et planification des investissements					
	Allotment Control / Contrôle des affectations	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Budgeting / Budgétisation	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Forecasting / Prévisions	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Financial Close / Clôture financière	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Departmental Chart of Accounts / Plan comptable ministériel	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Resource Allocation and re-Allocation / Affectation et réaffectation des ressources	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Investment Planning / Planification des investissements	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	External Reporting / Production de rapports externes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	

SSC-2-020-02	Expenditure Management / Gestion des dépenses					
	Travel, Hospitality, Conference and Event Expenditures / Les dépenses de voyages, d'accueil, de conférences et d'événements	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Relocation / Déménagement	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Accounts Payable / Comptes créditeurs	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Post-Payment Verification / Vérification d'assurance après paiement	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Vendor Master Data / Données de base du fournisseur	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Delegation of Financial and Spending Authorities / Délégation des pouvoirs financiers et du pouvoir de dépenser	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
SSC-2-020-03	Revenue Management / Gestion des revenus					
	Accounts Receivable / Comptes débiteurs	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Cash Management / Gestion de la trésorerie	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Customer Master Data / Données de base du client	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	

SSC-2-020-04	Asset and Liability Management / Gestion des actifs et des passifs					
	Asset Management / Gestion des actifs	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Liability Management / Gestion des des passifs	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
SSC-2-020-05	Internal Control and Risk Management / Contrôle interne et gestion des risques					
	Internal Control / Contrôle interne	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Risk Management / Gestion des risques	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
SSC-2-020-06	Costing / Établissement des coûts					
	Cost Management / Gestion des coûts	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Internal Reporting / Production de rapports internes	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 fiscal years after the end of the fiscal year in which the file closes	

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SSC-2-30 Information Management / Gestion de l'information	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI	
SSC-2-030-01	Current - Enterprise Information Architecture Services / Services de conception de l'information					
	Enterprise Model / Modèle d'entreprise	98/001	D	IM GVT 3.2.8.	10 years after information resource transferred or destroyed	
	SSC File Classification Structure / Structure de classification des dossiers de SPC	98/001	D	IM GVT 3.2.2.	10 years after information resource transferred or destroyed	
	Process Modelling / Modélisation des processus	98/001	D	IM GVT 3.2.8.	2 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.8.	2 years after LAA	
SSC-2-030-02	Data Management Services / Services de gestion des données					
	Data Governance / Gouvernance des données	98/001	D	IM GVT 3.2.2 "Data management registry"	10 years after information resource transferred or destroyed except: User security profiles and use/permission transactions should be 2 yrs LAA (IM GVT 3.2.1).	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.2.	2 years after LAA	
SSC-2-030-03	Records and Document Management Services / Services de gestion des dossiers et des documents					
	Retention and Disposition / Conservation et élimination	98/001	D	IM GVT 3.2.1.	10 years after information resource transferred or destroyed except: Disposition authority (related information resources) 2 years after Disposition Authority is superseded or amended by the Librarian and Archivist of Canada	
	Advice and Guidance / Conseils et orientation	98/001	D	IM GVT 3.2.8.	2 years after the date the request was received	

	Digitization / Numérisation	98/001	D	IM GVT 3.2.2.	10 years after information resource transferred or destroyed	
	Special Projects and Initiatives / Initiatives et projets spéciaux	98/001	D	IM GVT 3.2.2.	2 years after LAA	
	Archival Services / Services d'archivage	98/001	D	IM 3.2.4	2 years after LAA except: Thematic Guides, Descriptions, or Finding Aids - 10 years after i.r. are transferred or destroyed And Transfer Policy is 5 yrs after superseded	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.1.	5 years after superseded	
SSC-2-030-04	Advice and Guidance - General IM / Conseils et orientation - GI générale					
	IM Awareness / Sensibilisation de la GI	98/001	D	IM GVT 3.2.6.	2 years after LAA	
	By Fiscal Year / Par exercice	98/001	D	IM GVT 3.2.6.	2 years after LAA	
SSC-2-030-05	Business Analytics and Decision Support Services / Services de renseignement d'entreprise et d'aide à la décision					
	Business Analysis / Analyses d'affaires	98/001	D	IM GVT 3.2.5.	2 years after LAA	
	Data Analytics / Analyse des données	98/001	D	IM GVT 3.2.5.	10 years after information resource transferred or destroyed	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.5.	2 years after LAA	
SSC-2-030-06	Access to Information and Privacy - ATIP / Accès à l'information et protection des renseignements personnels (AIPRP)					
	Requests - Access to Information Act / Demandes - Loi sur l'accès à l'information	98/001	D	IM GVT 3.2.7.	2 years after LAA	
	Requests - Privacy Act / Demandes - Loi sur la protection des renseignements personnels	98/001	D	IM GVT 3.2.7.	2 years after the date the request was received	
	Complaints / Plaintes	98/001	D	IM GVT 3.2.7.	2 years after LAA	
	Info Source/ Info Source	98/001	D	IM GVT 3.2.7.	2 years after LAA	
	Privacy Impact Assessments - PIA / Évaluation des facteurs relatifs à la vie privée	98/001	D	IM GVT 3.2.7.	2 years after LAA	

	Internal Reporting / Rapport interne	98/001	D	IM GVT 3.2.7.	2 years after LAA	
	Privacy Breaches / Atteintes à la vie privée	98/001	D	IM GVT 3.2.7.	2 years after LAA	
	Special Projects and Initiatives / Initiatives et projets spéciaux	98/001	D	IM GVT 3.2.7.	5 years after superseded	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.7.	5 years after superseded	
SSC-2-030-07	IM Support Desk / Bureau de soutien à la GI de SPC					
	Advice and Guidance / Conseils et orientation	98/001	D	IM GVT 3.2.1.	2 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	IM GVT 3.2.1.	5 years after superseded	
SSC-2-030-08	IM Planning and Implementaton/ Planification de GI et mise en application					
	Branches / Directions générales	98/001	D	IM GVT 3.2.5.	2 years after LAA	
	IM Division - Official Documents / Division de la gestion de l'information - documents officiels	98/001	D	IM GVT 3.2.5.	2 years after LAA	

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SSC-2-040 Information Technology - Internal to SSC / Technologie de l'information - Services internes de SPC	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-2-040-01	Distributed Computing Services / Services d'informatique répartie				
	Workstation Service / Services de postes de travail	98/001	D	IT GVT	2 years after LAA
	Desktop and Office Productivity Suite / Progiciels de bureau et de bureautique	98/001	D	IT GVT	2 years after LAA
	Workgroup Collaborative Service / Services de groupe de travail coopératifs	98/001	D	IT GVT	2 years after LAA
	GC Corporate / Program-Specific Applications / Services ministériels du GC / applications propres à un programme	98/001	D	IT GVT	2 years after LAA
	File / Print Service / Services de fichiers / d'impression	98/001	D	IT GVT	2 years after LAA
	Remote Access Service / Service d'accès distant	98/001	D	IT GVT	2 years after LAA
	Procedures and Tools / Procédures et instruments	98/001	D	IT GVT	2 years after LAA
SSC-2-040-02	Application and Database Development and Maintenance / Développement et maintenance des applications et des bases de données				
	Applications Development / Maintenance Services / Services d'élaboration et de maintenance des applications	98/001	D	IT GVT	2 years after LAA
	Database Development / Maintenance Services / Services d'élaboration et de maintenance des bases de données	98/001	D	IT GVT	2 years after LAA

	Deployment Services / Services de mise en place	98/001	D	IT GVT	2 years after LAA	
	Integration Services / Services d'intégration	98/001	D	IT GVT	2 years after LAA	
	Engineering and Testing Services / Services de mise au point et de mise à l'essai	98/001	D	IT GVT	2 years after LAA	
	Certification/Release Services / Services de certification/diffusion	98/001	D	IT GVT	2 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	IT GVT	2 years after LAA	
SSC-2-040-05	IT Security / Sécurité des TI					
	IT Incident Management / Gestion des incidents liés à la TI	98/001	D	IT GVT	2 years after LAA	
	IT Security Investigations / Enquêtes sur la sécurité des TI	98/001	D	IT GVT	2 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	IT GVT	2 years after LAA	

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SSC-2-050 Other Administrative Services / Autres services administratifs	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI	
SSC-2-050-01	Physical Security / Sécurité physique					
	Access Control Management / Gestion du contrôle d'accès	98/001	D	ADMIN. GVT	3 years after LAA	
	Commissionaires / Commissionnaires	98/001	D	ADMIN. GVT	3 years after LAA	
	Threat and Risk Assessments - TRA / Évaluations de la menace et du risque	98/001	D	ADMIN. GVT	5 Years After Auperseded	
	Security Design Briefs / Documents d'information sur les dispositifs de sécurité	98/001	D	ADMIN. GVT	3 years after LAA	
	Security Requirements Check List - SRCL / Liste de vérification des exigences relatives à la sécurité - LVERS	98/001	D	ADMIN. GVT	3 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	ADMIN. GVT	3 years after LAA	
SSC-2-050-02	Personnel Security Screening - PerSec / Vérification de sécurité du personnel (Sécurité du personnel)					
	Resolution of Doubt Investigations / Résolution d'enquête en cas de doute	98/001	D	ADMIN. GVT	2 years after employee leaves the institution for which the clearance was undertaken	
	Routine Subject Interviews / Entrevues sur un sujet de routine	98/001	D	ADMIN. GVT	2 years after employee leaves the institution for which the clearance was undertaken	
	Assistance to Other Departments / Aide aux autres ministères	98/001	D	ADMIN. GVT	2 years after employee leaves the institution for which the clearance was undertaken	
	Procedures and Tools / Procédures et instruments	98/001	D	ADMIN. GVT	2 years after employee leaves the institution for which the clearance was undertaken	
	Advice and Guidance/Conseils et orientation	98/001	D	ADMIN. GVT	2 years after employee leaves the institution for which the clearance was undertaken	
SSC-2-050-03	Security Incident Management - SIM / Gestion des incidents en matière de sécurité - GIS					

	Briefings / Séances d'information	98/001	D	RP GVT	5 years after investigation completed	
	Trend Analysis and Migration Strategies / Analyse des tendances et stratégies de migration	98/001	D	RP GVT	5 years after investigation completed	
	Procedures and Tools / Procédures et instruments	98/001	D	RP GVT	5 years after investigation completed	
SSC-2-050-04	Emergency Management and Business Continuity Planning - BCP / Gestion des urgences et planification de la continuité des opérations					
	Business Continuity Planning - BCP / Planification de la continuité des opérations	2001/002	D	RP GVT	5 years after superseded or investigation is completed	
	Building Emergency Organization / Organisation de secours de l'immeuble	2001/002	D	RP GVT	5 years after superseded or investigation is completed	
	Fire Protection / Protection incendie	2001/002	D	RP GVT	5 years after superseded or investigation is completed	
	Emergency Management Planning / Planification de la gestion des urgences	2001/002	D	RP GVT	5 years after superseded or investigation is completed	
	Procedures and Tools / Procédures et instruments	2001/002	D	RP GVT	5 years after superseded or investigation is completed	
SSC-2-050-05	Communications Security - ComSec / Sécurité des communications - COMSEC					
	Indoctrinations / Familiarisation	98/001	D	COMMS GVT	5 years after LAA	
	Technical ComSec Inspections / Inspections techniques relatives à la COMSEC	98/001	D	COMMS GVT	5 years after LAA	
	Accounts / Comptes	98/001	D	COMMS GVT	5 years after LAA	
	Equipment / Équipement	98/001	D	COMMS GVT	5 years after LAA	
	ComSec Audit / Vérification de la COMSEC	98/001	D	COMMS GVT	5 years after LAA	
	Procedures and Tools / Procédures et instruments	98/001	D	COMMS GVT	5 years after LAA	
SSC-2-050-06	Special Investigations / Enquêtes spéciales					

	Security Investigations / Enquêtes de sécurité	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
	Administrative Investigations / Enquêtes administratives	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
	Investigations Further to Internal Disclosure / Investigations dépassant la divulgation interne	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
	Assistance to Other Departments / Aide aux autres ministères	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
	Briefings / Séances d'information	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
	Procedures and Tools / Procédures et instruments	98/001	D	INVESTIGATIONS GVT	10 years after case is closed	
SSC-2-050-07	Office Coordination / Coordination de bureau					
	By Business Unit / Par unité opérationnelle	98/001	D	MIDA Retention Guidelines	2 years after LAA	

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SSC-3-010 Real Property / Biens immobiliers		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-3-010-01	Acquisition / Approvisionnement					
	Custodianship / Garde	98/004	D	FIN. GVT	6 FY After the end of the fiscal year in which the file closes	
	Leasing / Location	98/004	D	FIN. GVT	6 FY After the end of the fiscal year in which the file closes	
	Procedures and Tools / Procédures et instruments	98/004	D	FIN. GVT	6 FY After the end of the fiscal year in which the file closes	
SSC-3-010-02	Operations and Maintenance / Fonctionnement et entretien					
	Floor plans / Plans d'étage	2001/002	D	RP GVT	10 After disposal of property	
	Tenant Services / Services aux locataires	2001/002	D	RP GVT	10 After disposal of property	
	Special Projects and Initiatives	2001/002	D	RP GVT	10 After disposal of property	
	Procedures and Tools / Procédures et instruments	2001/002	D	RP GVT	10 After disposal of property	
SSC-3-010-03	National Real Property / Portefeuille immobilier national					
	National Accommodation Planning / Planification des locaux à l'échelle nationale	New ISDA	D	M&O GVT	10 years after the end of the fiscal year to which the resource corresponds.	
	Partners / Partenaires	New ISDA	D	M&O GVT	10 years after the end of the fiscal year to which the resource corresponds.	
	Negotiations and Transfers / Négociations et transferts	New ISDA	D	RP GVT	25 years after expiry of agreement, or sale of property	
	Procedures and Tools / Procédures et instruments	New ISDA	D	M&O GVT	10 years after the end of the fiscal year to which the resource corresponds.	

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SSC-3-020 Acquisition / Approvisionnement	RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI	
SSC-3-020-01	Procurement Acquisitions / Approvisionnement - Acquisitions					
	Requests / Demande	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
	Contracting / Passation de marchés	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
SSC-3-020-02	Management - Acquisitions / Gestion - Acquisitions					
	Reporting / Rapports	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
	Monitoring / Surveillance	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
	Procedures and Tools / Procédures et instruments	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
SSC-3-020-03	Acquisitions Cards / Cartes d'achats					
	Approvals / Approbations	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
	Transactions and Reporting / Opérations et rapports	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	

	Monitoring / Surveillance	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	
	Procedures and Tools / Procédures et instruments	99/004	D	ACQ. GVT	6 fiscal years after the end of the fiscal year after the end of the life of the asset or termination of contract	

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SSC-3-030 Materiel / Matériel		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-3-030-01	Inventory Management / Gestion du répertoire					
	Operations and Maintenance / Fonctionnement et entretien		D	Materiel GVT	1 year after superseded or obsolete*	
	Inventory control / Contrôle des stocks		D			
	Warehousing / Entreposage		D			
	Monitoring / Surveillance		D		6 years after end of fiscal year in which the evaluations, studies and reports are submitted†	
	Advice and Guidance / Conseils et orientation		D			
	Procedures and Tools / Procédures et instruments		D			
SSC-3-030-02	Disposal / Aliénation					
	Crown Asset Distribution Center - CADC / Centre de distribution des biens de la Couronne		D		6 years after the end of the fiscal year in which the disposal	
	Surplus Electronic and Electrical Equipment / Équipement électronique et électrique (EEE) excédentaire		D		takes place,* in reference to: Policy on Accounting for Inventories, s. 1.1.1; Directive on Disposal of Surplus Materiel, s. 4.11; and Guide to Management of Materiel, s. 4	

	Donation / Don		D		6 years after the end of the fiscal year in which the disposal	
	Loan / Prêt		D		takes place,* in reference to: Policy on Accounting for Inventories, s. 1.1.1; Directive on Disposal of Surplus Materiel, s. 4.11; and Guide to Management of Materiel, s. 4	
	Transfer / Transfert		D		6 years after the end of the fiscal year in which the disposal takes place,* in reference to: Policy on Accounting for Inventories, s. 1.1.1; Directive on Disposal of Surplus Materiel, s. 4.11; and Guide to Management of Materiel, s. 4	
	Monitoring / Surveillance		D		6 years after the end of the fiscal year in which the disposal	
	Advice and Guidance / Conseils et orientation		D		takes place,* in reference to: Policy on Accounting for Inventories, s. 1.1.1; Directive on Disposal of Surplus Materiel, s. 4.11; and Guide to Management of Materiel, s. 4	
	Procedures and Tools / Procédures et instruments		D		2 years after LAA	
SSC-3-030-03	Stocktaking / Prise d'inventaire					
	Adjustment / Rajustement					

Write-off / Radiation					
Monitoring / Surveillance					
Advice and Guidance / Conseils et orientation					
Procedures and Tools / Procédures et instruments					

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Email and Directory Services/ Services de courriel et d'annuaire		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-IT-1-01	Project Deliverables / Produits livrables du projet	New ISDA	TBD	TBD	10 years after LAA	
	By Project / Par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-1-02	Service Operations / Opérations de service					
	By Business Line / Par secteur d'activité	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-1-03	Research and Development / Recherche et développement					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Manage Technology Transfer / Gestion des transferts technologiques	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-1-04	Plans and Strategies / Plans et stratégies					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	

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Data Center Services/ Services de centres de données		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-IT-2-01	Project Deliverables / Produits livrables du projet	New ISDA	TBD	TBD	10 Y After LAA	
	By Project / Par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-2-02	Service Operations / Opérations de service					
	By Business Line / Par secteur d'activité	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-2-03	Research and Development / Recherche et développement					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Manage Technology Transfer / Gestion des transferts technologiques	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-2-04	Plans and Strategies / Plans et stratégies					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	

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Network and Telecommunication Services / Services de réseaux et de télécommunications		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-IT-3-01	Project Deliverables / Produits livrables du projet	New ISDA	TBD	TBD	10 Y After LAA	
	By Project / Par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-3-02	Service Operations / Opérations de service					
	By Business Line / Par secteur d'activité	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-3-03	Research and Development / Recherche et développement					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Manage Technology Transfer / Gestion des transferts technologiques	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-3-04	Plans and Strategies / Plans et stratégies					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	

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Cyber & IT Security / Services de cybersécurité et de sécurité de la TI		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-IT-4-01	Project Deliverables / Produits livrables du projet	New ISDA	TBD	TBD		
	By Project / Par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-4-02	Service Operations / Opérations de service					
	By Business Line / Par secteur d'activité	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-4-03	Research and Development / Recherche et développement					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Manage Technology Transfer / Gestion des transferts technologiques	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-4-04	Plans and Strategies / Plans et stratégies					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	

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Workplace Technology Devices / Appareils technologiques en milieu de travail		RDS (MIDA ISDA)	Disposition Action	Rationale	Retention Period	RSI
SSC-IT-5-01	Project Deliverables / Produits livrables du projet	New ISDA	TBD	TBD		
	By Project / Par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-5-02	Service Operations / Opérations de service					
	By Business Line / Par secteur d'activité	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-5-03	Research and Development / Recherche et développement					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Manage Technology Transfer / Gestion des transferts technologiques	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	
SSC-IT-5-04	Plans and Strategies / Plans et stratégies					
	By Business Line or Project / Par secteur d'activité ou par projet	New ISDA	TBD	TBD	10 years after LAA	
	Reporting / Rapports	New ISDA	TBD	TBD	10 years after LAA	
	Procedures and Tools / Procédures et instruments	New ISDA	TBD	TBD	10 years after LAA	

Number	Related Common Business Process	Exceptions
1	Provincial or international treaties, service level agreements, Results of negotiation, final agreements, contracts, MOUs.	5 years after agreement is superseded or terminated. 6 years after superseded – where the agreement focuses on finance management
2	Performing Risk Assessments Reporting of Risks	2 years after project completion; 6 years after project completion— where the risk profile focuses on finance management 10 years after project completion
3	Management Action Plans Departmental Sustainable Development Strategy	10 years after implemented 10 years after superseded
4	Minutes from meetings with FIP manager / business areas / communications; Documentation providing advice; Correspondence with TBS; Minutes from consultations with TBS	2 years after superseded
5	For corporate identity: Design brief or Implementation plan Information posted on social media that is: not captured elsewhere, concerns decisions or the decision-making process. is a response from the public to a departmental request for information	5 years after superseded Retention will depend on content captured; trigger will be after IRBV has been put into corporate repository
6	Analyze website use (for design, management, and ensuring compliance) Web strategy plan, Website plan, Graphic design plans, Information architecture, graphs, models, Correspondence with PCO (re domain names and links to government priorities), User research (interviews, analytics), Business needs analysis, User needs analysis, Correspondence with clients, Web Content Review Plan, Web Inventory Report	2 years after change that it supported is gone or after no longer useful for research purposes 2 years after superseded
7	Advertising Advertising - Post Evaluation Feedback forms, comments; reports on exhibits to management	6 fiscal years after the end of the fiscal year in which the file closes 10 fiscal years after the end of the fiscal year in which the file closes 5 years after end of event
8	Manage communications created with external stakeholders, other jurisdictions	5 years after last administrative use
9	Interdepartment Service-level agreements, MOUs	6 years after superseded – where the agreement focuses on finance management
10	Legal Services IRBVs	25 years after file closes—where the information resources relate to aboriginal matters