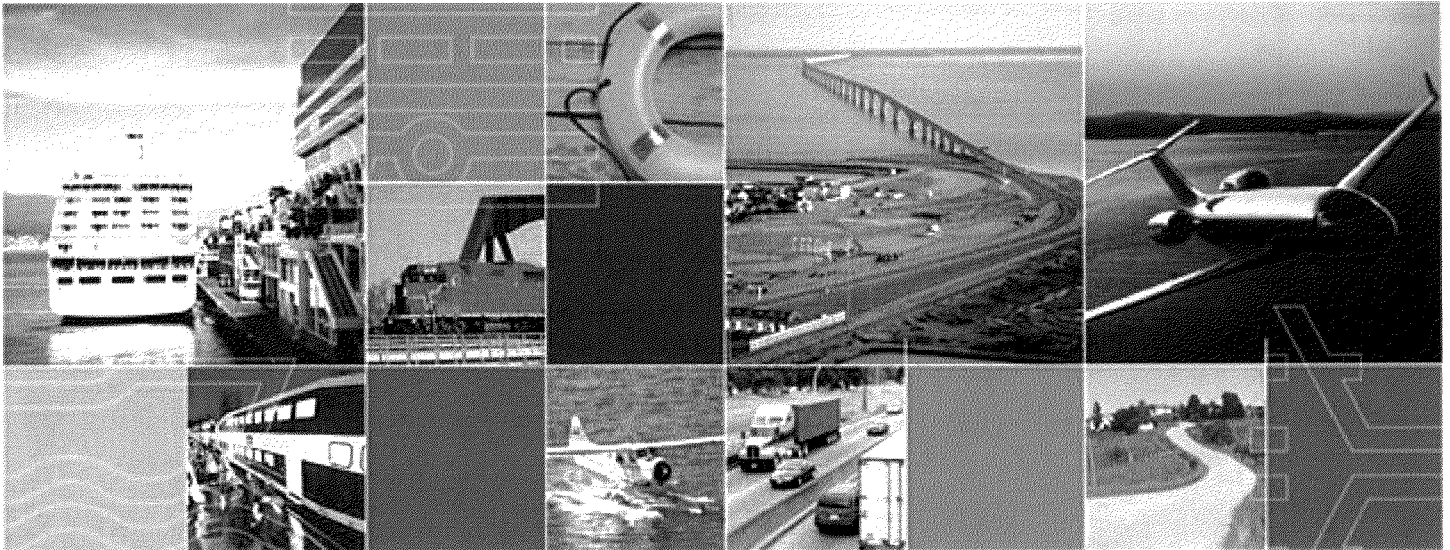


TC – Records Disposal Schedules – TP 111

Retention Periods
Corporate Services



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FOREWARD

The Transport Canada (TC) Records Disposal Schedules, based on Government of Canada directives, have been compiled to assist all TC Records offices in the disposal and transfer of records.

The instructions and schedules apply to all records at headquarters, in the regions, and TCC's except where indicated otherwise in the schedules.

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PREFACE

DEFINITIONS

Government information: All information under the control of a government institution, regardless of physical mode or medium in which such information may be stored. Without restricting the generality of the foregoing, this may include correspondence, memorandum, books, plans, maps, drawings, pictorial or graphic works, photographs, films, sound recordings, videotapes, machine readable records, published material, and any other documentary material. Excluded from the definition are the material held by federal libraries which were not prepared or produced by or for the government.

Records: (Documents): Includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristics, and any copy thereof (*Library & Archives of Canada (LAC) Act; Access to Information Act*)

Transitory Record: Records that are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory records do not include records required by government institutions or Ministers to control, support or document the delivery of programs, to carry out operations, to make decisions or to account for activities of the government. These can but are not always referred to as convenience copies.

RECORDS SCHEDULING AND DISPOSAL

GENERAL

Government institutions shall not destroy records or permit their removal from the control of the Government of Canada except in accordance with disposition authorities approved by the Librarian & Archivist of Canada

Institutions are to schedule the retention and disposal of their operational records as directed under "Operational records" and apply schedules to their records as directed under "Disposal" and "Archival records".

Procedures and suggested practices concerning records scheduling and disposal are described in Multi-Institutional Disposition Authorities (MIDA)

www.collectionscanada.ca/information-management/0604_e.html </information-management/0604_e.html>

SCHEDULES

"Schedules" means a list of files which indicates:

- The period of time each file must be retained according to its value to the institution;
- How long, within its retention period, each file should be held as active records in records offices in government institutions and stored as dormant records at a Federal Records Centre or other facility, at the Personnel Records Centre or at Libraries and Archives of Canada (LAC); and

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-The ultimate disposal of each file, on expiry of its retention period, by destruction, transfer as archival records to the Libraries and Archives of Canada (LAC), or removal from the control of the Government of Canada.

“Administrative records” are those records of a government institution reflecting its internal administration and are scheduled in the Multi Institutional Disposition Authority (MIDA)

“Personal information” contained in the records of a government institution is to be retained and disposed of in accordance with the Privacy Act.

“Operational records” are those records of a government institution pertaining to its particular responsibilities and are scheduled in records disposal schedules developed by the institution and approved by the Librarian and Archivist of Canada.

Each government institution shall develop Disposition Authorities for its operational records and shall obtain the approval of the Librarian and Archivist of Canada.

In the scheduling of operational records, all files must be assigned definite retention periods. Permanent retention is appropriate only for archival records, which are to be retained permanently by LAC after expiry of the retention period assigned by the institution with the approval of the Librarian and Archivist of Canada

With respect to the requirement to review schedules, it is anticipated that most schedules will periodically require some changes such as the assignment of retention periods to files created since the schedule was developed or last reviewed, and the shortening, or occasionally the lengthening, of existing retention periods.

DISPOSAL

Each government institution shall dispose of its records in accordance with Disposition Authorities approved by the Librarian and Archivist of Canada.

Any federal government publications in the subject file classification system of the institution are to be offered by the records management staff to the departmental library and, if not needed by the library, are to be transferred to the Canadian Book Exchange Centre of Library & Archives.

“Related policies”: Information Management Directive TP 13953E (RDIMS # 147060) and the Managing Government Information (MGI) policy.

ARCHIVAL RECORDS

Each government institution shall transfer its archival historical records to the control of the Library & Archives in accordance with Disposition Authorities approved by the Librarian & Archivist of Canada.

An archival record is a record designated by the Librarian & Archivist of Canada through the Disposition Authority process for preservation by the Libraries and Archives of Canada in order to document administrative continuity and legal and proprietary rights of government institutions, to protect rights of individuals, and to

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facilitate government and other research. Such records contain information relating to the role, organization, functions, activities and policies of government institutions at headquarters, regional, satellite or other offices, or other information of permanent value to the Government of Canada.

NOTE:

- a) "Subject to review" means files must be reviewed by the Transport Canada office of primary interest prior to disposal action.

- b) "Subject to review then transfer to Historical Archives" means files must be reviewed by the Transport Canada office of primary interest prior to the transfer to:

Archives Branch,
Library and Archives of Canada,
395 Wellington St.,
Ottawa, Ontario
K1A 0N3

- c) "Then transfer to Historical Archives" means files may be transferred to the Archives Branch without being reviewed by the Transport Canada office of primary interest. (Same address as in (b).)

DISPOSITION AUTHORITY & RETENTION PERIODS FOR

CORPORATE SERVICES

TRANSPORT CANADA-DISPOSAL AUTHORITY

PAC 95/010 - Finance and Administration Group

PAC 96/022 - Records of Deputy Heads of Government Institutions

PAC 96/021 – Institutional Records in the Office of Minister

PAC 95/002 – Personnel Group

Multi-Institutional Disposition Authorities

www.collectionscanada.ca/information-management/0604_e.html </information-management/0604_e.html>

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CORPORATE SERVICES
(1000)

To be determined at a later date

MATERIAL MANAGEMENT
(1020)

General	5 years
Free Balance Evaluation	5 years
Low Dollar Value	5 years
Reports on Purchase Order	3 years
Inventory of Informatics Equipment for IDFS	2 years after replaced
Material Assets Reporting Forms (MARS)	3 years
Purchases - By Year	3 years
Disposal of Crown Housing	5 years after concluded
Customer Address Directory	2 years after replaced
Procurement - General	5 years
Procurement - Management Consultants/Consulting Firms	5 years subject to review
Procurement - Triennial Verification Schedule	5 years
Procurement - AES (Word Processing) Equipment	5 years subject to review
Procurement - Requisitions for Informatics Purchases	2 years
Procurement-Workstation Inventory Update - All Files	5 years subject to review
Procurement - Acquisition Cards – Policy	5 years after superceded then transfer to Historical Archives
Procurement- Services Offered by Private Organizations (Solicitation)	2 years
Procurement –Informatiques Questionnaires	2 years
Supply Operations - General	5 years
Supply Operations Inventory Review Project	5 years after concluded

CONTRACTS
(1040)

Policy	5 years after superceded then transfer to Historical Archives
General	5 years subject to review
Contract Statistical reporting System	10 years after no longer in operation
Request for Approval	3 years
Individual Contract Files	6 years after all action completed
Team Contract Posters	2 years
Training Contract Review	5 years after completed

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ACCOUNTING
(1100)

Finance - Policy	5 years after superseded
Finance - General	6 years
Delegation of Financial Signing Authority-All Files	3 years after replaced
Chart of Accounts	6 years
Departmental Reporting System (DRS) Correspondence	10 years
Supply & Services Canada (SSC) (Non DRS Related)	
General Correspondence	6 years
Integrate Departmental Finance System (IDFS)	10 years
Policy & Systems	5 years after superseded
Treasury Board Manual & Financial Management	
Component	6 years
Capital Program Management Information System (CPMIS)	10 years
Current Activities-General	6 years
Review of Commitment Control Systems and Forecasting	
Methodologies	10 years
Public Accounts Reporting Requirements	5 years after superseded
TC Internet	10 years
Management Information & Control Systems	
-Policy	5 years after superseded
-General	5 years
-Individual Systems	10 years
Securities	
-General	5 years
-Deposits & Releases	6 years
-Conformation & audits	7 years
Fixed Asset Policy	5 years after superseded
Historical Financial Database	10 year subject to review
Batch Control Summary	6 years
Cash Books-By Year	6 fiscal years
Journal Voucher-By Year	6 fiscal years
Aging of Accounts Receivable	6 fiscal years
Price Change Inventory	3 years
Individual Report	6 fiscal years
Financial Policy & Procedures-All Files	5 years after superseded
Financial Management Accountability	6 years
Electronic Data Interchange	6 years
Accounting - Policy	5 years after superseded
Accounting - General	6 years
Control & Distribution of Salary: Cheques	6 fiscal years
Revolving Funds & Working Capital-All Files	10 years
Statement for Public Accounts of Canada Report	6 fiscal years



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DSS Confirmation & Reconciliation of Revenue Central Accounts	6 fiscal years
Reconciliation of Air Accounts	6 fiscal years
Reconciliation of Coast Guard Accounts-All Files	6 fiscal years
Reconciliation of Departmental Input Central Accounting System with Bank of Canada Receipts	6 fiscal years
Fixed Assets Accounting & Control	6 years
Loans-Quarterly Reports Dept. of Finance	6 fiscal years
Fixed Asset Accounting Policy	5 years after superseded
Department Reporting System (DRS)-By Year	6 fiscal years
Year-End Accounting	6 years
Accounting Payable Decentralization	6 years
P.A.Y.E. Input Form	6 fiscal years
International Traffic Accounting – All Policy Files	7 years after superseded then transfer to Historical Archives
International Traffic accounting – General	6 years
Coding - General	6 years
- Charts of Accounts	6 years
- Responsibility Centre Numbers and Designates	6 years after replaced
- Individual Code Files	6 years after replaced
-Central Account Numbers	6 years
- Dao Pay Data Input	6 years
- Pay coding	6 years
- List of Internal Transducers	6 years
Taxes - General	6 years
- Goods and Services Tax (GST)	6 years after replaced
- Gasoline Tax Refund	6 fiscal years
Grants in Lieu of Taxes on Government Properties- General	10 years subject to review
Provincial Sales Tax and Intergovernmental Taxation	
Payment	10 years subject to review
Federal Government Sales Tax	10 years subject to review

ACCOUNTS PAYABLE

(1102)

General	6 years
Individual companies-All Files	6 fiscal years
Individual Division or Branch Files-All Files	6 fiscal years
Overtime	6 fiscal years
Standing Offers - General	6 years
-Individual Offer Agreement files	6 years after all action completed
Hospitality Expenses	6 fiscal years
Notices of Assignment of Crown Debts or Power of Attorney	6 years

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Contingent Liabilities	6 years
Payable at Year-End (P.A.Y.E)	6 fiscal years
Capital and Repair Expenditures	6 fiscal years
Scale of Fees for Legal Agents	6 years
Interdepartmental settlement Advise	6 years
Administered Prices	3 years after replaced
Expenditure Allocation/Reduction Exercise	6 years
New Employment Expansion & Development Program (Needs)	6 years
Grants & Contributions	6 fiscal years
Funding Canadian General Standards Board	6 years
Request for Departmental Expenditures-All Files	6 years
Maritime Pollution Claims Fund	10 years
Statistics Canada Annual Survey on Federal Expenditure on Education	6 years after completed
Dedicated Funds	10 years
Interest on Overdue Accounts	6 years
Trust Funds	10 years
Board of Inquiry GIMLI	6 years after completed
Special Equipment Fund for the Handicapped	10 years
Tenant Services-Funding	10 years
Year-End-General	6 fiscal years
Computer Operations Expenditures Report	6 years
Disposal Project-By Year	6 fiscal years
Environment Project-By Year	6 fiscal years
Services Quality	6 years
Service Level Project	5 years after completed
Motor Vehicle Project	5 years after completed
Telephones Services and Long Distance Expenditures	6 fiscal years
Travel	6 fiscal years
Individual Expenditure Files	6 fiscal years
Expenditure Reduction Meeting	5 years

ACCOUNTS RECEIVABLE
(1104)

All General Files	6 years then transfer to Historical Archives
Coast Recovery Plan	6 years
Airport, Landing, General Terminal, Aviation Fuel & Oil, Telecommunication Service, Passenger Security Service, Airport Emergency Service, Enroute, etc. Fees-All Files -Landing Fees-Policy	20 years subject to review
	20 years then transfer to Historical Archives



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Claims By & Against the Department Airline Eireann	6 years after all action completed
Teoranta et Al V. Her Majesty the Queen et Al	6 fiscal years
Airport Revenues Reports Six-Monthly Airport Concession Fee	6 years
Collection Agencies	6 fiscal years
Transportation Fuel Compensation Recovery Charge	6 years after replaced
Radio License Fees	5 years after superseded
Credit and Collection Policy	6 years after all action completed
Status of Ship Inspection Accounts	6 years after all action completed
Deletion of Debt-All Files	6 years after all action completed
Recovery of Debts Owed to the Crown-All Files	6 years
International Aircraft Radio Communication Record-All Files	6 years
Accounts Receivable Action Reports	10 years
Banking Arrangements-All Files	6 years after all action completed
Refunds-All Files	6 fiscal years
Marine Administration Ottawa Headquarters	6 fiscal years
Coast Guard Regions-All Files	6 fiscal years
Canadian Coast Guard College	6 years after all action completed
Disposal of Surplus Assets by Crown Assets Disposal Corporation	6 years after all action completed
Report of Companies in Bankruptcy-All Files	6 fiscal years
Arctic Sealift Accounts	6 fiscal years
Provincial-Municipal-Federal Government-General-All Files	6 fiscal years
Hotels-General	6 fiscal years
Car Rentals-General	6 fiscal years
Interest Charges on Overdue Accounts	6 fiscal years
Public-General	6 years subject to review
Coast Recovery Plan-All Files	6 fiscal years
Collection of Non-Tax Revenues	10 years subject to review
Federal Infractions Code	6 years after all action completed
Loans Made by Transport Canada	10 years
Civil Aviation Authority Credit & Collection	6 years
Credit Report	6 years after all action completed
Collections-All Files	6 years after all action completed
Vehicle Rental Concession Tender Arrears	6 fiscal years
Individual Company Files	6 fiscal years
Individual Federal or Provincial Files	6 fiscal years
Accounts Receivable	6 years
Revenue Responding Mechanisms	6 years
Cash Management	5 years after superseded or cancelled
Coast Recovery/User Regulations	5 years after concluded
United Kingdom Memorandum of Agreement	

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Civil Aviation Authority polar Enroute, North Atlantic Enroute	6 years
Cost Recovery Policy	5 years after superseded

COLLECTION
(1105)

Collections – All Files	6 years after all action completed
Cost Recovery Policy	5 years after superseded
Cost recovery Plan	6 years
Transportation Fuel Compensation Recovery Charge Credit and Collection Policy	6 fiscal years
Recovery of Debts Owed to the Crown – All Files	5 years after superseded
Report of Companies in Bankruptcy – All Files	6 years after all action completed
Collection of Non-Tax Revenues	6 years after all action completed
Civil Aviation Authority Credit & Collection	6 fiscal years
	10 years

ADVANCES AND CLAIMS
(1110)

General	6 years
Relocation Expenses	6 fiscal years
TC Informatics Administration File-All Files	6 fiscal years
Workmen's Compensation	10 years subject to review
Home Sale Assistance Plan	6 years subject to review
Payment Under Isolated Post Regulations	5 years after superseded or cancelled
Travelers Cheques	6 years after superseded or cancelled
Losses of/or Damage to Personal Effects	6 fiscal years
Travel and Relocation Expenses-Alpha Split	6 fiscal years
Traveling Expenses	6 fiscal years
Library Services Petty Cash	6 years
Travel-By Year	6 fiscal years

PARLIAMENT-GENERAL
(1150)

General	5 years
Parliamentary Questions	5 years
Committees Public Accounts Committee	5 years

PARLIAMENT RETURNS
(1154)

General	5 years
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COMMISSIONS
(1158)

Individual Commission Files 5 years after completed then transfer to Historical Archives

EVALUATION, AUDITS & REVIEWS
(1575)

General 5 years
 Coordination of Evaluations and Assessments 5 years
 Individual Files on Audits, Evaluation or Review 7 years after all action completed
 Proposal to Undertake Operations Review of Communications & Informatics Branch the Davies Flaman Partnership 5 years
 Program Evaluation Process 5 years

AUDITS & ADVISORY SERVICES PROJECTS
(1577)

General 5 years
 Coordination of Audits 5 years
 Auditor General 5 years
 Audit & Review Committee (ARC) 5 years
 Audit Sub-Committee (ASC) 5 years
 Individual Audit 7 years after audit
 Management practices & Control Improvements
 General 5 years
 Quality Management 5 years
 Strategic Management of Information Technology 5 years
 Identifying Future Managers in Transport Canada 5 years
 TC General File TC Quality Management Program 5 years
 Service Quality Initiative 5 years
 Performance Indicators 5 years
 Accounting & Control of Expenditures 5 years
 Increased Ministerial Accountability and Authority 5 years
 Menu of Standard Services 5 years
 Roles & Responsibilities 5 years
 Work Simplification Initiative 5 years
 Project Status Report 3 years
 Functional reviews General 5 years
 Studies - General 5 years then transfer to Historical Archives
 Individual Study, Project Review, Evaluation or Task Force 5 years after completed then transfer to

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INTERNAL DISCLOSURE
(1578)

Policy
General
Case Files
Case files with criminal charges
Other subject files

VALUES & ETHICS OFFICE
(1579)

PLANNING & PROGRAMMING
(1590)

Policy

General

All Other Files

BUDGETING
(1592)

Policy
General
Supplement estimates – by year
Main estimates by year
NTA resource transfer
General budget information
Expenditure reduction exercise
Contingencies description budget contingencies plans
Resource management - General
Crown corporations – All files
Special Warrants
“X” budgets
Professional & Special services
Integrated office services
Individual budget files
Acquisition wish list

Historical Archives

NOT APPROVED BY LAC

Until policy is superseded
5 years subject to review
2 years after case is closed
2 years after case is closed
5 years subject to review

To be determined at a later date

10 years after superseded then transfer to
Historical Archives
5 years then transfer to Historical
Archives
5 years after completed-If a Treasury
Board Authority was required, then
transfer to Historical Archives

5 years after superseded
6 years
6 fiscal years
6 fiscal years
6 years
6 years
5 years after concluded
6 years
6 years
6 fiscal years
10 years subject to review
6 fiscal years
6 years subject to review
6 years subject to review
6 fiscal years
3 years after replaced

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Budget Reduction Proposal 6 years

BUDGETING – ALLOTMENTS & CONTROL
(1595)

Policy	5 years after superseded
General	6 years
Conference & Foreign Travel	6 years subject to review
Salary Information Management System (SIMS)	10 years subject to review
Budget Adjustment Proposals	
-Completed	6 years after completed
-Pending	6 years after all action completed
Budget Reduction-All Files	6 fiscal years
Budget Input-All Files	6 fiscal years
Reverse-By Year	6 fiscal years
Person-Year Budget Input and Adjustment	6 fiscal years
Resource Utilization System Highlights Reports-By Year	6 fiscal years
Single Operation Budget	6 fiscal years
Travel Within Canada	6 fiscal years
Financial & Person-Year Status Report	6 years
TB/ TC Authorities and Budget Levels by Region/ Dao	6 fiscal years
Year-End Procedures	5 years after superseded or cancelled
EDP Restraint Program	5 years
Service Orders	6 years
Computer Services Funding	10 years
Funding-Financial Application	10 years
\$6.2m DDPN Cost Allocation	6 fiscal years
Informatics Monthly Capital Report	2 years
Resource Utilization System Highlights (RUSH) Report	5 years
Year-End Review of Resource Allocation Performance	6 years
Trip Reports	6 years
Budget/Estimates-All Files	6 fiscal years
Audit Reports	7 years after audit
Encumbrances & Transfer of Funds Interdepartmental	6 fiscal years
Crown Corporations-All Files	6 fiscal years
Conferences & Travel-All Files	6 fiscal years
Cash Forecast Statements	6 fiscal years
Performance Reports & Forecasts	6 fiscal years
Financial Reports	6 years
Person-Year & Person-Month Utilization Report	6 years
Contract for the Services of Individual Report	6 years
Allotment Control	6 years
Capital Program Status Report	6 years
Can arctic Shipping Company Ltd.	6 fiscal years

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Year-End Budgetary Review	6 years
Consulting and Professional Services Contracts-Report	6 years
Resource Situation Report	6 years
Government Administrative Restraint	6 years
Expenditure Reduction-All Files	6 fiscal years
TC Forecast of Expenditures Deemed to Be NATO Defense Related	6 fiscal years
Minister's Budgets and Exempt Staff	6 fiscal years
Loss of Money Report	6 years
Quarterly Report on New Loans	2 years
Director Finance Branch-All Files	6 fiscal years
Administrative Services-Person-Year	6 fiscal years
Computer Operations Trust Account	6 fiscal years
Reduction Exercises	6 years
Capital Allocations	6 fiscal years
Training Cost Reporting	6 years
Salary and Wages	6 fiscal years
Person-Year Transfer-Public Works	6 fiscal years
Monthly Performance Reports-All Files	2 years
Resource Overview-Transport Canada	6 years
Budget Adjustment Proposals	6 years
Airport Transfers Impact on Financial Resources	10 years
Common Services Researching	6 years
Stretching Transport Canada Resources	6 years
Grain Transportation- All Files	10 years
Surface Contributions- All Files	10 years
Policy & Coordination- All Files	10 years
Review Management Practices & Controls Airport Authority Group	6 years

ADMINISTRATION-GENERAL
(1650)

Policy	5 years after superseded
General	5 years
Regional Visits	3 years
Ministerial Inquiries	3 years after all action completed
Treasury Board Streamlining of Information & Administrative Management Policies	5 years after superseded
Quality Management-All Files	5 years
Government Information Centre	5 years
Absorbed Workload Increase	5 years
Goals & Objectives-All Files	5 years
Status Reports-All Files	3 years

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Legal Information	5 years
Reports Rescheduled Changes & Planned Releases-All Files	3 years
Treasury Board Policies	5 years after superseded
Free Trade Agreement on Canadian Transportation	5 years after superseded
Achievements Reports-Highlights-By Year	5 years
Internal Communications	5 years
Individual Presentation	3 years after presentation
Supply & Services Canada Environmental Scan	5 years
ICC Report on Improved Government-Wide Communications	5 years
Treasury Board Current Projects	5 years after completed
Workload Manning Study	5 years after completed
AFC Work plan Presentation and Tracking System Project	5 years after completed
Outstanding Issues- Aviation/DGMIS	5 years
Letters of Appreciation and Clients Assessments of Services Rendered	2 years
TC Finance Group General	5 years
TC Informatics Correspondence -All Files	5 years
Activity reporting-All Files	5 years
Increased Ministerial Authority and Accountability-All Files	5 years
Branch Mandate	5 years
Invitations to Lecture & Attend Public Functions-All Files	2 years
Individual Contingency Plan	5 years
Internal Communications (James F. Hicklings)-All Files	5 years
Most Efficient Organization	5 years
Service Level Agreement Finance and Administration	5 years after completed or cancelled
Ministerial Correspondence-All Files	5 years
Classification and Staffing Action Status Report	3 years
Memorandum of Understanding-All Files	3 years after completed or cancelled
Internal Energy Management Program	5 years
Contract Statistical; Reporting System	5 years
Project/ Job Status Report Facility Management	5 years
Energy Annual Review	5 years
Major Issues Under Review by Treasury Board	5 years
Regional Operations-General	5 years
Major Activities Status Risk	5 years
Quality Services-All Files	5 years
Transport Canada Corporate Identity Program	5 years
Legal Services & Opinion	5 years
Decision Document Report	5 years
Projects - General	5 years
Corporate Services Administration-Communication Program	5 years
Major Activities Status Report	3 years

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Correspondence to Clients	3 years
Work Plans	5 years
Paper burden Reduction Program (Recycling)	5 years
MGIH- Implementation Reports-All Files	5 years
Permanent Paper	5 years
Goals And Work plans-All Files	5 years
Corporate Directions & Priorities	5 years
Management Philosophy-Finance and Administration	5 years
Memorandum of Understanding Between Airports, Aviation & Marine GRPS. PWC'S Archit. & Engineering Services- Branch	5 years after concluded or cancelled
Level of Services Report Preparation for Central Working Group	5 years
Addresses and Telephone Numbers - General	3 years
Office Procedures Other Than Records - General	5 years
Individual Procedure Files	1 year after superseded or cancelled
Ecology & Environment General	5 years
Policy, Planning & Coordination Group General File	
Transportation Related Environmental Research	5 years
Environmental Issues and Programs	5 years
Training and Workshop on Environmental	3 years
Green Plan Initiatives	5 years
Code of Environmental Stewardship Targets	5 years
Oil Demand Restraint	5 years
Conference and Committee-All Files	Same as 2100
Study List	2 years after replaced
Canadian Environmental Protection Act	5 years after superseded
Canadian Environmental Assessment Act	5 years after superseded
Environmental Assessment of Federal Policies	10 years
Environmental Choice	5 years
Harmonization of Federal & Ontario Environmental Assessment Processes for NCC	5 years
Water Conservation Plan	5 years
Environment Action Plan	5 years
Paper Save Program	5 years
Environmental Survey	5 years after completed
Energy Conservation Program	5 years
Waste Management	5 years
Greetings, Condolences & Letters of Appreciations -General	3 years
Letters of Appreciation's	Employee Personal Files for Letters of Appreciation's
Clients Assessment of Services Rendered	3 years
Statistical Information General	5 years
Statistics-MSP Review of Requisition	5 years

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Contract Statistical Reporting-All Files	3 years subject to review
Individual Quarter Contract Data Statistics-By Year	2 years subject to review
Annual Contract Data Statistics-By Year	3 years subject to review
Weekly Conser AFMC Contracting-By Year	1 year subject to review
Insurance – General	5 years
Memberships in Societies – General	3 years
Memberships in Societies – Individual Membership Files	3 years
Campaigns & Canvassing – General	3 years
United Way campaigns	3 years
Canada Saving Bonds Campaigns	3 years
Red Cross Clinic Campaigns	3 years
Donation to Charitable Organizations	3 years
Inventions and patents – Canadian Patents development Ltd.	5 years subject to review
Licensing and Marketing Software Packages and Databanks	5 years subject to review

MOTOR VEHICLES
(1660)

Policy	5 years after superseded
General	5 years
Motor Vehicle Pooling Project	5 years after completed
Motor Vehicle Safety Act	5 years after superseded
Commercialization-Motor Vehicle Test Centre-Blainville	5 years after finalized
Cost Accounting-General	6 years
Purchase & Tenders - General	5 years
Motor Vehicles on Loan to Schools	3 years after no longer on loan
Disposal of Motor Vehicles	3 years after disposal
Private Use of Departmental Motor Vehicles	5 years
Transfer and Government Vehicle Inventory-All Files	3 years after all action completed
Motor Vehicle Insurance	10 years
Federal Propane Vehicle Program	5 years
Department of Finance Requirements-Report	5 years
Executive Motor Vehicles	5 years
Motor Vehicles Pooling Study & Meeting	5 years after completed
Motor Vehicle Identification	5 years
National Credit Card System	5 years
Travel in the U.S.A	5 years
Vehicle Pooling and Reduction	5 years after superseded
Distribution of Surplus Vehicles	5 years
Unauthorized Purchased of Vehicle	5 years
Airport Materiel Management System, Motor Vehicle Fleet	10 years
Management Information System	
Taxable Benefits for Vehicles	6 years
Vehicle Fleet Management Project	5 years after completed

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Motor Vehicle Accident-General 5 years

TRAVEL AND TRANSPORTATION
(1678)

General	5 years
Travel and Transportation General – By Year	2 years
Hotel Accommodation	2 years
Use of taxis	3 years
Travel Directive	3 years after superseded or cancelled
Relocation Directive	3 years after superseded or cancelled
Enroute Travel card	5 years
Departmental Sponsored Credit Cards	5 years
Planned Travel	3 years
Itineraries & Interviews -General	2 years
Visits and Tours - General	3 years
Individual Visit or Tour Files	3 years after concluded
Technology and System Support Services	3 years
Visit Reports	3 years

INFORMATION TECHNOLOGY & SYSTEM
SUPPORT SERVICES
(1680)

Policy	5 years after superseded
General	5 years
Individual System-All Files	10 years after no longer in operation
If EDP Systems As been Identified Archival By the National Archives of Canada- Individual request	2 years after completed
EDP Costing Project	5 years after completed
Quality Assurance	5 years
Regional Coordinators	5 years
Vendors-All Files	5 years subject to review
Individual Issues	5 years subject to review
Data Management-Policy	5 years after superseded
National Systems Implementation Committees-All Files	Same as 2100
DDPN- Implementation-All Files	5 years subject to review
Facilities-All Files	5 years subject to review
Computer Aided Design Drafting/Manufacturing Operations-All Files	5 years subject to review
Individual Project, Study, Evaluation, etc.	5 years after completed
Requisitions	3 years
Computer Output Microfilm (COM)	5 years subject to review
Information Engineering	5 years subject to review

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Micro Network-Central	5 years subject to review
System Development-All Correspondence	5 years subject to review
Airports Devolution	5 years subject to review
Canadian Software Assessment Centre-Documentation	5 years
Local Area Network Policy	5 years after superseded
Electronic Data Interchange	5 years subject to review
Transport Canada File Naming Standard	5 years after superseded or cancelled
Information Lifecycle Management Definition-System house	5 years subject to review
Standard Technical Architecture	5 years subject to review
Planning Rate Structure	5 years after replaced
Rail Information Management Integration	5 years after concluded
Marine Cost Recovery	6 fiscal years
AFC Strategic Planning Session	5 years
Strategies for Open Systems in Canada	5 years
Open Systems Computer Show	3 years
Maintenance Support for Administrative Computers	5 years
IBM Host Support Services and Hardware Maintenance	5 years subject to review
IMS Service Centre Concept	5 years subject to review
Information Management Volume	5 years
Open Systems Interconnection	5 years
Management of Information Technology T B Policy	
-Policy	5 years after superseded
-TB Critical Information Technology Project	5 years after completed
French Implementation Workshop	3 years after completed
Government Information Centres	5 years subject to review
Management of Government Information Holdings Policy	5 years after superseded
Top Secret	5 years subject to review
Data Dictionary/ Encyclopedia-All Files	5 years subject to review
Individual Strategy Files	5 years subject to review
Individual Planning Files	5 years subject to review
Internet Network Analysis	5 years subject to review
Individual Standard Files	5 years after superseded or cancelled
Individual Trial Files	5 years subject to review
Office Automation	5 years
Management of Electronic Records	5 years subject to review
EDP Equipment Inventory	3 years after replaced
Work Done for Other Departments or Divisions - General	5 years
Individual Memorandum of Understanding	3 years after concluded or cancelled
Individual Study	5 years after completed

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NETWORKING

(1684)

Local Area Network Policy	5 years after superseded
Internet Network Analysis	5 years subject to review
Individual Issues	5 years subject to review
Operations – All Files	5 years subject to review
Micro Network – General	5 years subject to review
Management of Electronic Records	5 years subject to review

OFFICE AUTOMATION

(1685)

All files	5 years
Office Automation Training Centre-All Files	5 years subject to review
Automated Office Services-All Files	5 years subject to review
Automation in the Out-House	5 years subject to review

INTEGRATED OFFICE SERVICES

(1687)

Policy	5 years after superseded
General	5 years
User Needs Analysis Series-All Files	5 years subject to review
SSC Liaison	5 years subject to review
Strategy Discussion Papers Series-All Files	5 years subject to review
User services Analysis (Including Land)-All Files	5 years subject to review
Administrative Telecommunications Services-All Files	5 years subject to review
Emergency Planning and Secure System-All Files	5 years subject to review
Advanced Technology Series-All Files	5 years subject to review

SYSTEMS

(1688)

All Files	5 years subject to review
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**INTEGRATED DEPARTMENTAL FINANCIAL &
MATERIAL SYSTEM (IDFS)**

(1689)

All Files	10 years subject to review
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YEAR 2000 PROGRAM
(1690)

All Files 10 years subject to review

GOVERNMENT ON LINE
(1695)

All Files 5 years subject to review

FACILITY MANAGEMENT
(1700)

Policy	5 years after superseded
General	5 years
Individual Retrofit Project	5 years after completed
Applications for Parking	3 years
Fire Emergency Organization Data Update	5 years subject to review
Telephone-All Files	5 years
Regions	5 years
Flags	3 years
Native Land Claims	10 years subject to review
Office Relocation	3 years after completed
Move Program-All Files	5 years subject to review
Building Directories	3 years
Building Maintenance & Complaints-All Files	5 years
Public Works Dept. Space General -All Files	5 years subject to review
Fire Protection	
-Policy	5 years after superseded
-All Other Files	5 years subject to review
Handicap Facilities	5 years subject to review
Chapman Facility Group-Real Property Projects	5 years after completed
Naming Buildings	5 years subject to review
Elevators & Escalators-All Files	5 years subject to review
Construction & Design Schedules-All Files	5 years
Parking	
-Policy	5 years after superseded
-All Other Files	5 years
Request for Building Access-By Year	2 years
National Capital Commission Federal Land Use Plan	5 years subject to review
Space Utilization Report-By Year	3 years
Air Quality-All Files	5 years subject to review
Accident & Hazard Report	3 years
Cablevision	5 years

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Employee Takeover Proposal	5 years after finalized
Federal Real Property	5 years subject to review
Bulletin Boards	
-Posting Policy	5 years after superseded
-Request for Notices to be Posted	2 years
Building Services-All Files	5 years subject to review
Emergency Planning-All Files	5 years subject to review
Shared Accommodation Leadership-All Files	5 years subject to review
Computer Assisted Facilities Management	5 years subject to review
Boardrooms & Other Space for Meetings-All Files	5 years
Crown Owned Living Accommodation	
-Policy	5 years after superseded
-All Other Files	5 years
Municipal Airports	5 years
Audio-Visual Activity	5 years
Depot and Warehouse Space-General	5 years
EMR Federal Buildings Initiatives	5 years
Transfer of Surplus Property from TC Hydraulics Research Centre	3 years after transfer
Elevator Service-Tower “C” & Holiday Inn	5 years
Building Signage	5 years
Fit-Up	5 years
Facility Management Contingency Plan	5 years subject to review
Smoking	5 years
Monthly Reports-Call Back on Stand-By	3 years
Non Hazardous Solid Waste Incinerators	5 years subject to review
Charging Revenue Dependency-P.W.C.	6 years
Native Land Claim Issue	5 years
Transport Canada Accessibility Plan	5 years subject to review
Properties Custody Transfer Project-All Files	5 years after completed
Commercial/Crown Holdings Report	3 years after replaced
Occupancy Instrument Cost Report	3 years
User Pay-Accommodation	5 years
Grants in Lieu of Taxes	10 years
Real Property Disposal	5 years after disposal
Delegations-Real Property Act	5 years subject to review
Area Screening of Canada	5 years subject to review
Transition Issues-All Files	5 years subject to review
Local Shared Support Services	5 years
Accommodation Strategy	5 years
Alternative Work Environments	5 years
The Canada Art Council Art Bank-All Files	5 years subject to review
Library Move	3 years after completed
Public Works Canada Owned and Leased Northern Housing	5 years subject to review

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MAINTENANCE

(1702)

General	5 years
Individual Maintenance Files	3 years after completed
Furniture Repair-All Files	3 years after completed

SPACE – RENTED OR ACQUIRED

(1704)

General	5 years
Heritage Conservation of Federal Building	5 years subject to review
Tenant Profiles	5 years
Accommodation Management Information System	5 years subject to review
Accommodation Status Report	3 years
National Planning	5 years subject to review

BUILDING, DEEDS, LANDS & LEASES

(1706)

General	5 years then transfer to Historical Archives
Real Property Management/Policy	5 years after superseded then transfer to Historical Archives
Area Screening Canada (ASC)-Land Sales Program	5 years then transfer to Historical Archives

ACCESS TO INFORMATION

(1730)

General	5 years
Access to Information & Privacy Act	5 years subject to review
ATIP Program-Library and Information Services	5 years
Individual ATIP Requests	2 years after all action completed
Access to Information and the Establishment of Investigative Bodies	5 years
Contracts Disclosure Policy	5 years after superseded
Information Collection - General	5 years
Access to Information - General	5 years
Individual Requests	2 years after all action completed

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PRIVACY
(1735)

General	5 years
Use of Social Insurance Numbers	5 years subject to review
Social Insurance Number Removal Project	5 years after completed

HUMAN RIGHT
(1740)

General	5 years
Complaints Files	3 years

RECORDS MANAGEMENT
(1750)

All Files	10 years then transfer to Historical Archives
Loan & Transfer - Policy	5 years after superseded
Loan & Transfer - General	5 years
Loan of Files & Document To/From-All Files	10 years after no longer required
Transfer of Files & Documents To/From-All Files	10 years after no longer required
Requests for Loan or Reactivating of Files from Public Archives-All Files	5 years
Micrography - Policy	5 years after superseded
Micrography - General	5 years
Executive Administration	5 years
Air Administration	5 years
Marine Administration	5 years
Micrographic Project Team	5 years
Silver Recovery Program	5 years
Legality & Admissibility of Microfilm as Evidence	10 years
Literature & Solicitations	2 years
Service Contracts	5 years after concluded or cancelled
Microfilm Standards	5 years after replaced
Drawings	5 years
Quality Control	5 years
Micrographic Quality Control Independent Assessment	5 years
Telecom. & Electronics Air-Publications	5 years
Coast Guard Telecommunications & Electronics Branch	5 years
Computer Output Microfilm	5 years
Five Year Production Forecast	5 years
Applications and Authorities-All Files	10 years
Word Processor and Computer Output Microfilm Project	5 years after completed

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Affidavits-All Files	5 years after no longer required
Microfiche of Ship Registration List of Ship	5 years
Regional Reports	5 years

INSTALLATION, INSPECTION & MAINTENANCE
(1752)

General	5 years
Routing Symbols Data Changes	5 years
Authorization to Obtain Files - General	5 years
Decision Document Control System	5 years subject to review
Storage of Files & Documents-All Files	5 years after cancellation of accession
Long Term Charges MOU-All Files	5 years after concluded
Installation and Inspection-All Files	5 years subject to review
Classification & Control of Files & Documents-All Files	5 years subject to review
File Classification Plan Design and Revision-All Files	5 years subject to review
Records Consolidation Projects-All Files	5 years after completed
Missing Files-All Files	5 years subject to review
Coding of Departmental Sites, Buildings, Structures, etc.	5 years subject to review
Classified Transmittal Note and Receipt-All Files	3 years
NATO Receipts	3 years
Opening of Mail & Handling of Money Received at Headquarters	5 years
Official Designators	5 years subject to review
Custody-Loss-Charging and Searching for Official Files	5 years
Routing Symbols-All Files	5 years subject to review
Recording & Routing at headquarters	5 years subject to review
Decision Document Control System	5 years subject to review
Use of Temporary Docket	5 years
Authorization to Obtain Files	5 years
Civil Aviation Medicine Correspondence	5 years subject to review
Monitoring of Regional Records Office & Mailroom	
Procedures & Services	5 years subject to review
Individual Functional Review Files	5 years subject to review
Coding of Aircraft Pilot Files	5 years
Color Coding of Aircraft Files	5 years
Request for Official File Numbers-Marine	5 years
Conversion of (1814) File to S.I.N. numbers	5 years after completed
Railway Safety Act Review Project	5 years after completed
Marine-Site Codes	5 years subject to review

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SCHEDULING & DISPOSAL
(1754)

Policy	5 years after superseded
General	5 years
Approval of Records Schedules-All Files	5 years after superseded or cancelled
Destruction of Files & Documents-All Files	10 years
Disposal of Unnecessary & Obsolete Information	5 years
Disposal Authorization Forms-All Files	10 years
Destruction of Classified Waste-All Files	5 years
Disposal Arrangements for Business Records	5 years
Multi-Year Records Disposition Plan	10 years

MAIL MANAGEMENT
(1762)

General	5 years
Registry Mail Distribution	5 years
Receipt of Mail	5 years
Dispatch of Mail-All Files	5 years
Addressing and Distribution-All Files	5 years
Postal Rates and Payment of Postage	6 fiscal years
Policy Review and Special Services Report on Courier Services	10 years
Mail and Distribution Survey 1987	5 years after completed
Implementation of Postal Code	5 years
Postal Services During Strikes	5 years subject to review
Messenger Services-All Files	5 years subject to review
Receipt and Delivery of Registered Mail	3 years
Express-Policy Re Distribution of Business, Delivery, etc.	5 years after superseded

AUTOMATED SYSTEMS
(1764)

General	5 years
Document Imaging System Air Personnel Licensing-All Files	5 years subject to review
Perspective Computer Systems inc. Feasibility Study	5 years after completed
Information on EDP Systems	5 years subject to review
Prototype-Data crown	5 years
Individual Automated Systems Files	5 years after no longer in operation
Automated Records Management Project-All Files	5 years after completed
Management of E.D.P. Records	5 years subject to review
Systems Support Requests	5 years

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Electronic Imaging Study 5 years after completed

TELECOMMUNICATIONS
(1780)

General	5 years
Printout (Long Distance)	2 years
Telephone - General	5 years
Enhance Exchanged Wide Dial (EEWD)	5 years
Intercity Access Number Cards	5 years
Long Distance Calls	5 years
Staffing Teleconference	5 years
DMS 100-Call Detail Reports	3 years
SEN-GEMDES Account	6 fiscal years
Video Conferences	5 years
Facsimiles - General	5 years
Transmittals & Logs	7 years
Installations – contract, Canadian General	5 years

HUMAN RESOURCES
(1800)

General	5 years
TC Harassment Policy	5 years after superseded
Personnel Newsletter	3 years
Business/Government Executive Exchange Program	5 years
Personnel Transaction Reports-By Year	5 years
Child Care	5 years
Personal Harassment Cases	2 years after all action completed
TC Informatics	2 years
Transport Canada Women's Advisory Committee Policy	5 years after superseded
ADMF-Complement	5 years
Management Category	5 years
Multiculturalism General	5 years
Employment Incapacity	5 years
Regions Files at Headquarters-All Files	5 years
Department of Transport Scholarships	5 years subject to review
Library Services Personnel	5 years
Registration Form and Biography for Glenn McDougall	5 years
Public Service 2000	5 years
Appointments and Dismissals - Policy	5 years after superseded
Appointments and Dismissals - General	5 years
Summer Employment Program	5 years
Co-op and Cosep Employees (Students)	5 years

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Co-op Education Program	5 years
Acting Appointments	5 years
Temporary Help	5 years
Summer Students Cosep and Non-Cosep Program	5 years
Summer Employment	5 years

LEAVE AND ATTENDANCE
(1802)

Individual Leave Forms-By Name	2 fiscal years
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PERSONAL RECORD
(1814)

Individual Region files at Headquarters	5 years
Grievances	2 years after last administrative action

COMPETITIONS AND ELIGIBLE LISTS
(1824)

Policy	5 years after superseded
General	5 years
Posters	3 years
Chief Supply Operations Division	5 years
Regional Manager Materiel & Contracting Services Toronto	5 years
Question for Interview	3 years
Individual Competition	2 years after expiry of eligible list or last administrative action

TRAINING
(1825)

General	5 years
In-House Courses	3 years
Annual Training Plan-By Year	3 years
Individual Training or Workshop Files	2 years subject to review
Office Automation Training Evaluation	5 years
Intermediate Transportation Course-Presentations	3 years
Training Application-All Files	2 years
Management Trainee Program	5 years
Regional CS Training Plan	5 years
Training Analysis	5 years
Potential Courses for Contracts Officer	2 years after replaced
Low Dollar Value	5 years

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Operating Budgets Training	6 fiscal years
Training Cost Report	3 years
Training Application & Authorization	5 years

AWARDS
(1827)

Policy and Procedures	5 years after superseded
General	5 years
TC Scholarships	10 years
Incentive Award Plan	5 years
Transport Canada 50th Corporate Medal-All Files	3 years after concluded
Individual Merit, Long Service, Outstanding Achievement Awards, etc.	3 years subject to review
Awards – Suggestions General	5 years
TC Informatics Administrative File	5 years
Individual Suggestion Award Files-By Year	3 years after finalized subject to review
Individual Group Suggestion Files	5 years

HUMAN RESOURCES – PLANNING & DEVELOPMENT
(1832)

All Files	5 years subject to review
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EMPLOYMENT EQUITY
(1833)

General	5 years subject to review
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AUTOMATED SYSTEMS
(1834)

All Files	5 years subject to review
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PAY, BENEFITS AND PENSIONS
(1835)

All Files	5 years subject to review
Pensions and retirement General	5 years
Medical, Hospital & Insurance Services General	5 years

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ESTABLISHMENT & CLASSIFICATION
(1840)

Policy	5 years after superseded
General	5 years subject to review
Individual Position Files	1 year after cancelled
All Other Files	5 years subject to review

STAFFING
(1841)

All Files	5 years subject to review
Loan of Employees - General	5 years
Informatics Coordinator-CAATS Project Office	5 years subject to review
Service Agreements and secondments -All Files	3 years after concluded
Applications for Employment General	5 years
Resumes-All Files	5 years
Applications for Employment Library Services	2 years

PERSONNEL-STAFF RELATIONS
(1850)

General	5 years
Management Confidential Exclusions	5 years subject to review
Contract Negotiations-CS Group	5 years after concluded
Conflict of Interest	5 years subject to review
Union Contracts	5 years after superseded or terminated
Safety & Security Designations	5 years subject to review
Strike	5 years subject to review
Harassment	5 years after concluded
Monthly Grievances Activity Report	3 years

GRIEVANCES
(1851)

Grievance Procedures	5 years after superseded or cancelled
Grievances Cases	3 years after finalized

COLLECTIVE BARGAINING
(1852)

General	5 years subject to review
Strike Contingencies Plan	5 years subject to review
Safety and Security Designation	5 years subject to review

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Strikes 5 years after concluded
FI Contract Negotiations 5 years after concluded

OCCUPATIONAL SAFETY & HEALTH
(1854)

All Files 10 years subject to review
Recreational and Welfare - General 5 years
Recreational and Welfare Counseling Services 5 years

BUSINESS PLANNING
(1860)

To be determined at a later date

PERFORMANCE MEASUREMENT
(1865)

To be determined at a later date

OFFICIAL LANGUAGES
(1880)

Policy 5 years after superseded
All Other Files 5 years subject to review

COMMON SERVICES
(2000)

To be determined at a later date

ORGANIZATION
(2070)

All Files 5 years subject to review then transfer to
Historical Archives

LIBRARY SERVICES
(2085)

Policy 5 years after superseded
General 5 years
Informatics Resource Centre 5 years subject to review
Individual Study or Project Files 5 years after completed
Individual Systems 5 years subject to review
Productivity Reports 3 years
French Content in Central Library 5 years subject to review
AFM Resource Material-Service Quality-All Files 5 years subject to review
General Inquiries 2 years
Branch Libraries-Headquarters 5 years

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Liaison with Libraries Outside of TC	5 years subject to review
Core List Periodicals	2 years after replaced
Transport Development Centre Library	5 years subject to review
Information Referral Centre-All Files	5 years subject to review
Regional Libraries-All Files	5 years subject to review
Evaluation of Management of Information Materials	5 years
Aviation Safety Bureau	5 years
TC Training Institute	5 years
Foreign Language Translations	5 years
Self-Directed Learning Centre	5 years subject to review
Program Approval Document	5 years subject to review
TC Library Network Workshop	3 years after concluded
TC Library Network Cataloguing Committee-All Files	Same as 2100
Airworthiness Technical Preference Centre	5 years
Audio Visual Materials and Services	5 years
Canadian Coast Guard College Library	5 years

MEETINGS, CONFERENCES & COMMITTEES
(2100)

General	5 years
-Agenda, notices, minutes of Meetings, Proceedings etc.	5 years then transfer to Historical Archives
Other than Routing for Which Finance and Administration Group has Primary Responsibility	
-If Finance and Administration Group does not have Primary Responsibility	2 years subject to review
Departmental - General	5 years
Interdepartmental - General	5 years
International - General	5 years

TASK FORCES
(2125)

General	5 years
Individual Task Force	5 years after all action completed

PUBLICITY & INFORMATION
(2200)

General	5 years
Briefings Notes, Speeches, Presentations, etc	3 years
Newspapers, Magazines, Newsletters, Articles, etc.	1 year
Advertising - General	5 years
Publicity - General	5 years

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Exhibitions & Displays - General	3 years
Individual Exhibition or Display	2 years after concluded
Audio – Visual - General	5 years
Audio – Visual Equipment-Internal 1987 Purchases	3 years after finalized
Audio – Visual Boardrooms	1 year
Circular letters Treasury Board Circulars - General	5 years after no longer in force
Circular letters Intellectual Property	5 years
Deputy Minister Circulars	5 years after no longer in force

PUBLICATIONS
(2204)

Policy	5 years after superseded
General	5 years
Central Publishing Contingency Plan	5 years subject to review
Subscribed to or Free - General	5 years
Individual Subscription or Purchase Files	2 years
Departmental Policy	5 years after superseded
Departmental - General	5 years
Uniform Canada Newsletter	2 years
Individual Publication (Including Compiling, Editing, Printing & Distribution)	1 year after publication appears or cancelled subject to review
Departmental Publishing Plan	5 years
Requests for Publications	2 years
Updating Lists of Publications	2 years after replaced
Catalogue, Directory, Lists and Inventories	2 years after replaced
Annual Reports	5 years
Solicitations	2 years
Activity Reporting	5 years
Stores Catalogue	2 years after replaced
Cost Recovery	6 fiscal years
Sales Tax	6 fiscal years
Canadian Charter of Rights & Freedoms	5 years after superseded
Canadian Environmental Assessment Act	5 years after superseded
Contravention's Act	5 years after superseded
NTA Review Commission-Trends in Safety	5 years after all action completed
Information for Directories and Publications - General	5 years
Information for Directories and Publications Articles, Manuscripts, etc.	3 years
Information for Publications or Directories	2 years

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RESEARCH & DEVELOPMENT

(2450)

Transfer all files to Historical Archives

Policy
All files - General

7 years after superseded
5 years

LEGISLATION

(2500)

Departmental NTA review Commission – Trends in safety

5 years after all action completed

MINISTERIAL RECORDS

(3170)

Institutional Records in the Office of Minister

Transfer the Archival records to the Library and Archives of Canada five years after the minister leaves offices
Transfer with the Minister when leaving the Department or transfer to Historical Archives

Political & Personnel Records

Crown files

Transfer to Historical Archives when Minister leaves the Department.

Departmental records

Transfer to Historical Archives when Minister leaves the Department

POLITICAL RECORDS

(3171)

Institutional Records in the Office of Minister

Transfer the Archival records to the Library and Archives of Canada five years after the minister leaves offices
Transfer with the Minister when leaving the Department or transfer to Historical Archives

Political & Personnel Records

Crown files

Transfer to Historical Archives when Minister leaves the Department.

Departmental records

Transfer to Historical Archives when Minister leaves the Department

CONSTITUENCY RECORDS

(3172)

Institutional Records in the Office of Minister

Transfer the Archival records to the Library and Archives of Canada five

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Political & Personnel Records	years after the minister leaves offices Transfer with the Minister when leaving the Department or transfer to Historical Archives
Crown files	Transfer to Historical Archives when Minister leaves the Department.
Departmental records	Transfer to Historical Archives when Minister leaves the Department

TRANSPORTATION MULTI-MODAL-GENERAL
(4000)

Safety - General 5 year

CROWN CORPORATION – GENERAL
(4006)

All files 5 years, transfer to National Archives

CROWN CORPORATIONS SECRETARIAT
(4009)

All files 5 years, transfer to National Archives

CANADA POST CORPROATION
(4012)

All files 5 years, transfer to National Archives

CANADA LANDS COMPANY LIMITED
(4015)

All files 5 years, transfer to National Archives

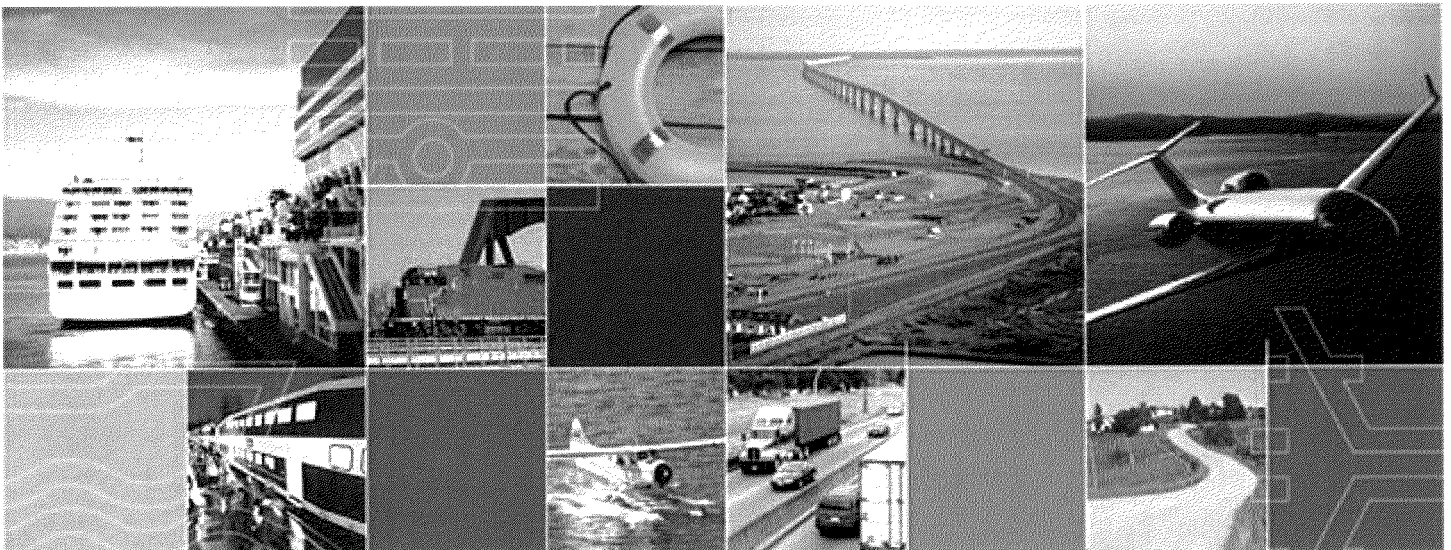
PARC DOWSVIEW PARK INC.
(4018)

All files 5 years, transfer to National Archives

OLD PORT OF MONTREAL CORPORATION INC.
(4021)

All files 5 years, transfer to National Archives

Retention Periods *Aviation Regulation*



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FOREWARD

The Transport Canada (TC) Records Disposal Schedules, based on Government of Canada directives, have been compiled to assist all TC Records offices in the disposal and transfer of records.

The instructions and schedules apply to all records at headquarters, in the regions, and TCC's except where indicated otherwise in the schedules.

PREFACE

DEFINITIONS

Government information: All information under the control of a government institution, regardless of physical mode or medium in which such information may be stored. Without restricting the generality of the foregoing, this may include correspondence, memorandum, books, plans, maps, drawings, pictorial or graphic works, photographs, films, sound recordings, videotapes, machine readable records, published material, and any other documentary material. Excluded from the definition are the material held by federal libraries which were not prepared or produced by or for the government.

Records: (Documents): Includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristics, and any copy thereof (*Library & Archives of Canada (LAC) Act; Access to Information Act*)

Transitory Record: Records that are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory records do not include records required by government institutions or Ministers to control, support or document the delivery of programs, to carry out operations, to make decisions or to account for activities of the government. These can but are not always referred to as convenience copies.

RECORDS SCHEDULING AND DISPOSAL

GENERAL

Government institutions shall not destroy records or permit their removal from the control of the Government of Canada except in accordance with disposition authorities approved by the Librarian & Archivist of Canada

Institutions are to schedule the retention and disposal of their operational records as directed under "Operational records" and apply schedules to their records as directed under "Disposal" and "Archival records".

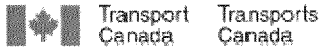
Procedures and suggested practices concerning records scheduling and disposal are described in Multi-Institutional Disposition Authorities (MIDA)

www.collectionscanada.ca/information-management/0604_e.html </information-management/0604_e.html>

SCHEDULES

"Schedules" means a list of files which indicates:

- The period of time each file must be retained according to its value to the institution;
- How long, within its retention period, each file should be held as active records in records offices in government institutions and stored as dormant records at a Federal Records Centre or other facility, at the Personnel Records Centre or at Libraries and Archives of Canada (LAC); and



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-The ultimate disposal of each file, on expiry of its retention period, by destruction, transfer as archival records to the Libraries and Archives of Canada (LAC), or removal from the control of the Government of Canada.

"Administrative records" are those records of a government institution reflecting its internal administration and are scheduled in the Multi Institutional Disposition Authority (MIDA)

"Personal information" contained in the records of a government institution is to be retained and disposed of in accordance with the Privacy Act.

"Operational records" are those records of a government institution pertaining to its particular responsibilities and are scheduled in records disposal schedules developed by the institution and approved by the Librarian and Archivist of Canada.

Each government institution shall develop Disposition Authorities for its operational records and shall obtain the approval of the Librarian and Archivist of Canada.

In the scheduling of operational records, all files must be assigned definite retention periods. Permanent retention is appropriate only for archival records, which are to be retained permanently by LAC after expiry of the retention period assigned by the institution with the approval of the Librarian and Archivist of Canada

With respect to the requirement to review schedules, it is anticipated that most schedules will periodically require some changes such as the assignment of retention periods to files created since the schedule was developed or last reviewed, and the shortening, or occasionally the lengthening, of existing retention periods.

DISPOSAL

Each government institution shall dispose of its records in accordance with Disposition Authorities approved by the Librarian and Archivist of Canada.

Any federal government publications in the subject file classification system of the institution are to be offered by the records management staff to the departmental library and, if not needed by the library, are to be transferred to the Canadian Book Exchange Centre of Library & Archives.

"Related policies": Information Management Directive TP 13953E (RDIMS # 147060) and the Managing Government Information (MGI) policy.

ARCHIVAL RECORDS

Each government institution shall transfer its archival historical records to the control of the Library & Archives in accordance with Disposition Authorities approved by the Librarian & Archivist of Canada.

An archival record is a record designated by the Librarian & Archivist of Canada through the Disposition Authority process for preservation by the Libraries and Archives of Canada in order to document administrative continuity and legal and proprietary rights of government institutions, to protect rights of individuals, and to



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facilitate government and other research. Such records contain information relating to the role, organization, functions, activities and policies of government institutions at headquarters, regional, satellite or other offices, or other information of permanent value to the Government of Canada.

NOTE:

- a) "Subject to review" means files must be reviewed by the Transport Canada office of primary interest prior to disposal action.
- b) "Subject to review then transfer to Historical Archives" means files must be reviewed by the Transport Canada office of primary interest prior to the transfer to:

Archives Branch,
Library and Archives of Canada,
395 Wellington St.,
Ottawa, Ontario
K1A 0N3

- c) "Then transfer to Historical Archives" means files may be transferred to the Archives Branch without being reviewed by the Transport Canada office of primary interest. (Same address as in (b).)

DISPOSITION AUTHORITY & RETENTION PERIODS FOR

AVIATION REGULATION

TRANSPORT CANADA-DISPOSAL AUTHORITY

PAC 98/010 - Aviation Regulation Directorate (RDIMS # 381010)

www.collectionscanada.ca/information-management/0604_e.html </information-management/0604_e.html>

Note: The following marks after the retention periods have the following meanings:

- + = Files considered archival by section
- * = Files previously indicated as archival
- # = Files to be reviewed by section prior to any disposition action

TC - Records Disposal Schedules - TP 111

AERODROMES
(4211)

Security - General	5 years
Chief Licensing	5 years
Airport Restricted Area Pass System	5 years

AVIATION
(4212)

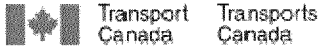
Security General	5 years
Actual Hijacking, Bombing, Sabotage, etc. - All Files	5 years after concluded
Detection Devices Systems & Screening System - All Files	5 years
Canadian Air Carriers Security Program - General	5 years
Individual Airlines Carriers - Alpha Split	5 years
Canada/United Kingdom Civil Aviation Consults	5 years
Civil Aviation Security Measures Regulations & Orders	5 years after superseded

EMERGENCY PREPAREDNESS
(4230)

National Earthquake Support Plan (NESP) & Exercise Canatex 2	5 years
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CIVIL AVIATION
(5000)

General	5 years *
Excise Tax	6 fiscal years *
Aviation Fuel - General	5 years *
General Agreement on Tariffs & Trade (GATT)	3 years after superseded or cancelled
Liens & Mortgages	10 years *
SST Aircraft & Associated Sonic Booms	
-General	5 years
-Inquiries & Complaints	3 years
-Concorde	5 years *
De-Icing of Aircraft	5 years *
Aircraft Rental	5 years
Aircraft Leasing	10 years
Aircraft Insurance	10 years
Fire Protection of Aircraft	5 years *
Surplus Aircraft Engines & Spares-Crown Assets Disposal Corporation	5 years *
Flight Operational Directives	5 years after superseded
Civil Aviation Manual	



TC - Records Disposal Schedules - TP 111

- Airworthiness General 5 years
- Design 5 years after superseded
- Airworthiness Standards 5 years after superseded

INTERNATIONAL AVIATION
(5001)

- Foreign Aviation Agreements - General 5 years
- Individual file on Agreement, Negotiation, etc. 3 years after concluded or cancelled

AVIATION SAFETY
(5002)

- Policy 5 years after superseded *
- General 5 years
- Safety Deficiencies - General 5 years
- Aviation Safety Transmittal Response Action - Closing Action Summary 5 years

ORGANIZATIONS & ASSOCIATIONS
(5004)

- ICAO - General 5 years
- Chief Aeronautical Legislation & Regulations 5 years after superseded
- International Liaison – Chief Aviation Terminology Standardization 5 years
- Aircraft Noise & Engine Emissions-Annex 16 5 years
- Personnel Licensing - Annex 1 5 years
- Individual File on Conference, Committee, Meeting, etc. 5 years # or destroy after microfilmed (Authority M-53-73)
- Aviation associations & Committees
- General 5 years
- Individual association or Committee File 5 years
- Briefs & Submissions 10 years

METEOROLOGY
(5007)

- General 5 years
- Canadian Aviation Weather Plan 5 years

REGISTRATION, INSPECTION & OPERATIONS
(5008)

- Policy 5 years after superseded *

TC - Records Disposal Schedules - TP 111

General	5 years
General Inquiries	2 years
Maintenance & Inspection of Aircraft	5 years
Fire Suppression Aircraft	5 years
Environmental Air Spray Aircraft	5 years
Hang Gliders	5 years
Canadian Civil Aircraft Register Information System (CCARIS)	5 years after cancellation, microfilm and transfer to National Archives
Exportation of Aircraft & Components	5 years
National Register Financial Interests in Aircraft	5 years
Aircraft Licensing Statistics	3 years
Micro-Film	5 years
Application Mission Authorization	5 years
Aircraft Journey Log	5 years
Aircraft Lease Interchange Policy	5 years after superseded
Amateur-Built Aircraft	5 years
Individual Aircraft File (HQ & Regions)	10 years after cancelled then transfer to Historical Archives (Regional files only - HQ files are no longer considered Archival)

AIRWORTHINESS PROCESS
(5009)

Small Aircraft Crashworthiness Study	3 years after concluded
Advanced Industrial Materials	3 years after concluded
Airworthiness Standard Manual	
-Policy	5 years after superseded
-General	5 years
-Individual File	5 years
Certificate of Airworthiness for Export	
-General	5 years
-Aircraft Types	3 years after expired
-Engines Types	3 years after expired
Joint Airworthiness Requirements	5 years after superseded
Importation of Aircrafts & Components	5 years *
Certificates of Airworthiness - General	5 years
Standards & Requirements	
-General	5 years
-Individual File	5 years after superseded
Airworthiness Advisory Board	5 years
Validated Supplemental Type Certificates	5 years
Types Approval - General	5 years
Supplemental Type Approvals	5 years
Aircraft Noise Type Approvals -Aircraft Noise Certificate	5 years
Annual Airworthiness Information Reports	3 years


TC - Records Disposal Schedules - TP 111

Bogus Parts 5 years
Request for Engineering Comments - All Files 3 years

TYPES ENGINEERING & APPROVAL
(5010)

Policy 5 years after superseded
General 5 years
Aeronautical Engineers / Design Approval Representatives (DAR)
-General 5 years
-Individual Company File 5 years
-Alpha Split 3 years
Delegation Airworthiness Engineering Organizations
-General 5 years
-Individual Company File 5 years
Design Approval Organizations
-General 5 years
-Individual Company File 5 years
Engineering Consulting Companies
-Individual Company File 5 years
Former East Block Countries 5 years
Ultra Light Aeroplane Policy Review Project 3 years after concluded
Recreational Aircraft 5 years
Small (VLA) Aeroplane 5 years
Aircraft Type File 20 years SR - Transfer to NA *
See Page 13 of 15 in appendix to 98/010 Item # 7

ENGINE TYPES - ENGINEERING & APPROVAL
(5011)

General 5 years
Monthly Reports on Aircraft Utilization Propulsion 3 years
System Reliability Trend
Responsibility for Continuous Airworthiness 5 years
Documentation on Engine
Aviation Fuels-Regulatory Control 5 years
MOGAS in General Aviation 5 years
P & W Engineering Charges 6 fiscal years
Extended Range Engine Operations
-General 5 years
-Individual Company File 5 years
Canadian Aero Engine & Accessories MOGAS 5 years after finalized
Conversions
JAR-VLA Engine Installations 5 years

TC - Records Disposal Schedules - TP 111

Individual Engine Company File 5 years after no longer approved *

APPLIANCES - ENGINEERING & APPROVAL
(5012)

 General 5 years
 Non-Destructive Testing (Incl. Radiography, Magnetic Particle, Liquid Penetrant, Eddy Current & Ultra Sonic) 5 years
 Foreign Certifications-Parts & Components 5 years *
 Individual Specific Appliance File 5 years after no longer approved *

TYPES & APPLIANCES - SAFETY & DEFECTS
(5014)

 General 5 years
 Service Difficulty Alert (SDA) 5 years
 Malfunction/Defects Reports - All Files 3 years
 Airworthiness Directives - All Files 5 years after superseded or cancelled
 Notice to Aircraft Maintenance Engineers & Aircraft Owners
 -General 5 years
 -Distribution 2 years
 Hamilton Standard Propeller Counter Weight Shaft 5 years
 Avionics
 -General 5 years
 -Airworthiness Directives 5 years after superseded or cancelled
 Propellers
 -General 5 years
 -Hamilton Standard Model 14 5 years
 Magnetos 5 years
 Safety Notifications & Recommendations - All Files 5 years after notified
 Safety Hazard, Toxic Chemicals 5 years
 Supplemental Inspection Document Compliance 5 years
 Aero quip Hoses 5 years
 Jet Fuel Nozzle 5 years
 General Aviation Inspection Aids Feed Back 5 years
 Individual File on Type & Appliance 5 years

TYPES & APPLIANCES - MANUFACTURING & MAINTENANCE - (5015)

 Policy 5 years after superseded *
 General 5 years *
 Course Approval
 -General 5 years

TC - Records Disposal Schedules - TP 111

-Individual Company File Maintenance Review Board	3 years after no longer approved
-General	5 years
-Certification Maintenance Requirements International Maintenance Policy Board	5 years after superseded
-Policy	5 years after superseded
-Individual Company File Department of National Defence/ Air Cadet Glider Maintenance Inspections	3 years 5 years
-General	5 years
-Reports	3 years
-Air Carrier Certification Reports	3 years
-Delegated Amateur Built Inspection Program	5 years
General Inquiries	3 years
Approvals/Certifications Facilities	5 years
Avionics - General	5 years
Parts Pooling	5 years
National Audit Program - All Files	7 years
Individual Facility, Company or Dealer File	5 years after no longer approved

**MAINTENANCE ENGINEERS - TRAINING
FACILITIES - (5016)**

General	5 years
AME Licences Policy & Procedures Accreditation of Technical Training Schools	5 years after superseded
Flying Training Scheme	5 years
Individual Training Facility File	5 years after no longer in operation
Types - Flight Testing - General	5 years
Support to Regions	5 years +
Aircraft Flight Manual	2 years after replaced
Master MMEL	5 years
Ground De-icing-Anti-Icing	5 years
Individual Type of Aircraft File	5 years +

**COMMERCIAL & BUSINESS AVIATION
(5200)**

Policy	5 years after superseded *
General	5 years *
Rates - General	5 years after replaced *
Deregulation of the Airline Industry	5 years *
Need for Additional Trans - Continental Service in Canada	5 years *

TC - Records Disposal Schedules - TP 111

(Incl. Appointment of Special Consultant)

Helicopter Service - Planning	5 years
International Airline Competition Study	5 years after concluded *
Express and Freight Sea/Air Link (SEAL) Project	5 years after concluded
Mail - General	5 years
Rates for Transportation of Air Mail	3 years after replaced
Passengers - General	5 years
Advance Booking Charter (ABC Flights) Over/Booking	2 years
-Approval of Priority Traffic	2 years

AIR CARRIERS - OPERATIONS**(5258)**

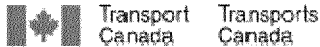
General	5 years
Aircraft Operating Agency Designations	5 years
Applications & Inquiries RE: Air Route Licences -General	3 years
-Alpha Split	2 years
Complaints Against Foreign Airline Companies Operating in Canada	5 years
Air Carriers Operations -Individual Location File	5 years *
-Financial Problems	5 years
-Lower North Shore of St. Lawrence-Study	3 years after concluded
Aviation or Flying Clubs - General	5 years *
Flying Training-Standards - All Files	5 years
Flying Training Scheme -Policy	5 years after superseded
-General	5 years
-Agreements	3 years after concluded or cancelled
-Assistance or Grant File	6 fiscal years
Non-Commercial -Individual Company File	5 years
Air Ambulance Services	5 years
Charter Flights	3 years
Manuals -General	5 years
-Individual Manual File	2 years after replaced or cancelled
Aerial Surveys-Photographic Magnetometer Surveys, etc. -Policy	5 years after superseded *
-General	5 years
Reporting Procedures-Engine Failure Incident - General	5 years after replaced or cancelled
Crop Dusting by Aircraft (Pest Control) - General	5 years
National Simulator Evaluation Program	


TC - Records Disposal Schedules - TP 111

-Policy	5 years after superseded
-General	5 years
-General, Financial & Personnel Administration	5 years
-CAI & Personnel Training	3 years
-Training Establishments	5 years
-Operations	5 years
-Private, Corporate & Commercial Operators	5 years
-Individual Company File	5 years
-Legislation & Regulations	5 years after superseded
-Simulator Manual	2 years after replaced
-Simulator Manufactures	5 years
-CAE	5 years
-Thompson CSF	5 years
-Singer Link	5 years
-Redifussion	5 years
-Simulator Approval Representative	2 years after replaced
-Bilateral Agreement-Canada/USA	3 years after concluded or cancelled
-MOT Simulator	5 years
-Evaluation & Approval Test Guides	3 years after replaced or cancelled
-FAA Documents	5 years
-Non-Commercial Companies Simulator Approvals	3 years after replaced or cancelled
National Transportation Agency -Market Entry & Analysis	
-General	5 years
-Minutes of Meetings	3 years
-NTA-CATA Liaison Group Meeting	3 years
Operations Specifications	
-Policy	5 years after superseded
-General	5 years
-Individual Spec. File	5 years after replaced or cancelled
Canadian Commercial Air Services Operation	5 years
Certification Requirements & General Information	
Western Demonstration Project (Third Level Air Carrier)	3 years after concluded
Certificates of Insurance Liability	3 years after expired
Air Carrier Inspections	
-General	5 years
-Gross Navigation Errors	5 years
-Dispatch/Flight Watch Systems	5 years
-General Navigation	5 years
-Passenger Safety (Incl. Cabin Procedures Equipment)	5 years
-Resources Planning Statistics	3 years
-Air Carrier Inspection & Certification Program	5 years
-Company Check Pilot Authority & Guidelines -General	5 years after superseded
-Small Airplanes	5 years
-Rotorcraft Operations	5 years
-Transport Category "A" Helicopters Study	3 years after concluded

TC - Records Disposal Schedules - TP 111

-Audit Procedures - Check List	5 years after superseded
-National Air Carrier Audits	7 years after audit
-Pilot Proficiency Check & Instrument Rating Renewal	5 years
-The Twelve Most Hazardous Situations Encountered in Commercial Aviation (The Dirty Dozen)	5 years
-Inspector Definitions	5 years
Minimum Equipment List	2 years after replaced
Line Flying	
-Policy	5 years after superseded
-General	5 years
Fuel & Oil Supply Draft - Policy	5 years after superseded
Travel Agents	5 years
Strikes	5 years
Subsidies	6 fiscal years
Loft-Line-Oriented Flight Training	
-Policy	5 years after superseded
-General	5 years
Approach Procedures & Company Route	2 years after replaced
Rotorcraft Operations	5 years
Crew Requirements	3 years superseded
Canada/USA Non-Scheduled Air Service Agreement - General	3 years after concluded or cancelled
Individual Company, Flying Club & School File	
-Canadian	10 years after no longer in operation
-American/Foreign	5 years after no longer in operation
-Regional Files	2 years after no longer in operation
-Manual of Operation	2 years after replaced
-Flight Inspection Report	3 years
-Violation Report	3 years
-Approach Authorization Approved Let-Down Procedures & Routes	3 years after replaced
-Permission to Operate Charter Flight	3 years
-Maintenance Manual	2 years after replaced
-In-Flight Incident Report	3 years
-National Audit	7 years after audit
-Closed Volumes of Active - Company File	15 years then transfer to Historical Archives (HQ files only)
Air Canada - General	5 years *
Inspection Reports & Related Correspondence	3 years
Complaints & Suggestions RE: Service	2 years
Manual of Operation	2 years after replaced #
Aircraft	
-General	5 years *
-Individual Aircraft File	5 years
-Reports on Engine Performance Incident Grids Status	3 years


TC - Records Disposal Schedules - TP 111

Sheets & Shutdown	
Liability Insurance	5 years
Personnel	
-General	5 years
-Flight Crew	3 years
-Aircraft Maintenance & Inspection Certificates	2 years after expired
-Canada/USA Income Tax, Social Security, Unemployment Insurance, Superannuation & Salaries	6 fiscal years
-Strikes	3 years after finalized #
-Training	3 years
Claims for Damages-Reports of Financial Losses or Physical Injuries	
-General	5 years
-Individual Claim File	6 years after all action completed
Gimli Inquiry	3 years after concluded #
National Audit - Operational Evaluation	7 years after audit
Engine Failure or Precautionary Stoppage Reports	3 years
Oxygen Masks	5 years
Travel Agencies	5 years
Carry-On Baggage	5 years
Use of French Language	5 years
Air Cargo, Parcel & Mail Services	5 years
Allegations of Safety Infractions	5 years
Violation Reports	3 years
Hijack Incidents	3 years after occurrence #
Use of Air Canada Aircraft by Government Officials Free of Charge Policy	5 years after superseded *
In-Flight Incident Reports & Related Correspondence -All Files	5 years *
Permission to Operate Charter Flight	3 years
Takeover of Nordair by Air Canada	5 years after finalized * #
Aircraft Maintenance & Overhaul Base	
-General	5 years
-Individual Location File	5 years
Flight Dispatch RE: Organization	5 years
Air Canada Contracts	3 years after superseded or cancelled
Rates & Tariffs	3 years after replaced #
Request for Air Services	
- Agreement Between MOT & Air Canada-All Files	3 years after Superseded or cancelled
Approach & Approval Let-Down Procedures	3 years after replaced or cancelled
Operating Certificates - Pending Licences	5 years
Appointment of Members of Board of Directors	2 years after replaced #
Safety Features Card	5 years
Operations Specifications	5 years after superseded #
Minimum Equipment List	3 years after replaced #

TC - Records Disposal Schedules - TP 111

Dangerous Goods	5 years
Air Canada Departure Procedures	3 years after replaced or cancelled

AIR CARRIERS - CERTIFICATION**(5260)**

Policy	5 years after superseded *
General	5 years
Delegation of Authority	5 years
Temporary Certificates	3 years after expired
Foreign Air Carrier-Issue Procedures	3 years after replaced
Flying Training-Operating Certificates Procedures	3 years after replaced
Night VFR Operations - Helicopters	5 years
IFR Operations - Helicopters	5 years
Requirements, Instructions, Inspections - General	5 years *
Suspensions / Cancellations	5 years *
Air Routes - General	5 years *
Individual Company Operating Certificate File	
-Canadian	10 years after cancelled
-Old Correspondence of Active File (Cancelled or Superseded OC)	10 years
-American/Foreign	5 years after cancelled
-Old Correspondence of Active File (Cancelled or Superseded OC)	5 years
-Regional Files	2 years after cancelled

AIR NAVIGATION SYSTEM (ANS) & AIRSPACE**(5400)**

General	5 years
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ANS PROJECT MANAGEMENT**(5425)**

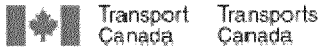
General	5 years
Canadian Airspace Review - Terminology Review Group	5 years
Chief-Aviation Terminology Standard	5 years after superseded
Helicopter Working Group	5 years

AVIATION-RULES & REGULATIONS - GENERAL**(5500)**

Policy	5 years after superseded
General	5 years *


TC - Records Disposal Schedules - TP 111

Control of Passengers Captain's Responsibility - General	5 years *
Federal Law Enforcement Under Review (FLEUR)	5 years after concluded
Comments RE: Smoking Ban on Aircraft	5 years
Legal Opinions & Interpretation of Regulations & Orders	5 years
Civil Aviation Tribunal	5 years
Request for Removal of Documents from Personal Pilot Files	2 years
Annual Regulatory Plan	5 years
Canadian Transport Commission	5 years
Air Transportation of Dangerous Goods	
-Policy & Procedures	5 years after superseded
-General	5 years
-Ministerial & Briefing Notes	3 years
-Individual Class	5 years
-Firearms & Ammunition	5 years
-ATA/ATAC/IATA/NATA Meetings	3 years
-Hazardous Air Cargo Study	5 years after concluded
-Incidents	5 years
-Special Exemptions	5 years
-Protective Regulations	5 years after superseded
-Poisonous & Infectious Substances	5 years
-Consumer Commodities	5 years
-Limited Quantities	5 years
-Notification to Passengers	2 years
-Awareness Programs	5 years
TDG	
-Designations	5 years
-Canutec	5 years
-Permits	3 years after expired
-General Policy Advisory Council	5 years
-Regulations	5 years after superseded
-Inspections - General	3 years
-Agreements	3 years after concluded or cancelled
ICAO	
-General	5 years
-State Variations	5 years
-Annex 18 & the Technical Instructions	5 years
-Prosecutions	5 years
-Civil Aviation Authority	5 years
-Packaging-General	5 years
-International Function Committee	3 years
-Dangerous Goods at Airports	5 years
-Company Operation Manual & Procedures	3 years after superseded
-Chemical Kits & Other Variable Classification	5 years
-Special Projects	3 years after concluded


TC - Records Disposal Schedules - TP 111

-International Complaints	2 years
-Public Response	3 years
-Individual Department, Association, etc. File	5 years
Cabin Safety Standards	
-All General Files	5 years
-Individual Project, Study, etc. File	3 years after concluded
-Recommendations Files	5 years
-Training Files	5 years
-Briefing Files	3 years
-Standard, Procedure, etc. File	5 years after superseded
Individual Rule, Regulation File	5 years after superseded or cancelled

ENFORCEMENT
(5504)

Policy	5 years after superseded, transfer to National Archives
General	5 years, transfer to National Archives
Civil Aeronautics Enforcement	(See Individual /Corporation Case File)
Foreign Infractions-Canadian Aircrafts in Foreign Countries	(See Individual /Corporation Case File)
Investigation & Enforcement of Comm. Standards & Procedures	(See Individual /Corporation Case File)
Enforceability	5 years, transfer to National Archives
Enforcement Management System	5 years, transfer to National Archives
Court Rulings & Judgements	5 years, transfer to National Archives
Operating Certificate Suspensions	(See Individual /Corporation Case File)
Use of Aircraft for Law Enforcement Purposes	(See Individual /Corporation Case File)
Aircraft Overloading	(See Individual /Corporation Case File)
Monthly Enforcement Case Summaries	5 years, transfer to National Archives
ATS Tape Recording	(See Individual /Corporation Case File)
Air Carrier Enforcement	(See Individual /Corporation Case File)
TCAG Aviation Enforcement Workshop (Industry)	(See Individual /Corporation Case File)
Memorandum of Understanding on Enforcement between National Transportation & Transport Canada	3 years after concluded or cancelled
Requests for Secretary's Certificate	3 years
Company File Data Update	(See Individual /Corporation Case File)
Foreign, Military & Unknown Infractions - All Files Individual /Corporation Case File	(See Individual /Corporation Case File)
- Investigation when sanction apply	10 years after the case has been closed then destroyed
- Investigation when no sanction apply	2 years after the case has been closed then destroyed

TC - Records Disposal Schedules - TP 111

PILOTS, AIR ENGINEERS & TRAFFIC CONTROL
OFFICERS
(5802)
HEADQUARTERS & REGIONS SUBJECT FILES:

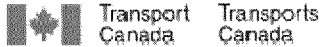
General	5 years
Proposed Certification of Flight Crews	5 years
Licences	
-Enquiries (Alpha Split)	2 years
Senior Commercial & Commercial Pilot Licences - Policy & Procedures	5 years after superseded
Private Pilot Licences & Student Pilot Permits - Policy & Procedures	5 years after superseded
Aircraft Maintenance Engineers Licences - Policy & Procedures	5 years after superseded
-Questions	3 years after finalized
Reciprocal Agreement Between Canada & Other Countries RE: Certificates (Nationality)	5 years after terminated #
Airline Transport Pilot Licences-Policy & Procedures	5 years after superseded
ATC Officers Licences - Policy & Procedures	5 years after superseded
Coroner's Inquest	5 years after finalized
Pilot Proficiency Flight Tests	
-General	5 years
-Statistical Reports	3 years
Assistance for Advance Flying Training	
-Policy	5 years after superseded
-General Inquiries	3 years
Flying Training Courses-Policy & Procedures	5 years after superseded
Flight Operations Officers (Flight Dispatchers) Policy	5 years after superseded
Flight Test Delegation	
-Policy	5 years after superseded
-General	5 years
-DFTE Club School	5 years
Free Balloon Pilots Licences - Policy & Procedures	5 years after superseded
Instruments Ratings	
-Policy	5 years after superseded
-General	5 years
-Appointment of Instrument Standards Inspectors	3 years
-Instrument Rating Seminars	3 years
-Instrument Ground Trainers	3 years
-Instrument Standards Review - Regional Audits	7 years after audit
-Instrument Flight Rating Tests-Statistics	2 years
-CAF Instrument Check Pilot Course	3 years
-Delegation of Check Pilot Authority	5 years
Roster of Current Pilots Flying TC Aircraft	2 years after superseded

TC - Records Disposal Schedules - TP 111

Aeronautical Engineers	
-General	5 years
Flight Engineers Licences - Policy & Procedures	5 years after superseded
Examination Procedures- All Correspondence (Inc. Drafting Revision of Papers)	5 years after superseded
-Examination "Translation of Study Guides & Manuals"	5 years
-Examination Investigation Delegation	5 years
Examination Papers - Distribution & Monthly Reports	3 years
General	
-Individual Regional Files at HQ	2 years
Air Navigators Licences-Policy & Procedures	5 years after superseded
Private Pilot Licence - Tourist	
-Policy	5 years after superseded
-General	3 years
Validation of Foreign Licences for Special Purposes	
-Policy & Procedures	5 years after superseded
-CAF Personnel	5 years
-Company (Alpha Spilt)	3 years
Personnel Licensing Listing - Policy & Procedures	5 years after superseded
-General	5 years
Licence & Examination Fees - General	2 years after superseded #
Gyroplane Pilot Licences - Policy & Procedures	5 years after superseded
Personnel Licensing Computer System	
-Policy	5 years after superseded
-General	5 years
-Authorized Personnel - TC	2 years after termination of employment
-Authorized Personnel - Industry	2 years after termination of contract
-Civil Aeronautical Screening System (CASS)	5 years
-Conversion	5 years after completed
-Severance of Medical Assessment & Licensing Functions	5 years
-Licensing Decentralization	5 years after completed
Inquiries - Microfilm	2 years
Personnel Licensing Draft Report-Flight Standards Review	3 years after finalized
Aircraft Maintenance Engineering System (AMES)	
- Information on individual holders of civil aviation maintenance and engineers	2 years following individual's death and destroyed
Aviation Licensing Database	
- Information on individual holders of civil aviation permits and licenses	Destroyed at the age of one hundred or when individual dies

HEADQUARTERS & REGIONS CASE FILES: Case Files: (Pilots, Aircraft Maintenance Engineers, Air Traffic Control Officers)

All Licensees, Except those Licensed Prior to 1940 (Incl. Destroy at age 100 if licensees have been expired



TC - Records Disposal Schedules - TP 111

Medically Unfit Licensees)	
Medical assessment for deceased pilots	15 years after the department is notified that the person is deceased
Licensees Licensed Prior to 1940	5 years after licence has expired then transfer to Historical Archives
Case Files (Temporary)	
-Private Pilot Licence - Tourist	3 years
-Validation of Foreign Licences	2 years after expired
Civil Aviation Tribunal (CAT) - Policy & Procedures	5 years after superseded
Deceased Licensees where Air Accident Involved	Until Microfilmed
Unlicensed Application "NOTE": Cases are Unlicensed when Forms (26-0194) (26-0196) (26-0028) or Copy of Licence & LVC are not on File.	
-Cadets	7 years from date of medical
-Gliders	7 years from date of medical
-Ultra-Light	7 years from date of medical or medical declaration forms (26-0297 & 26-0301)
-Unfit	7 years from date declared unfit
-Unfit Confidential	7 years from date declared unfit #
-All Others (Incl. Aircraft Maintenance Engineers)	7 years
EDP Records	Same retention as the paper records

AUTHORIZED FLIGHTS (5812)

General	5 years
Canadian Blanket Flight Permits	3 years after expired
Rockets	
-Policy	5 years after superseded *
-Model Rockets - General	5 years *
-Scientific Rockets - General	5 years *
Familiarization Flights	
-Policy	5 years after superseded
-General	5 years
-Air Carrier Inspector Trip Passes & Baggage Checks	3 years
Foreign Aircraft	
-Policy	5 years after superseded *
-General	5 years
-Helicopter Logging	5 years
-Governmental - All Files	3 years
-Non-Governmental - All Files	3 years
-US Air Force	3 years
-Concorde Flights	3 years
Low Level Aerobatic Certificate	3 years after expired
Over Water Flights-Light & Single Engine Aircraft	5 years
Air shows	

TC - Records Disposal Schedules - TP 111

-Policy	5 years after superseded
-General	5 years
-Cost Recovery	6 fiscal years
-International Council	5 years
-Military - All Files	3 years
-Air show Performer Authorizations	3 years
-Individual Air Show	3 years after concluded
Model Aircraft & Kites	5 years
Parachuting	
-Policy	5 years after superseded
-General	5 years
-Parachute Decent Authorization	3 years
Remotely Piloted Vehicles	5 years
Balloon Flight	
-Policy	5 years after superseded *
-General	5 years *
-Individual Centre	5 years
-Derelict Balloons	3 years
Air Races	
-Policy	5 years after superseded
-Individual Races	3 years after concluded
Interface Between Regulatory & Airports Group	5 years
Canadian Rulings & Policies	5 years after superseded *
Crop Dusting-Flying Farmers Exemptions	5 years
Special Interest Flight Routing	3 years

AIR TRANSPORTATION
(6000)

General	5 years
State of the Aviation Industry	5 years
Memorandum of Understanding - All Files	3 years after concluded or cancelled
Agreements for Provision of Services	3 years after concluded or cancelled
Work Program on Standards	5 years
Civil Aviation Daily Occurrence Reporting Systems (CADORS)	5 years
Aviation Occurrence Information Sources	
Transport Canada International Activity Involvement	5 years
Flight Information Services Concepts for the Future	5 years
Canada/US Air Negotiations (Open Skies Project)	3 years after concluded
Transport Canada Aviation Internal Reporting System (TCAIRS)	5 years
ASTRA Report	3 years
Aviation Industry	
-Relations	5 years

TC - Records Disposal Schedules - TP 111

-Occupational Safety & Health	5 years
-Chief Aviation Terminology Standardization	5 years
PSAC Strike Contingency Plan/ AAR	5 years
Implementation of the Substance Use - Policy	5 years after superseded
Air Operation Centre	5 years

ANS TRANSFER
(6600)

**TELECOMMUNICATION & ELECTRONICS-
STATIONS-GENERAL**
(6800)

Frequencies - General	5 years
Apparatus - Installation & Maintenance - General	5 years

AIRPORTS - GENERAL
(7150)

General	5 years
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ESTABLISHMENT & OPERATION
(7151)

General	5 years
Airport Operations	5 years

**BUILDINGS/CONSTRUCTION/ FACILITIES
SERVICES - (7152)**

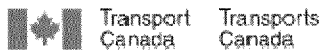
General	5 years
Light and Power - General	5 years

CONCESSIONS & LEASES
(7156)

General	5 years
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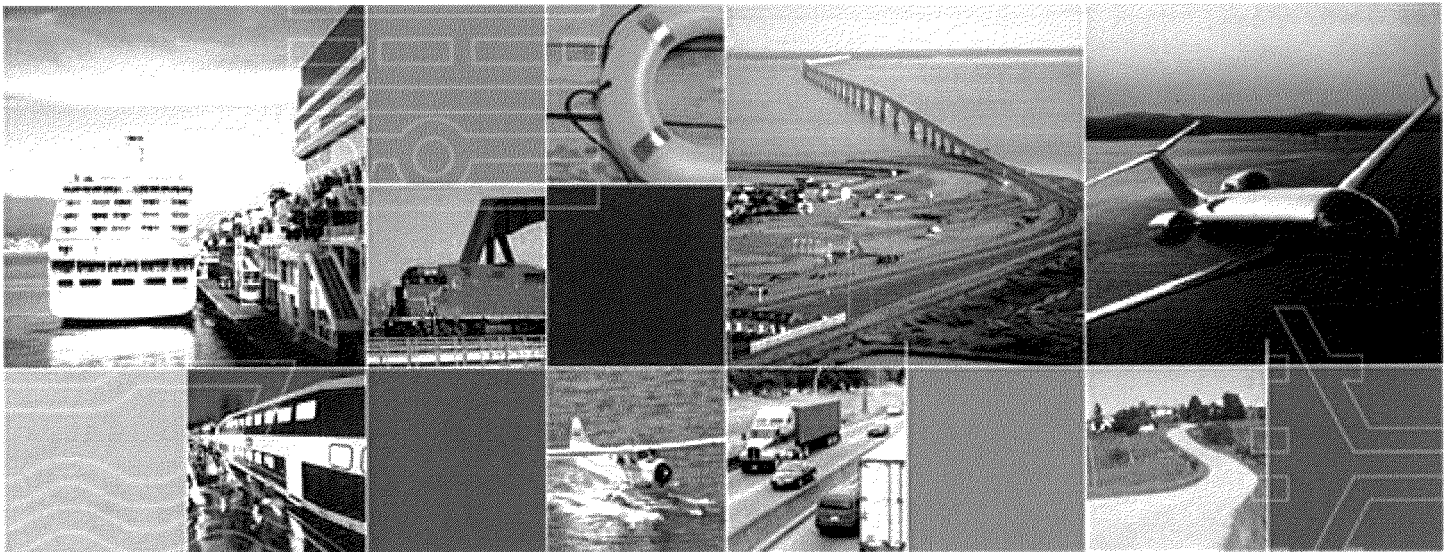
EMERGENCY SERVICES & RESCUE
(7160)

General	5 years
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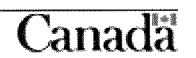


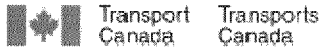
TC - Records Disposal Schedules - TP 111

Retention Periods *Airports operations*



Document ID : RDIMS# 162059
Version 4





TC - Records Disposal Schedules - TP 111

FOREWARD

The Transport Canada (TC) Records Disposal Schedules, based on Government of Canada directives, have been compiled to assist all TC Records offices in the disposal and transfer of records.

The instructions and schedules apply to all records at headquarters, in the regions, and TCC's except where indicated otherwise in the schedules.



TC - Records Disposal Schedules - TP 111

PREFACE

DEFINITIONS

Government information: All information under the control of a government institution, regardless of physical mode or medium in which such information may be stored. Without restricting the generality of the foregoing, this may include correspondence, memorandum, books, plans, maps, drawings, pictorial or graphic works, photographs, films, sound recordings, videotapes, machine readable records, published material, and any other documentary material. Excluded from the definition are the material held by federal libraries which were not prepared or produced by or for the government.

Records: (Documents): Includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristics, and any copy thereof (*Library & Archives of Canada (LAC) Act; Access to Information Act*)

Transitory Record: Records that are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory records do not include records required by government institutions or Ministers to control, support or document the delivery of programs, to carry out operations, to make decisions or to account for activities of the government. These can but are not always referred to as convenience copies.

RECORDS SCHEDULING AND DISPOSAL

GENERAL

Government institutions shall not destroy records or permit their removal from the control of the Government of Canada except in accordance with disposition authorities approved by the Librarian & Archivist of Canada

Institutions are to schedule the retention and disposal of their operational records as directed under "Operational records" and apply schedules to their records as directed under "Disposal" and "Archival records".

Procedures and suggested practices concerning records scheduling and disposal are described in Multi-Institutional Disposition Authorities (MIDA)

www.collectionscanada.ca/information-management/0604_e.html </informationmanagement/0604_e.html>



TC - Records Disposal Schedules - TP 111

SCHEDULES

"Schedules" means a list of files which indicates:

- The period of time each file must be retained according to its value to the institution;
- How long, within its retention period, each file should be held as active records in records offices in government institutions and stored as dormant records at a Federal Records Centre or other facility, at the Personnel Records Centre or at Libraries and Archives of Canada (LAC); and
- The ultimate disposal of each file, on expiry of its retention period, by destruction, transfer as archival records to the Libraries and Archives of Canada (LAC), or removal from the control of the Government of Canada.

"Administrative records" are those records of a government institution reflecting its internal administration and are scheduled in the Multi Institutional Disposition Authority (MIDA)

"Personal information" contained in the records of a government institution is to be retained and disposed of in accordance with the Privacy Act.

"Operational records" are those records of a government institution pertaining to its particular responsibilities and are scheduled in records disposal schedules developed by the institution and approved by the Librarian and Archivist of Canada.

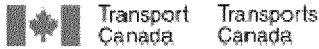
Each government institution shall develop Disposition Authorities for its operational records and shall obtain the approval of the Librarian and Archivist of Canada.

In the scheduling of operational records, all files must be assigned definite retention periods. Permanent retention is appropriate only for archival records, which are to be retained permanently by LAC after expiry of the retention period assigned by the institution with the approval of the Librarian and Archivist of Canada

With respect to the requirement to review schedules, it is anticipated that most schedules will periodically require some changes such as the assignment of retention periods to files created since the schedule was developed or last reviewed, and the shortening, or occasionally the lengthening, of existing retention periods.

DISPOSAL

Each government institution shall dispose of its records in accordance with Disposition Authorities approved by the Librarian and Archivist of Canada.



TC - Records Disposal Schedules - TP 111

Any federal government publications in the subject file classification system of the institution are to be offered by the records management staff to the departmental library and, if not needed by the library, are to be transferred to the Canadian Book Exchange Centre of Library & Archives.

"Related policies": Information Management Directive TP 13953E (RDIMS # 147060) and the Managing Government Information (MGI) policy.

ARCHIVAL RECORDS

Each government institution shall transfer its archival historical records to the control of the Library & Archives in accordance with Disposition Authorities approved by the Librarian & Archivist of Canada.

An archival record is a record designated by the Librarian & Archivist of Canada through the Disposition Authority process for preservation by the Libraries and Archives of Canada in order to document administrative continuity and legal and proprietary rights of government institutions, to protect rights of individuals, and to facilitate government and other research. Such records contain information relating to the role, organization, functions, activities and policies of government institutions at headquarters, regional, satellite or other offices, or other information of permanent value to the Government of Canada.

NOTE:

- a) "Subject to review" means files must be reviewed by the Transport Canada office of primary interest prior to disposal action.
- b) "Subject to review then transfer to Historical Archives" means files must be reviewed by the Transport Canada office of primary interest prior to the transfer to:

Archives Branch,
Library and Archives of Canada,
395 Wellington St.,
Ottawa, Ontario
K1A 0N3

- c) "Then transfer to Historical Archives" means files may be transferred to the Archives Branch without being reviewed by the Transport Canada office of primary interest. (Same address as in (b).)



TC - Records Disposal Schedules - TP 111

DISPOSITION AUTHORITY & RETENTION PERIODS FOR

AIRPORTS OPERATIONS

TRANSPORT CANADA-DISPOSAL AUTHORITY

PAC -

Multi-Institutional Disposition Authorities

www.collectionscanada.ca/information-management/0604_e.html </information-management/0604_e.html>



TC - Records Disposal Schedules - TP 111

RESEARCH AND DEVELOPMENT

(2450)

General	5 years
Air Cargo Data Interchange	5 years
Research & Development Projects	
-General	5 years
-Individual Project File	3 years after concluded
Research & Development Futuristic projects	
-Individual Project File	3 years after concluded
Research & Development Project Demonstration – All Files	3 years

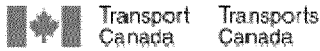
AERODROMES

(4201)

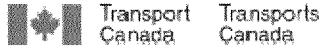
Security & Policing -Policy	5 years after superseded *
Security & Policing -General	5 years
Airport Security/External Affairs	5 years
Acts/Regulations/Measures/Standards -All Files	5 years after superseded or cancelled
National Airport Security Program	
-Policy	3 years after superseded *
-General	5 years *
-Costs	
-General	6 fiscal years
-Manpower	6 fiscal years
-Reviews	3 years after finalized
-Status Reports	3 years
-Visits	2 years
-Airport Security Surveys	3 years after concluded
-Policing	5 years
-Vulnerable Points	5 years
Access Control-Airports	
-Policy	3 years after superseded
-General	5 years
-Terminal Restricted Areas	3 years
-Airside Restricted Areas	3 years


TC - Records Disposal Schedules - TP 111

-Vehicle Parking	3 years
-Electronic Key Card Systems	5 years
-Airport Traffic Regulations Task Force Pass Identification Systems	5 years
-Policy	3 years after superseded
-General	5 years
-Airside Restricted Area Passes Personnel	3 years
-Vehicle	3 years
-Terminal Restricted Area Passes	3 years
-Visitors Passes	3 years
-Airport Restricted Area Passes- National	3 years
-Lost, stolen or carried away passes	2 years
Canadian Airport Pass System (CAPS)	
-General	5 years
-Hardware	5 years
Software	
-General	5 years
-Upgrade	5 years
Concerns	
-General	5 years
-Legal Opinions	5 years
Contractual Fees	
-General	5 years
-Union Consultation	5 years
-Program Approval Document	5 years
Fifth Dimension CAD/CAM	
-General	5 years
-Service Calls	3 years
Companies (Other than Fifth Dimension)	5 years
-Company Codes	3 years after superseded
-Working Committee	3 years
-Portable Computer System	5 years
-Individual Airport Site File	5 years
Screening/Detection Devices	
-Policy	3 years after superseded *
-General	5 years *
-Sales & Literatures	2 years
-Purchasing / Finance / Contracts	6 fiscal years
-Passenger & Baggage Screening System	5 years *
-Explosive Detection-Dogs	5 years *


TC - Records Disposal Schedules - TP 111

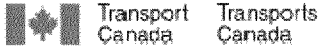
-Hand Held Metal Detectors	5 years *
-Metal Detectors-Doorways	5 years *
-X-Ray Detectors	5 years *
Access Control Systems	
-Canadian Airport Security System (CASS)-CCTV Sub-System	5 years
Security Protection	
-Policy	3 years after superseded
-General	5 years
-Baggage/Luggage Lockers	3 years
-Fencing	3 years
-Guard House	3 years
Airport Security Committee	
-General	5 years
-Minutes of Meeting	3 years
Individual Region File	
-General	5 years
-Minutes of Meeting	3 years
Individual Airport Site File	
-General	5 years
-Minutes of Meeting	3 years
Threats to Transport Canada Airports-Incidents Reports/Measures	5 years
Notices of Approved Security Measures	3 years after superseded
Pickers / Demonstrations	5 years
Calgary Olympic Games	3 years after finalized
Airport Policing	
-Policy	3 years after superseded *
-General	5 years
-Commissionaires	5 years
Royal Canadian Mounted Police (RCMP)	
-Policy	3 years after superseded
-General	5 years
-TC/RCMP Memorandum of Agreement	3 years after concluded or cancelled
-Statistics/Annual Report	3 years
-Level of Services-Person Year Reduction	3 years
-Plan Operations	5 years
-Monitoring of Pre-Board Screening	5 years
-Handling of Bomb Threats	5 years
-Training of RCMP Personnel	3 years


TC - Records Disposal Schedules - TP 111

-TC/LAA Memorandum of Agreement on Police Security	3 years after concluded or cancelled
-Enforcement of Regulations	5 years
-Facilities & Equipment Requirements	3 years after superseded
-TC/RCMP Liaison (Meetings)	3 years
Cargo	5 years
Lost or Mislaid Personal Property	
-Policy	3 years after superseded
-General	5 years
Threats to MOT Facilities	5 years
Hijackings, Bombings, Sabotage, etc.	
-Policy	3 years after superseded *
-General	5 years *
-Emergency Software	5 years
-Research & Development	5 years *
Airport Security Plan	5 years
Enhancement of Civil Aviation Security at Canadian Airports	5 years
Enhancement Measure Taken at Airport Awareness Program	5 years
Security Quality Assurance Observation Form	3 years
Anti-Drug Campaign	3 years after completed
Olympic Games (Seoul)	3 years after finalized
Air Carriers & Aerodromes Regulations & Measures	
-Policy	3 years after superseded
-General	5 years
1996 Olympics	3 years after finalized
Embezzlement & Fraud	5 years
Security Exercise	3 years
Individual Airport Site File	
-Main File (General)	5 years
-Policing of Vehicular Traffic	5 years
-Physical Security Inspection Report	3 years
-Security Fencing & Guard Houses	3 years
-Airport Security Meetings	3 years

EMERGENCY PREPAREDNESS
(4230)

Emergency Planning - General	5 years
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TC - Records Disposal Schedules - TP 111

National Emergency Agency for Transportation
(NEATRAN) 5 years

NORTH ATLANTIC TREATY
ORGANIZATION NATO (4231)

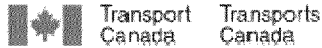
General 5 years

INTERNATIONAL AVIATION
(5001)

Foreign aviation Agreements - General 5 years
Bilateral Agreements 3 years after concluded or cancelled
Individual Agreement File 3 years after concluded or cancelled
International Trade 3 years after concluded or cancelled

ORGANIZATIONS & ASSOCIATIONS
(5004)

ICAO- General 5 years
Air Navigation Plans 5 years
Bulletins 3 years
Peaking Study 3 years after concluded
Air Transport Committee 5 years
Air Navigation Commission 5 years
Annex - All Files 3 years
Manuals 2 years after replaced
Facilitation Committee 5 years
Study Group on Impact of New Larger Aircraft 3 years after concluded
Visual Aids Panel 5 years
Electrical Systems 5 years
Heliports Lighting 5 years
ICAO Working Group-Light Characteristics 5 years
Study Group on Surface Movement Guidance #2 3 years after concluded
Frangibility 5 years
Programs & Reports 5 years
Associations - General 5 years
Individual Association File 3 years
Aviation Associations Committee - General 5 years
Individual Association File-All Files 3 years



TC - Records Disposal Schedules - TP 111

AIR CARRIER OPERATIONS

(5258)

General 5 years

AIR TRANSPORTATION

(6000)

Project Management - General 5 years

Client Profile 3 years

Individual Airport Site File

-General 5 years

-Individual Project, Study, etc. 3 years after concluded

ANS TRANSFER

(6600)

General 5 years

AIRPORTS-GENERAL

(7150)

Policy 5 years after superseded *

General 5 years *

Helicopter Landing Areas

-Policy 5 years after superseded *

-General 5 years *

Stolports-General 5 years *

Control of Aerodrome Location & Development 5 years

Aircraft Noise & Land Use in Vicinity of Airports

-Noise Management Environmental Protection, 5 years

Zoning

Control of Aviation Activities in or Near National, 5 years *

Provincial & Municipal Parks

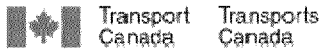
Seaplane Bases

-Policy 5 years after superseded *

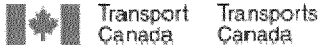
-General 5 years

-Individual Location File 5 years

Apron Advisory & Terminal Building Services


TC - Records Disposal Schedules - TP 111

-Policy	5 years after superseded *
-All Other Files	5 years *
Arctic Air Facilities Policy Review	5 years *
Department of National Defence Airports	5 years *
Custom Airports of Entry in Canada	5 years *
Operations by DND at MOT Airports - Policy	5 years after superseded *
Airports, Seaplane Bases and Heliports in Foreign Countries - All Files	5 years *
Visual Aids to Air Navigation (Ground Marking)	5 years *
Agricultural Quarantine Facilities (Including Holding Facilities)	5 years
Objective Policy and Standard Development - All Files	5 years
Airport Classification System	5 years *
Control of Passengers at Airports RE: Customs, Immigration and Health	
-General	5 years
Charter Flights	
-Policy	5 years after superseded
-General	5 years
-Domestic	3 years
-Survey of Servicing Arrangement	3 years after concluded
-Activity Reporting	3 years
Licence Fees - General	5 years after replaced
Emergency Airstrips in the North	5 years
Airport Contract Operations	5 years *
Canadian Inspection Services Pre-Clearance in Foreign Countries - General	5 years
Offshore Airports - General	5 years
Tentative Quality Audit Program	5 years
Airport Facilities Inventory	5 years
Facilities & Services Utilization Data Base	5 years
New Dimension for Small Airports	5 years
Satellite Airports	
-Policy	5 years after superseded *
-General	5 years *
Unserviceable Aircraft Left on Runways-General	5 years
Recreational Facilities for Passengers	5 years
History of Airports - All Files	5 years *
Export of Airport Equipment Project	5 years after concluded


TC - Records Disposal Schedules - TP 111

US Customs and Immigration Pre-Clearance Facilities at Canadian Airports	5 years
Air Cargo	
-Policy	5 years after superseded *
-Feasibility Study for Perishable Goods	3 years after concluded
-All Other Files	5 years
Airport Incidents Reporting System	
-General	5 years
-Reports	3 years
-Follow Up Action	3 years
Canadian Airports Data Base	5 years
Airport Site Information Requirements Study	3 years after concluded
Contingency Planning - All Files	5 years
Memorandum of Understanding between Transport Canada and Department of National Defence	3 years after concluded
Airports Management Information System	5 years
Funding Policy Study for Developing Airport Land Assets	5 years after concluded
De Icing	
-Enquiries RE: Use of Glycol	2 years
-All Other Files	5 years
De federalization of Canadian Airports	5 years
North American Air Defence Forward Operating Locations	5 years
International Offshore Projects	
-General	5 years
-Individual Projects File	5 years after concluded
Air Carrier Site Approval for Commercial Air Services	5 years
Conversion of Airlines Designator	3 years after concluded
Discussions-AAG/Canadian International Airlines Ltd.	5 years
Federal/Provincial Programs & Activities (ERDA)	5 years
AAG Mandate & Management Philosophy	5 years
Airport Devolution-All Files	10 years
Creation of Local Airport Authorities	5 years
Airline Restructuring	5 years
Administration of Local Airport Authority (LAA)	
Agreements	
-General	5 years

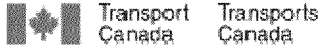


TC - Records Disposal Schedules - TP 111

-Agreement to Transfer	5 years after finalized
-Ground Lease	5 years after finalized
Individual Airport	
-General	5 years
Rent	
-General	5 years
-Monthly Statements	2 years
-Annual Statements	6 fiscal years
-Market Value	5 years
-Deferred Rent	6 fiscal years
Approval	
-General	5 years
-Occupant Agreement	3 years after concluded
Separate Lease	
-General	5 years
Environmental Issues	
-General	5 years
Emergency Response Services (ERS)	
-General	5 years
Insurance	
-General	5 years
Audit	
-General	5 years
-120 Days	7 years after audit
Transport Canada/Environment Canada MOU	3 years after concluded
Aircraft Noise & Land Use in Vicinity of Airports	5 years *
Criteria for Naming of Airports	5 years
Aerodrome Security Measures Clear Zones	10 years
Caribbean Airport Project-All Files	10 years after concluded
Vehicle Parking	
-Policy	5 years after superseded
-General	5 years
-Complaints	2 years
-Individual Region File	5 years
-Individual Airport File	5 years
Revenue Control	
-General	5 years
-Internal Audit Reports	7 years after audit
Monthly Activity Report	
-General	5 years


TC - Records Disposal Schedules - TP 111

-Individual Airport Action Plan	3 years
-General Contracting	5 years
-General -Telxon Service Reports	5 years 3 years
Management Contract	
-General -Request for Proposal's (RFP)	5 years 5 years
Tender Specifications	
-General -Individual Airport File	5 years 5 years
-Bid Evaluation (RFPS)	5 years
Employee	
-Policy -General	5 years after superseded 5 years
-Individual Airport File	5 years
-Members of Parliament (MPS) & Very Important Persons (VIPS) Free Parking	5 years
-Disabled Persons	5 years
Policy & Regulations	
-Policy -Airport Vehicle Parking Charges Regulations	5 years after superseded 5 years after superseded
-Airport Traffic Regulations	5 years after superseded
Pricing & Rate Proposals	
-Policy -General	5 years after superseded 5 years
-Cost Methodology -Revenue Control-Equipment Costs	6 fiscal years 6 fiscal years
Vehicle Parking	
-Management Parking	5 years
Rates	
-Individual Airport or Region File	3 years after replaced
Studies	
-General -Individual Study	5 years 3 years after concluded
Equipment	
-General Equipment-Specifications	5 years
-All Files	5 years



TC - Records Disposal Schedules - TP 111

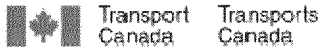
Equipment-Systems	
-All Files	5 years
On Line-Systems	
-General	5 years
-Card Access System	5 years
-Credit Card System	5 years
Licence Plate Inventory (LPI) System	
-General	5 years
-Ticket Issuing Machines (TIM) (Splitters)	5 years
-Vehicle Counters	5 years
-Parking Meters	5 years
Software	
-General	5 years
-System Control	5 years
-Parking Booths	5 years
-Permits	5 years
-Tickets	5 years
Ground Transportation	
-General	5 years
-Individual Airport or Region File	5 years
Canada-USA Transborder	
-General	5 years
-Pre assurance	5 years
-Levels of Services	5 years
-Airport Capacity	5 years
Economic Development Board & Open Skies	5 years
Congestion at Toronto Lester B. Pearson Int'l Airport	5 years

ESTABLISHMENT & OPERATION

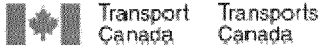
(7151)

General	5 years
Slot Allocation	5 years
Airport Licensing-General	5 years *
Hours of Operations at Airports	5 years
Comments on Transfer of Flights from Dorval to Mirabel	3 years
Operation Response-General	5 years
Barrier Free Program-All Files	5 years
Airside Operations-All Files	5 years

Canada


TC - Records Disposal Schedules - TP 111

Airfield Maintenance & Operations-All Files	5 years
AVOP & CASB-All Files	5 years
Fleet & Material Management-All Files	5 years
Baggage Systems & Services-All Files	5 years
U.S. Pre-Clearance FIS Operations-All Files	5 years
Public Waiting/Circulation Areas & Services-All Files	5 years
Canadian Inspection Services-All Files	5 years
Airport & ATB Operations-All Files	5 years
Airport Management-All Files	5 years
Federal Identity Program (FIP)	
-Policy	5 years after superseded
-General	5 years
-Program Requirements	5 years
-Policy Interpretation	5 years
-Briefings	3 years
-Pictographs	3 years
-Meetings with Other Departments	3 years
-Audits/Reports	7 years after audit
-Canadian Government Exposition & Audio-Visual Centre	5 years
-Lexicon	5 years
-Individual Region File	5 years
-National Seminar	3 years
Airports Devolution-General	5 years
Airlines-All Files	5 years
Canadian Airports-General	5 years
Aircraft-General	5 years
Aerodrome Zoning	5 years
Individual Airport Site File (Licensed or Abandoned)	10 years *
-Representation from Municipality	5 years
-Comments RE: Choice	5 years
-Gate Assignments, Apron Control, Scheduling & Utilization	5 years
-Complaints/ Executive Correspondence Review (Other than Official Languages)	2 years
-Planning Pad's/Master Plans	5 years
-Transportation of Disabled Persons (Barrier Free Program)	5 years
-Representation RE: Choice of Location	5 years



TC - Records Disposal Schedules - TP 111

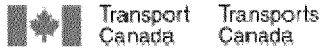
-AVOP Program Implementation	5 years
-Check-In/Ticketing	5 years
-Monthly Reports-Project Coordination Office	3 years
-Public Waiting/Circulation Areas & Services	5 years
-Canadian Inspection Services	5 years
-Baggage Systems & Services	5 years
-Baggage Carts & Porters	5 years
-Federal Identity Program	5 years
-Sites Selection & Evaluation	5 years
-Airport Devolution	5 years
-Individual Agreement File	3 years after concluded
-Owner Controlled Insurance	5 years
-TB Minutes OIC Copies Only	3 years
Committees & Meetings	
-All Files	3 years
-Information Centre	5 years
-U.S. Custom & Immigration Pre-clearance Facilities	5 years
-Progress Reports	3 years
-Air Pollution	5 years
-Name of Airport	5 years
-Project Team Briefing	3 years
-Public Response, Organizations, Boards & Companies	3 years
-Labour Relations	5 years
-Enquiries & Comments	2 years
-Commemorative Stamps, Coins, etc. RE: Opening of New Airports	3 years
-Airport Inquiry Commission	5 years

BUILDINGS/CONSTRUCTION/ FACILITIES AND SERVICES (7152)

Buildings General	5 years
Air Terminal Buildings	
-All Policy	5 years after superseded *
-Individual Study File	5 years after completed
-All Other Files	5 years
Regional Area Control Centres	5 years
Furniture & Furnishings	


TC - Records Disposal Schedules - TP 111

-General	5 years
-Testing of Furniture	5 years
Cleaning Services	
-Policy	5 years after superseded *
-General	5 years
Radar Modernization Project (RAMP)	5 years after concluded
Facility Alteration Permits	3 years after expired
Roofs	
-General	5 years
-Antennas	5 years
Sand Storage Buildings	
-Policy	5 years after superseded *
-General	5 years
Construction of Buildings & Work and the Management of Federal Housing in the North-Policy	5 years after superseded *
Traffic Control Towers Construction & Maintenance	10 years
Flight Service Stations	5 years
Building Equipment & Accessories & Material	5 years
Information Systems	
Federal Heritage Buildings	
-Policy	5 years after superseded
-General	5 years
Codes & Standards	5 years after superseded
Mechanical Services	
-All Files	5 years
Individual Airport Site File (Except Mirabel to be Retained)	5 years
Air Terminal Building	5 years
Construction of ATB	5 years after concluded *
Individual Service Contract	6 years after terminated or 2 years after cancellation
Furniture & Furnishing for Public Areas	5 years
Collection of Planning Requirements	10 years
Maintenance & Operation	
-Under \$1000	3 fiscal years
-Over \$1000	6 fiscal years
-Baggage Conveyor Equipment	5 years
-People Moving Systems & Equipment	5 years
-Bridge Loading	5 years
-Opening Ceremonies for ATB	3 years after opening



TC - Records Disposal Schedules - TP 111

-Car Parking Structure	5 years
-TC Damage Claims Against Others	6 years after finalized
-Fine Art	5 years
-Surplus	3 years after disposal
-Progress Reports	3 years
-Individual Project & Study	3 years after concluded
Hangars and Garages-General	5 years
Individual Airport Site File	5 years
Light and Power-General	5 years
Manuals, Standards & Reference	
-General	5 years
-Individual File	3 years after replaced
Approval, Acceptance of New Equipment	5 years after approved *
Electrical Drawings- Distribution & Receipt	3 years
Catalogue, AFMEH	2 years after replaced
Airport Lighting Controls & Monitoring	
-General	5 years
-C-704 Control System	5 years
-Radio Control	5 years
Transformers-All Files	5 years
Batteries-General	5 years
Visual Aids Procurement	
-General	5 years
-By Year	3 years
Airside Guidance Signs	
-General	5 years
-Distance To-Go Signs	5 years
Lighting Cables (Incl. Cable Tests)-General	5 years
Lamps-General	5 years
Power Supply-ATC Centres & Towers	5 years
Aircraft Parking Guidance Systems	5 years
Power Standards Study	3 years after concluded
Aerodrome Beacons	
-General	5 years
-Strobe Type Project	3 years after concluded
Terminal Facilities – Telecom. System General	5 years
Public Address Systems	
-Policy	5 years after superseded
-General	5 years
Air Terminal Flights Information Display System	



TC - Records Disposal Schedules - TP 111

-Policy	5 years after superseded
-General	5 years
Airport Electrical Systems Containing Electronic Sub- Systems	
-Policy	5 years after superseded
Individual Airport Site File	5 years
Water Supply General	5 years
Individual Airport Site File (If contract, Agreement are on File; then Retention is "after concluded or cancelled")	5 years
Drainage & Sewerage Policy	5 years after superseded
Drainage & Sewerage General	5 years
Pollution Control	5 years *
Aircraft Sewage Dumping Stations	5 years
Water Monitoring Programs Including Storm & Flood Damage Reduction	5 years
Individual Airport Site File	5 years
Exception/ Matane, Dorval, Vancouver, St-Catherine's & Winnipeg	5 years (Review by Section)

ECOLOGY AND ENVIRONMENT
(7154)

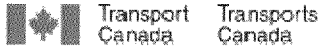
Garbage disposal and Incinerators Policy	5 years after superseded *
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CONCESSIONS & LEASES
(7156)

General	5 years
Utilization of Property (Land Use)	
-Policy	5 years after superseded *
-General	5 years *
Catering Privileges at Airports	
-Policy	5 years after superseded *
-General	5 years
-Standards of Hygiene and Sanitation Restoration	5 years after superseded
Concession	
Coin Operated Vending Machine	
-Policy	5 years after superseded
-General	5 years


TC - Records Disposal Schedules - TP 111

Parcel Lockers	
-Policy	5 years after superseded
-General	5 years
-Pay Telephone-General	5 years
-Baggage Carts Dispensers	5 years
Space Occupied by Federal Government in MOT Buildings	
-Policy	5 years after superseded
-General	5 years
-Individual Department	5 years
-Inspection Services International Charter Flights	5 years
Transportation Arrangements out of Airports	
-Policy	5 years after superseded
-General	5 years
Taxi, Bus & Limousine Concessions	
-Policy	5 years after superseded
-General	5 years
-Taxi & Limousine Permits	3 years after expired
-Transportation of Disabled Persons	5 years
Car Rental Concessions	
-Policy	10 years after superseded
-General	5 years
-Public Response	5 years
-Task Force (Including Reports	10 years
-Tenders by Years	6 years after finalized
-Hand Control Equipment	5 years
-Insider	5 years
-Individual Company File	10 years
-Unsigned Leases	5 years
Red Cap Service-General	5 years
Ground Handling of Aircraft-General	5 years
Hotel Concessions	
-Policy	5 years after superseded
-General	5 years
Flying Clubs-General	5 years
Service Agreements-General	5 years
Liquor Control Board Outlets	
-Policy	5 years after superseded *
-General	5 years
Guidelines in Contracts Administration and Property	5 years after replaced



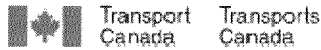
TC - Records Disposal Schedules - TP 111

Management	
Duty Free Shops	
-Policy	5 years after superseded
-General	5 years
Market Research	
-Policy & Guidelines	5 years after superseded
-General	5 years
-Methodology & Questionnaires	5 years
-Air Passenger & Airport User Studies	3 years after concluded
-Concession User Studies	3 years after concluded
-Potential for Marketing Initiatives	5 years
Inventory of Concessions	5 years
Car Parking	
-General	5 years #
-Parking Pricing Policy Study	3 years after concluded #
-Individual Airport File	5 years #
Foreign Exchange	5 years
Rental Rates	
-Policy	5 years after superseded
-General	5 years
Building	
-Policy	5 years after superseded
-General	5 years
-Individual Company File	5 years after replaced
Land	
-Policy	5 years after superseded
-General	5 years
-Individual Company File	5 years after replaced
-Car Parking	5 years after replaced
-Mobile Refuelling Equipment	5 years after replaced
-Study-Kates, Peat, Marwick & Co.	3 years after concluded
-Airport Maintenance Charge	5 years after replaced
-Loading Bridge	5 years after replaced
Flight Insurance-General	5 years
Advertising Signs, Displays, etc.	
-Policy	5 years after superseded
-General	5 years
-Inspection Services Areas	5 years
Airport Advertising (ATB)	
-General	5 years

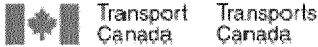


TC - Records Disposal Schedules - TP 111

-Copy Approval	5 years
-Leases	3 years after terminated or cancelled
-Accounting	6 fiscal years
Airport Advertising (Outdoor)	
-General	5 years
-Copy Approval	5 years
Facsimile Machines at Airports	5 years
Petroleum, Oil and Lubricants (POL) Facilities	
-Policy	5 years after superseded *
-General	5 years
-Fuel Facilities Corporations Leases	3 years after terminated or cancelled
Air Canada-General	5 years
H.Q. Numbers Assigned to Regional Documents	5 years
Public Liability and Property Damage Insurance	5 years after expired
Bilingual Service in Concessions	
-Policy	5 years after superseded *
-General	5 years
Standard Lease Documents	5 years *
Tender Evaluation	5 years after evaluation
Tender Information Base	5 years *
Airport Concession Profile	5 years
Interested Parties Lists	3 years after replaced
Notice of Amalgamation or Change of Names	3 years after posted
National Integrated Marketing System	5 years
Public Lands Leasing and Licensing Regulations	5 years after superseded
Government Airport Concession Operation Regulations	5 years after superseded
Canada Post Facilities at Airports	5 years
Review and Standardization of Contractual Documents	
-General	5 years
Retail and Commercial Plans	
-All Files	5 years
Hotel Development	
-General	5 years
Environmental Task Force for Tenants	5 years
Business Centres/Common Use Lounges	5 years
Food & Beverage-General	5 years
Regulatory Framework for Commercial Activities at AAG Airports	5 years


TC - Records Disposal Schedules - TP 111

Sunglass Boutiques	5 years
ATB Retail Redevelopment Program	
-General	5 years
-Authorities	5 years
-Consultants	5 years
-Interested Parties	3 years
Promotion	
-General	3 years
-External	3 years
-Airport Concession Database	5 years
-Individual Location File	5 years
TC Guidelines for Public Works Appraisal Reports	5 years after replaced or cancelled
Fuelling Leases/Licences	3 years after expired
Standard Memorandum of Understanding	3 years after concluded
Memorandum of Agreement-All Files	3 years after concluded
Automatic Teller Machines (ATM)	5 years
Congregational Areas	5 years
International Air Show	3 years after concluded
Video Machines	5 years
Air Cargo Facilities	5 years
Spiritual Counselling Centres	5 years
Tenant Facility Design Criteria Manual	3 years after replaced
Directory of Arbitration Decisions	5 years
Travel Insurance Tender	6 years after finalized
Pleasure Leases Information	5 years
Artefacts of Airports	5 years
Use of credit Cards	5 years
Freedom of Expression	5 years
Non-Subsidized Leased Airports	5 years
Facilities Alteration Permits	3 years after expired
Photographic Inventory of Airports	3 years after replaced
Individual Airport Site File	
-General	5 years
-Study for the Use of Land	3 years after concluded *
-General Concession File	5 years
-Individual File on Leases, Licences, Agreements, etc.	1 year after cancelled or superseded; if further documents are received after cancelled (review by section).
Haying Cropping Gardening General	5 years
Airport Site File	



TC - Records Disposal Schedules - TP 111

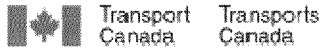
-Individual Lease, Agreement, etc.

1 year after cancelled; if further correspondence has been generated after letter of cancellation, review by section.

MARKETING

(7157)

General	5 years
Canadian Air Show Proposal	3 years after finalized
Business Centres/Common Use Lounges	
-General	5 years
Feasibility & Concept Development Proposals	
-All Files	5 years
Economic Impact Study	3 years after concluded
Commuter Surveys	3 years after concluded
Combined In-transit/Departure Halls	5 years
Marketing Goals	5 years
International Air Services	5 years
Legal Issues	5 years
Promotion/Liaison	
-General	5 years
-Brochures/Publications	2 years
-Promotional Programs	5 years
-AAG Corporate Image Program	5 years
-Air show Canada	3 years after finalized
-Fast Track	5 years
-Advertising	2 years
Pacific RIM Marketing Program	
-General	5 years
Marketing Projects/Contracts	
-General	5 years
-Individual Project or Contract File	3 years after terminated or cancelled
Business/Investment Opportunities/Expansion-All Files	5 years
Economic & Business Finance	
-Cost Recovery Policy	
-General	6 fiscal years
-Peak Period Pricing	6 fiscal years
-Business Plan	5 years
-Third Party Contracting Issues	5 years


TC - Records Disposal Schedules - TP 111

Market Surveys/Statistics/ Quantitative Techniques

-General	5 years
-Individual Survey File	3 years after concluded
-Revenue Forecasting	6 fiscal years
-Questionnaires	3 years
Improvement-Business/Management Practices	
-Commercial Philosophy	5 years
Marketing Training Program	
-Marketing Courses	3 years
-Hospitality Awareness Program	5 years
Individual Airport Site File	
-Marketing-General	5 years
-Individual File on Project, Survey, Study, etc.	3 years after concluded

EMERGENCY SERVICES AND RESCUE
(7160)

General	5 years
Disasters/Emergencies	
-Policy	5 years after superseded
-General	5 years
Exercises	
-General	5 years
-Individual Airport Site & Region File	3 years
Incidents	
-General	5 years
-Individual Crash File	5 years after finalized
-Equipment (Incl. Medical Kits)	5 years
-Emergency Coordination Centres	5 years
-Bomb Handling & Disposal	5 years
-Dangerous Goods	5 years
-Audio Visual Equipment & Films	5 years
-Conference Airport/Disaster Emergency Planning Program	3 years
-Canadian Aviation Safety Board	5 years
-AKO/Environmental	5 years
-International Civil Aviation Organization	5 years
Plans & Procedures	
-General	5 years
-Individual Airport Site or Region File	3 years after replaced

Canada



TC - Records Disposal Schedules - TP 111

-Airport Disaster Units	5 years
-Airport Primary Responders	5 years
-Critical Incident Stress Program	5 years
-Computerized Emergency Management System	5 years
-Water Rescue	5 years
Medical Services	
-Policy	5 years after superseded
-General	5 years
-First Aid Services At Transport Canada Owned, Operated & Subsidized Airport Emergency Response Services	5 years
-Policy	5 years after superseded
-General	5 years
-Individual Region File	5 years
Utilization & Deployment of Personnel	
-All Files	5 years
-Collective Agreement & Classification Review	3 years after concluded
-Management/Union (UCTE) Consultations/Issues	5 years
-AAG/ATTAC/CALTA Liaison & Consultation	5 years
-Non Transport Canada Airports	5 years
-Municipal & Private Contracts	3 years after concluded
Training	
-All Files	3 years
-Dangerous Goods/Toxic Material Handling & Disposal	5 years
-Fire Fighter Fitness-Medical & Physical	5 years
-Fire Chiefs Conferences	3 years
-National HQ Conferences/ Workshops Meetings	3 years
-ICAO-RFF Panel/Meetings	3 years
-Practices of Other Countries	5 years
-Of Airport Response & Assistance	5 years
Clothing	
-General	5 years
-Publicity	2 years
-Requisitions	3 years
-Protective Clothing	5 years
-Uniform Clothing Ties	3 years
-Equipment-All Files	5 years
-Reports -All Files	3 years
-Building Inspection Reports- All Files	3 years


TC - Records Disposal Schedules - TP 111

-Extinguishing Agents-All Files	5 years
Airport System Program	
-Policy	5 years after superseded
-Labour Canada Relation	5 years
-CASB Relation	5 years
-Airport Self Inspection Program	5 years
-Airport Litigations & Claims	6 years after all action completed
-Accident Investigation Reports	3 years
-Conferences	3 years
-Airport Occupational Health & Safety Interlacing APSD-AKOB	5 years
-Development of an Airport Safety Certification Course	3 years after concluded
-Fuel Spills	5 years
-Environment & Wild Life	5 years
-Dangerous Goods (Hazardous Material)	5 years
-AKO Safety Committee	3 years
-Substance Abuse	5 years
-Job Description	5 years
Airport Safety Committee Minutes	
-All Files	3 years
-Workplace Hazardous Material Information System (WHMIS)	5 years
-Monthly Review of Airport Safety Issues	3 years
-Transport Canada Halon Review	5 years after finalized
-OIRS-Detail Design Document	5 years
-Environmental Policy of Fire fighting Training Areas	5 years after superseded
-Bird Strike Committee Canada	3 years
-Safety Reviews/Studies	3 years after concluded
-Safety & Health-General	5 years
Airport Safety Issues-General	5 years
Fire Prevention Program	
-General	5 years
Contest	
-By Year	2 years after finalized
-Building Fire & Emergency Orders	5 years after replaced
Emergency Evacuation Plans	
-All Files	5 years after replaced
-AAG Fire Prevention, Inspection & Emergency	3 years after replaced



TC - Records Disposal Schedules - TP 111

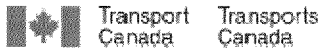
Evacuation Planning Manual TP5292	
-Fire Protection Engineering Surveys at Transport Canada Airports	3 years After concluded
-Emergency Evacuation Exercises	3 years
-Fire Protection-Loading Bridge Shrouds Building Inspection Reports	5 years
-All Files	3 years
-Fire Losses	6 fiscal years
Fire Protection Equipment & Material	
-Catalogues, Brochures, etc.	3 years
-Requisitions	3 years
-Scale of Issue	3 years
-Tests & Recommendations-All Files	5 years

FINANCIAL ASSISTANCE (7161)

Subsidies	
-Policy	5 years after superseded *
-General	5 years *
-Operation & maintenance Standard Term Contribution Agreement	3 years after terminated or cancelled
-Insurance for Subsidized Airports	5 years
-Individual Subsidy File	6 fiscal years *
Capital Assistance for Airport Development	
-Policy	5 years after superseded *
-General	5 years *
Financial Assistance Program Local/Local Commercial Airports	
-General	5 years *
-Financial Status Reports	3 years
-Development Standard Construction/Planning Contribution Agreement	3 years after terminated or cancelled
-Individual Capital Assistance File	6 fiscal years *
-Individual Airport Site File	5 years *

PROPERTY MANAGEMENT (7168)

General	5 years
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TC - Records Disposal Schedules - TP 111

Historical Archaeological Sites & Cemeteries Sites- General	5 years
Emergency Landing Fields- General Zoning	5 years
-General	5 years
-Zoning of Magnetic Observatories in the North	5 years
-Survey of Airport Operation Data	3 years after concluded
-ICAO Type A	5 years
Northwest Staging Route- Airports & Flights Strips	5 years
Plan Records-Airport Sites	5 years
Engineering Land Surveys	3 years after concluded
Land Acquisition & Disposal	5 years after finalized
Granting of Easements	5 years
Commercial Property Management Implementation Project	3 years after concluded
Commercial Development Sub- Division Plans	5 years
Land Development Policy-TBS	5 years after superseded
Property Lease Surveys	3 years after concluded
Area Screening Canada (ASC)	
-General	5 years
-Individual Airport or Region File	5 years
Land Ownership Inventory Project	3 years after concluded
Real Estate Commissions	5 years
Transfer/Lease AAG Lands to Local Airport Authorities	3 years after concluded
Land Appraisals	5 years
Land Sales Program	5 years
Land Claim	
-General	5 years
-Individual Claim File	3 years after finalized
USA Land Development	5 years
Nominal Leases-Policy	5 years after superseded
Heritage Buildings-General	5 years
Individual Airport Site File	
-Main Airport File	10 years after no longer of value to Department than transfer to Historical Archives
-Individual Land Acquisition File	10 years after finalized than transfer to Historical Archives
Roads General	5 years
Pedestrian Crossovers	5 years



TC - Records Disposal Schedules - TP 111

Traffic Recorders	5 years
Road & Traffic Sign	
-Policy	5 years after superseded
-General	5 years
Ground Access to Airports	5 years
Individual Airport Site File	5 years

AIRCRAFT LANDINGS & DEPARTURES
(7170)

General	5 years *
Individual Airport Site File	2 years

DAMAGE CLAIMS
(7174)

Policy	5 years after superseded
General	5 years
Individual Airport Site File	
-Claims Under \$1000	2 years after all action completed (Review by Legal Branch)
-Claims Over \$1000	6 years after all action completed (Review by Legal Branch)
-Claims Where Minors are Involved	2 years after minor obtains is majority (Review by Legal Branch)
-No Claims Involved or Paid	3 years

ECOLOGY AND ENVIRONMENT
(7184)

Diesel Engines General	5 years
Individual Airport Site File	5 years

PETROLEUM PRODUCTS
(7186)

Policy	5 years after superseded
General	5 years
Hydrant Refuelling	5 years
Electrical Ground of Aircraft & Fuel Service Vehicle	5 years



TC - Records Disposal Schedules - TP 111

Fuel Handling System	5 years
Individual Airport Site File	10 years

TC – Records Disposal Schedules – TP 111

QUEENS QUAY WEST LAND CORPORATION

(4024)

All files

5 years, transfer to National Archives

CANADA MORTGAGE & HOUSING CORPORATION

(4027)

All files

5 years, transfer to National Archives

ROYAL CANADIAN MINT

(4029)

All files

5 years, transfer to National Archives

NATIONAL CAPITAL COMMISSION

(4031)

All files

5 years, transfer to National Archives

RESEARCH AND DEVELOPMENT

(2450)

Policy	5 years after superseded
General	5 years
DGRD Briefing Reports	3 years
Federal Aviation Administration (FAA) -Red Book	3 years
Transport R & D Committee	3 years
Transport R & D Energy Coordinating Committee	3 years
Individual Committee File	3 years
Transportation Development Centre (TDC) Montreal	
-Operational Plan	5 years
-Tasking	5 years
Science & Technology Human Resources Management	3 years after concluded
Project	
Aviation Funding	6 fiscal years #
TC/US Cooperation	5 years
PCB Records	5 years #
Financial Coding	6 fiscal years
Committee/Comprehensive Audit	5 years
MOSST Policy	5 years after superseded
TC/CRC Memorandum of Understanding	3 years after concluded or cancelled
Operational Plan	5 years
University Linkage	5 years
Coordinator Duties	3 years after replaced
News Clipping Articles	2 years
Planning Guidelines	5 years after superseded
Program Development	5 years
Annual Strategic Acquisition Plan	5 years
Security	5 years
Canadian Airspace Systems Plan	5 years #
FAA/TCAG R & D	5 years

ENGINEERING & SAFETY STANDARDS

(AAFA) - (4067)

General	5 years
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PERMITS (AAFA)

(4069)

General	5 years
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INSPECTIONS (AAFA)

(4072)

General 5 years

TRAINING AND CERTIFICATIONS (AAFA)
(4076)

General 5 years
 Aircraft Operations 5 years
 Forklift Training 3 years
 SOS 3 years
 Employee (By Name) 3 years
 -If Certificate 3 years after expired
 Aircraft Services Employees
 -Training 3 years
 -Certificate 3 years after expired

AWARENESS AND INFORMATION (AAFA)
(4078)

General 5 years

DANGEROUS GOODS-RESPONSE &
OPERATIONS (AAFA (4080))

General 5 years

SECURITY OPERATIONS –GENERAL
(4200)

General (AAX) 5 years

SECURITY AND POLICING (AAB)
(4201)

General 5 years

AVIATION (INCLUDING AIR CARRIERS)
(AAE) (4202)

Policy & Procedures 5 years after superseded
 General 3 years
 Security Co-ordinators 3 years after replaced
 Annual Meetings 3 years
 Infarction Reports 3 years
 Threat & Risk Assessment 5 years
 Transport Canada Aviation Steering Committee 3 years
 National Airport Passes 3 years after expired

Documents 5 years
Security Classification- Correspondence/Positions 3 years

EMERGENCY PREPAREDNESS (AAE)
(4230)

TC Aviation Contingency Planning Committee 5 years
Earthquake Response

CIVIL AVIATION
(5000)

General 5 years

FOREIGN AVIATION(AAB)
(5001)

General 5 years
Foreign Aviation – General (AAX) 5 years
Department of External Affairs 5 years
Correspondence 5 years
Back Ground 5 years
CAMOV Operations in Canada 5 years
Foreign Aviation (AAJ)
Caribbean Airports Projects 5 years after concluded
Aviation Trade
-General 3 years
-Aviation Trade Support Team 3 years
Canada/USA Relations 5 years
Radar Systems for Egypt 5 years
Global Planning 5 years
Report of ICAO 27th Assembly 5 years
Individual Location File 5 years
Foreign aviation Agreements- Agreement 3 years after concluded or cancelled
file (AAB)
Foreign Aviation Agreements General (AAE) 5 years
International Planning 5 years #
Multilateral Trade Negotiations Working Group 3 years after concluded
Individual Agreement File 3 years after concluded or cancelled
Foreign Aviation Agreements - General (AAX) 5 years
Bilateral Airworthiness Agreements & Code Sharing 5 years
Canada/USA/Mexico Free Trade Negotiations 5 years after concluded

AVIATION SAFETY
(5002)

General	5 years
Accident/Incident Reports - All Files	20 years + (SR)
National Civil Air Transportation System (NCATS) - Operational occurrences	20 years after concluded then transfer to National Archives
TSB Accident Reports	3 years
Passenger Briefing Cards- General	3 years
Systems Safety-General	5 years
Aviation safety Policy	5 years after superseded *
General	5 years
Unsolicited Submissions	
-General	5 years
-Reader Comment	3 years
-CATA	5 years
-DND SAR Recommendations	5 years
-Aviation Safety Bureau	5 years
-Documentation from RADO	5 years
Safety Promotion Programs - All Files	5 years
Coroners Recommendations - All Files	5 years
Safety Promotion Projects	
-General	5 years
-Individual Project File	3 years after concluded
Memorandum of Understanding Between Transport Canada & Canadian Aviation Safety Board	3 years after superseded or cancelled
Airports LAA Agreement	3 years after superseded or cancelled
Search & Rescue	
-General	5 years *
-Unnecessary S/R Responses	3 years
-New SAR Initiatives	5 years
-Canadian Air S/R Auxiliary Project Implementation Evaluation	5 years *
-Policy & Procedures	5 years after superseded
-General	5 years
-Manual	2 years after replaced
Safety Visits & Reports	
-All Files	3 years
-Hazards/Safety Deficiencies	5 years
Operational Safety Reviews	
-Policy	5 years after superseded
-General	5 years
-Other Files	5 years
-Vancouver Safety Visit	3 years
Safety Visit/Survey	
-Policy	5 years after superseded
-General	5 years
Post Accident Review	

-Policy	5 years after superseded
-General	5 years
-Central Mountain Air Passenger Safety	5 years after concluded
-Policy	5 years after superseded
-General	5 years
TCAIRS	
-Policy	5 years after superseded
-General	5 years
CADORS	
-Policy	5 years after superseded
-General	5 years
Advisories	5 years
Minister's Representative to CASB	
-Policy	5 years after superseded
-General	5 years
Accident Response Plan - All Files	5 years
Research - All Files	5 years
Impact Analysis - All Files	5 years
Safety Deficiencies	
-General	5 years
-CADORS	5 years
-Daily Summary	2 years
-ATS Operating Irregularities	5 years
-Airworthiness SDR Input	5 years
-Life rafts Stands	5 years
-Safety Audit-Northern Ontario	7 years
-Speed Control at Canadian Airports	5 years
-CASB Special Study	3 years after concluded
Fact Finding Board Report Logs - All Files	3 years
ATS Profile Descents	5 years
Aviation Safety Transmittal Response Action (ASTRA)	
-General	5 years
-Closing Action Summary	3 years
-Review Committee	3 years
CASB Accident Reports	5 years
CASB Draft Reports	
-Policy	5 years after superseded
-General	5 years
-Other Files	3 years
Foreign Accidents/Incidents Reports - All Files	3 years
CASB Public Inquiries - All Files	3 years
System Analysis & Functional Evaluation Program	
-General	5 years
-Air Carrier Audits	7 years

AAB/CASB Interface	
-General	5 years
-Heckling Report	3 years
-CTAISB Review Commission	5 years
Transportation Safety Board Secretariat	5 years
CASB Safety Advisories	5 years
ADMA Safety Review	
-All Files	3 years after concluded
De-Icing/Toronto-L. B. Pearson Airport	5 years
Safety Concern - All Files	3 years
TCAG/AAG Safety Co-ordination	5 years
System Safety Advisory Service	5 years
Cabin Safety-General	5 years
Memorandum of Understanding Between Transport Canada Aviation & Public Works	3 years after superseded or cancelled
Mitsubishi-Muz	5 years
Gear-Up Landings	5 years
DC-9 Hot Brakes	5 years
Aviation Occurrence Report	
-All Files (BY Year)	3 years after finalized
Aviation Safety (AAJ) General	5 years

ORGANIZATIONS & ASSOCIATIONS (AAB)
(5004)

General	5 years
Human Factors Study Group	5 years
Helicopter Standards & Recommended Practices	5 years after superseded
ADREP Summaries	3 years
ICAO – General (AAE & AAX)	5 years
ICAO – General (AAJ)	5 years
Site or Headquarters Agreements	3 years after concluded or cancelled
Manuals & Publications	
-General	3 years
Regional Supplementary Procedures	
- DOC 7030	3 years after superseded or cancelled
-Training Manual	2 years after replaced
Audio Visual Training Aids	3 years
TCAG MOU on Technical Cooperation with DGAC of France	3 years after concluded or cancelled
ICAO Bulletin	2 years
Aircraft Noise & Engine Emissions-Annex 16	5 years
Individual File on Conference, Committee, Meeting, etc.	5 years # or destroy after microfilmed (Aut. M-53-73)
Organizations and associations (AAE)	

- General	5 years
- Planning Forum	5 years
- Evaluation Society	5 years
- Individual Association File	5 years
- International Organizations	5 years
Resource Administration	
-Experimental Aircraft Association of Canada	5 years
Organizations and associations (AAJ) & (AAX)	
- Individual Association or Committee File	5 years
-Briefs & Submissions	10 years *
Organizations and associations (AAC)	
Employee Association Participation	5 years

SPACE RESEARCH AND SATELLITES (AAJ)
(5005)

General	5 years
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METEOROLOGY (AAB)
(5007)

General	5 years
METAR/TAFOR	5 years
Alternate Weather Requirements	5 years
Special VFR Limits	5 years

AIRWORTHINESS PROCESS (AAF)
(5009)

General	10 years
Airworthiness Quality Assurance - General	10 years
Airworthiness Engineering - General	10 years
Airworthiness Manual - General	10 years

AIRPORTS – GENERAL (AAE)
(5100)

General	5 years
Airport Devolution	5 years
Airports Project Approval Interface	5 years
Airport Budget Purification	6 fiscal years
Communiqué's-Airports Authority Group	3 years
Policies-Under Development or Revision	5 years
Airports General (AAB)	5 years

FIRE PROTECTION AND RESCUE (AAB)

(5160)

General 5 years

OCCUPATIONAL SAFETY & HEALTH (AAB)
(5240)

Substance Abuse 5 years

ANS AND AIRSPACE (AAB)
(5400)

General 5 years

Use of French Language by ATC 5 years

ANS PROJECT MANAGEMENT (AAB)
(5425)

General 5 years

Remote Flight Service Station RDSS-RAAS Rucs 5 years

VHF/DF 5 years

Airspace 5 years

ANS Project management General (AAJ) 5 years

AVIATIONS RULES AND REGULATIONS –
GENERAL (AAE)
(5500)

General 5 years

Management Council 5 years

Aviation Rules & Regulations

- General (AAJ) 5 years

- Individual Rule & Regulation File 5 years after superseded or cancelled

AIRCRAFT SERVICES
(5700)

General 5 years

Sale of Aircraft 3 years after finalized

Fleet Replacement/Procurement Plan

-General 5 years

-Studies 3 years after concluded

-Individual Replacement 3 years after finalized

Policy Regarding Ministerial VIP Flights 5 years after superseded

TSB/TC Memorandum of Understanding 3 years after concluded or cancelled

Air Service-General 5 years

VIP Flights - Individual Flight File	2 years after completed
Individual Aircraft File	
-Accident Investigation	3 years after concluded
-Electronic Equipment	5 years
-Maintenance	5 years after completed
Operations-Fixed Wing - All Files	5 years
Performance Indicators-Aircraft Serviceability	5 years
Procurement, Registration & Disposition of - All Files	3 years after concluded
Sale of Aircraft Parts/ Components	3 years after finalized
Maintenance & Inspection - All Files	2 years after completed
Avionic Systems & Equipment - All Files	5 years
CCG Enhanced Light Utility Helicopter (ELUH)	5 years
Evaluation - All Files	
Airworthiness Requirements & Safety - All Files	10 years
Operating Certificate	3 years after expired
Air Routes Approval	
-General	5 years
-Route Inventory & Instrument Approach Procedure	2 years after replaced
Catalogues	
CCG Fixed Wing-General	5 years
Operations-Fixed Wing - All Files	5 years
Operations-Rotary Wing	
-Policy & Procedures	5 years after superseded
-General	5 years
-Helicopter Support to Fisheries & Oceans	5 years
-Hoisting	5 years
- Directives	3 years after superseded or cancelled
-CCG Rotary Wing Operational - General	5 years
-CCG Helicopter Minimum Weather Procedures	3 years after concluded
Review	
Search & Rescue	
-General	5 years
CCG Operations Western Region	
-General	5 years
-Multi-Tasking of FDOH at Prince Rupert	5 years
-Coast Guard Northern Polar Project	5 years after concluded
-CCG Budgets	6 fiscal years
-CCG Helicopter Zero Base Review	3 years after concluded
-Helicopter Operation Memo System	5 years
-Helicopter Standard Operating Procedures	3 years after superseded or cancelled
-Individual Aircraft File	5 years
Use of Departmental Aircraft by Government Officials	
-Policy	5 years after superseded
-General	5 years
-Mission Air Network	5 years
Executive Fleet Operation & Serviceability	5 years

Monthly Statements of VIP Operations	3 years
Monthly Summary of Non-VIP Flight Operations	3 years
Daily VIP Flight Operations Summary	2 years
Daily Summary Non-VIP Flight Operations	2 years
Summary of Flight Operations - Cancellations	2 years
Company Check Pilot Approval	5 years
Air Carrier Check Pilot Approval (Small Aeroplane)	5 years
Pilot Information	3 years
AFMO General Correspondence Fleet Aviation	5 years
Aircraft Journey Log	2 years after the disposal of aircraft

TRANSPORTATION (AAB)
(6000)

General	5 years
Air Transportation General (AAJ)	5 years
FAA Facility Shutdown Schedule	2 years after replaced
Airborne Collision Avoidance Radar & ICAO Mechanisms	5 years
Air Transportation General (AAE)	5 years
Aggregate Demand Indicators	5 years #
Air Transport Monitoring Program Working Group File	5 years
Aircraft Movement Survey Working Group File	3 years after concluded
Environmental - All Files	5 years #
National Unity Opportunities Aviation Group	5 years
-Corporate Role & Strategic Objectives	5 years #
Aviation Technology - Air Navigation	5 years
Cost Recovery of General Aviation	6 fiscal years #
Privatisation of Air Navigation System	5 years
Future of Air Transportation	
-Globalisation	5 years
-Conference Papers	3 years
Consultation-TC Aviation/ Industry/Users	5 years *
Western Diversification Initiative	5 years
Air Carriers-Futures/Issues	5 years
Briefing Notes	3 years
Taxation	6 fiscal years
Air Canada	5 years *
Memorandum to Cabinet	5 years
Performance Indicators - TCA	5 years *
General Aviation Policy	5 years after superseded
Royal Commission on National Passenger Transportation	5 years after concluded #
Environmental Protection Act - Charges	6 fiscal years

Resource Administration - Canadian Aviation Safety Board	5 years
Resource Programming & Budgeting - All Files	5 years
Air Transportation (AAX)	5 years
Gander/Arrow Report	3 years
Lester B. Pearson International Airport Toronto	5 years
Substance Abuse	5 years
Minister Task Force on Aviation Matters	5 years
Environment	5 years
Air shows	3 years
Canadian Aviation Safety Board	5 years
Special Investigation into Air Traffic Control Services in Canada	3 years after concluded
Dryden-Ontario Accident - All Files	5 years after finalized
Canadian Expertise & International Trade Promotion	3 years
Bill C-2 Transport Accident Investigation & Safety Board	3 years after superseded or cancelled
Hiring of Air Traffic Controllers from Outside Canada	5 years
Airports Issues	5 years
Quebec-Issues	5 years
Free Trade Agreement	3 years after concluded or cancelled
CPO-Glen Parslow (Initial Reporting Procedures Transportation Emergencies)	5 years
Major Strategic Issues	5 years
General Aviation Issues	5 years
Policy Initiatives of Other Government Departments	5 years
Road & Transportation Association of Canada	5 years
Dangerous Goods	5 years
Concorde	5 years
Flight Duty Time	5 years
Tower/FSS Closures	5 years
Non-Smoking on Aircraft	5 years

ANS TRANSFER (AAC)
(6600)

ANS Commercialization	5 years after completed
ANS Transfer Air Navigation - All Files (AAE)	5 years
Resource Programming & Budgeting - All Files	5 years
Accessibility Policy & Plan	5 years after superseded
ANS Transfer General (AAJ)	5 years
Air show Canada	5 years after concluded
ANS Transfer (AAX)	
Air show Canada	
-General	5 years

-Administration	5 years
-Advisory Board	5 years
-Background Information	5 years
-Bulletins	2 years
Committees	
-General	3 years
-Working Level Meetings	3 years
-Mailing List	2 years after replaced
-Exhibits	3 years
-Promotion	3 years
-Symposium	2 years
-Industry Participation	5 years
-Financial	6 fiscal years
-Evaluation	5 years
-Public Relations Committee	3 years
-Articles & Magazines	2 years
Aircraft Service Hanger at Winnipeg or Hamilton Airports	5 years
Commercialization of Air Navigation System	5 years
Rotary Pines Project-Winnipeg Int'l Airport	3 years after concluded

**RADAR MODERNIZATION (RAMP) (AAB)
(6626)**

General 5 years

**MICROWAVE LANDING SYSTEM (MLS) (AAB
& AAX)
(6627)**

General 5 years
Microwave Landing System MLS (AAE)
- Resource planning & Budgeting MLS Project 5 years
Objectives

**SYSTEM ENGINEERING & INTEGRATION
(AAB)
(6628)**

General 5 years

**FLIGHT INFORMATION SERVICES
AUTOMATION (FISA) (AAB)
(6629)**

General 5 years

**CANADIAN AUTOMATED AIT TRAFFIC
SYSTEM (CAATS)**

(6631)

General 5 years

FLIGHT INSPECTION & CALIBRATION

(AAX)

(6805)

Outstanding of Flight Inspection Services 5 years

Retention periods:
Aviation Navigation

RDIMS# 162065

2450 - RESEARCH & DEVELOPMENT

Airport Operational Planning & Coordination		
Airport Research & Development-General		5 years
Aviation Research & Development General		5 years
Expenditure Plan Estimates		5 years
Core Program		5 years
TDC Projects		3 years after concluded
CASI		5 years
TC/NRC		5 years
Multi-Modal Navigational Assessment		5 years
PAD for Aircraft Engine Emissions Instrumentation		5 years
Unsolicited Proposals -All Files		3 years
Systems Engineering Integration Project (SEIP)		3 years after concluded
DOE/TC/DND Meteorological Cmt.		3 years
Environmental Impact Assessment		5 years
Energy		
-Fast Time Simulation		3 years
-Funding		6 fiscal years
-Committee		3 years
-Air Traffic Flow Management		5 years
-Northern Airspace System Development		5 years

Risk Assessment	5 years
New Technologies	5 years
AI Applications	3 years
Automatic Surveillance Dependent	5 years
Transport University Program	5 years
Aircraft Counter	5 years
Math. & Statistics -All Files	5 years
Transportation S & T Program	5 years
Joint Steering Committee Aviation Meteorology	3 years
ANS Research & Development Program -All Files	5 years
Individual Study File	3 years after concluded
SEIP Systems Definition Requirements Board	5 years
R & D Environment	5 years
Newer Aircraft Technologies	5 years
TDC Operational Plan -All Files	5 years
UK/CAA R & D Program	5 years
Evaluation of Central R & D Program	3 years after concluded
CNS/ATM Transition Planning Group	5 years
ANS Review	3 years after concluded
ANS Review Recommendations	5 years
Scientific Balloon & Radiosonde	5 years

Fuel Consumption & Noise (FCN) Model	5 years
Transport Canada R & D- Strategic Plan -All Files	6 fiscal years
Information Package	5 years
DM Circular	5 years
Technology Assessment -Committee/Working Group -All Files	3 years
-Project Files	3 years after concluded
-Administration Files	5 years
Global Positioning Systems	5 years
TDC Minutes & Meetings	3 years
Research Activities -All Files	5 years
Spectrum Issues	5 years
Engineering Development & Major Projects -All Files	3 years after concluded
DGRD Briefing Reports	3 years
 4050 - <u>DANGEROUS GOODS-GENERAL</u>	
Navigationnal Systems Engineering Dangerous Goods -General	5 years
 4200 - <u>SAFETY-GENERAL</u>	
General	5 years
 4201 - <u>SECURITY AND POLICING</u>	
Airports Restricted Area	3 years after expired

Passes & Parking Permits

Manufacturers / Engineering

Support

All files	5 years
Automatic Surveillance Project	Dependent 3 years after concluded
Project management	5 years
Contracting	5 years
Data link General	5 years
VHF Experiment	5 years
Air Canada Activities	3 years
Air Canada Contracts	3 years after concluded or cancelled
Development Project	3 years after concluded
Clearance Delivery	5 years
Pseudo Aircraft	5 years
Satellite Data link Experiment	3 years after concluded
ADS/Accuracy Study	3 years after concluded
ADS/RFP	5 years
Vacant	5 years
Aviation Communication	5 years
Propagation, Flight Inspection	
HF & VHF Propagation	5 years
Sonic Study	3 years after concluded
Other	5 years
Digital Voice Logger	5 years
All files	
ATIS/ Data link	5 years
Miscellaneous Projects	3 years after concluded
Miscellaneous Support to HQ, Regions	5 years

4202 - SECURITY

Aviation (including air
carriers)

Policy & Procedures	5 years after superseded
General	5 years
Security Policy of the Government of Canada- Security & Classification & Designation Change	5 years after superseded
Security Devices -All Files	5 years
Security Infractions (Reports)	3 years
Threat & Risk Assessment -General	5 years
-Questionnaires	3 years
-Airspace & Criteria	3 years
Security EDP	5 years
Transport Canada/Aviation Group Steering Committee	5 years
Training	2 years
Security Coordination	5 years
Security Classification Designation -All Files	5 years
Security Screening	5 years
Airport Restricted Area Pass System	5 years
Physical Security -Working Group & Reports	5 years
-Documentation	3 years
	5 years
Airport Restricted Area Access	5 years
Authorized Access to Air Operations Centre	5 years
Planning & Development	5 years
Policies/Standards Regulations	5 years after superseded
Airport Security Plan	5 years

Emergency-General	5 years
Vital Points Program	5 years
Area Control Centre	5 years
Policy Implementation	5 years
Documents & Correspondance	5 years
Incident Report	3 years
RCMP & Internal Audits	5 years
Administration	
-Policy	5 years after superseded
-General	5 years
-Goals & Objectives	5 years
-Personnel & Staffing	5 years
-Staff Training	2 years
-Meetings/Conferences	3 years
-Reports/Monthly, Quarterly, Trip, etc.	3 years
-Security Workshop	3 years after concluded
-Consultants	5 years
-Studies/Surveys	3 years after concluded
-Workload Planning	5 years
-Maintenance Workload Studies	3 years after concluded
-Ministerial Correspondence	5 years
-Committees	
-All Files	3 years
-Quality Improvement	5 years
Equipment	
-General	5 years
-Maintenance	
-All Files	5 years
-Procurement-General	5 years
-Factory Acceptance-General	5 years
-Standing Offers-General	5 years
-Procurement Specifications- General	5 years after superseded
-Requirement-General	5 years
-Disposal-General	5 years
-Computers	5 years
Research & Development	
-General	5 years
-Individual Contract File	3 years after concluded or cancelled
-Individual Project File	3 years after concluded
-Individual Evaluation File	3 years after concluded

-Proposals	3 years
Airport Access & Security	
-Policy & Operations Requirement	5 years after superseded
-PRE 88/89	5 years
-CASC-Maintenance	
-All Files	5 years
-CCTV-Maintenance	
-All Files	5 years
-Access Card & Read Head Procurement	3 years
-Sensor, Strike & Exit Push Button Procedures	3 years after superseded or cancelled
-Minicass Procurement	3 years
-Service Contracts	3 years after concluded or cancelled
-CIPACS Procurement	3 years
-Reports/Monthly & Quarterly	3 years
-Individual Location File	5 years
Explosives Detection	
-General	5 years
-Individual Contract File	3 years after concluded or cancelled
-R & D Pad Documentation	5 years
-Area Surveillance System	5 years
-Individual Evaluation File	3 years after concluded
-Explosive Tagging ICAO	5 years
-FAA/SEPG Bilateral MOU	3 years after concluded or cancelled
-Security Equipment, Technical Committee	3 years
Walk Through Metal Detectors	
-General	5 years
-Maintenance	
-All Files	5 years
-Procurement	
-All Files	3 years
-X-Ray	
-All Files	5 years
Abbotsford Aerospace Tradeshow	3 years after concluded
Caribbean Project	3 years after concluded
CIDA Project	3 years after concluded
Terminal 3 Project	3 years after concluded
Hand Held Metal Detectors	

-General	5 years
-Maintenance	
-All Files	5 years
-Procurement	
-All Files	5 years
-Evaluation	
-All Files	3 years after concluded
-Standing Offers	3 years after concluded
-Procurement Specifications	5 years after superseded
-Requirements	5 years after superseded
-Disposals	3 years after disposed off

**4230 - EMERGENCY PLANNING-
GENERAL**

General	5 years
Canada/United States	
-All Files	5 years
Conferences & Committees	
-General	5 years
-Individual Conference or Committee File	3 years
Communications	
-All Files	5 years
Interdepartmental Civil Aviation Co-ordinating Committee	
-All Files	5 years
Departmental Plans	
-All Files	5 years
National Emergency Agency	
-All Files	5 years
Emergency Response Capability	
-All Files	5 years
National Civil Aviation Information Centre	5 years

4231 - NATO-GENERAL

General	5 years
NATO Training	3 years
Allied Radio Frequency Agency	5 years
Committee on European Airspace Coordination	
-All Files	5 years
Senior Civil Emergency Planning Committee	
-All Files	5 years
Civil Emergency Planning Questionnaires	3 years
Communications	5 years
Civil Aviation Working Group	
-General	5 years
-Agenda & Reports	3 years
Civil Aviation Planning Committee (CAPC)	
-All Files	5 years
NATO Alert System	5 years
Treatment of Enemy Aircraft	5 years
NATO Defence Expenditures	6 fiscal years
NATO Tripartite Working Group CAPC/PBOS/PBEIST	
-General	5 years
Nato Exercises Command Post Exercises	
- NATO exercises General	5 years
-Individual Exercise File	3 years after concluded
Caec Exercises	3 years after Concluded
 5000 - CIVIL AVIATION	
General	5 years *
Operational fleet -General	5 years

-Avionics Equipment	5 years
Aircraft Noise	
-General	5 years
Helicopter Working Group	5 years
TCAG Policy on Personnel Authorized to Operate TC Aircraft	5 years after superseded
Aircraft Positioning Equipment/ Systems	5 years
Contingency Planning & Operations Aircraft	
-General	5 years

5002 AVIATION SAFETY

General	5 years
Aviation Safety & Accident Investigation Planning & Development	5 years
Dubin Commission of Inquiry on Aviation Safety	5 years after concluded
Canadian Aviation Safety Board	
-General	5 years
-Investigation Inquiries	2 years
-Memo of Understanding TC/CASB	3 years after concluded or cancelled
-Canadian Aviation Tribunal	5 years
-Aviation Occurrence Reports	3 years
Risk of Collisions Involving Aircraft on or near the Ground	3 years
Aircraft Accident	7 years
Air Navigation Monitoring	
-Review of Dubin Commission Landing Operational Requirements	5 years after concluded
-TSB Draft/Occurrence Report	3 years

Aeronautical Information Services	
-Aviation Safety-General	5 years
-Dubin Commission of Inquiry on Aviation Safety	5 years after concluded
Inquiries Into Risk Collision	3 years
ICI Vancouver Accident	5 years #
Airspace & Procedures	
-Aircraft Accidents/Incidents/Irregularities	5 years
-Aviation Safety/Analysis & Research	5 years
ATS Evaluations	
-Legal Advice	5 years
-Liability-ATC	6 fiscal years
-General (By Year)	5 years
-Individual Location & Aircraft File	5 years after concluded
Communications Systems	
-Aviation Safety-General	5 years
Policy & Maintenance	
-Aviation Safety-General	5 years

5004 - ASSOCIATIONS-GENERAL

Aviation associations General	5 years
Individual Association or Committee File	5 years
-Briefs & Submissions	10 years *
Canadian Standards Association General	5 years
Policy Safety & Labour	
-All Files	5 years

5100 - AIRPORTS - GENERAL

General	5 years
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Physical Characteristics	
-All Files	5 years
Zoning	10 years
Obstacle Limitation Surfaces	
-All Files	5 years
Aerodrome Lighting	
-All Files	5 years
Markers, Markings & Signs	
-All Files	5 years
Airport Certification	
-General	5 years
-Aeronautical Study	3 years after concluded
-Briefings	3 years
-Aeronautical Act & Air Regulations	5 years after superseded or cancelled
-Balloon ports	5 years
-Water/Ice Aerodrome	5 years
Airport Operations Manual	
-General	5 years
-Movement Area Access & Control Procedures	5 years after superseded or cancelled
-Airside Services	5 years
-Emergency Response Plan	5 years
Airport Site/Deviation to Standards	
-All Files	5 years
Registered Aerodromes	
-Inspection Cycles	5 years
TCAG/Airports Relationship	5 years
Airports/Aerodromes-	
Miscellaneous	
-All Files	3 years
Heliports/Helidecks-General	5 years
Forward Operating Locations	5 years
Aerodrome & Visual Aids Standards	
-Policies/STDS Reg's	5 years after superseded

Airport Devolution -All Files	5 years
Foreign Airports	5 years
Soaring Frequencies/Activities Balloons, Gliders, Ultra Lights	5 years
Control of Aerodrome Location & Development	5 years
Technology & Environment -Airport Devolution	5 years
Planning & Operational Requirements -Zoning Regulations	5 years after superseded or cancelled
Air Navigation Systems Requirements -Airport Devolution	5 years
-Passes System-Airport Restricted Area	5 years
-Devolution/Issues for Resolution	5 years
-Transfer of Airports Aviation Agreements	3 years after finalized
Contingency Planning & Operations -Airports-General	5 years
Aircraft Noise -General	5 years

**5105 OBSTRUCTIONS & RESTRICTED
AREAS**

Destruction of Unmanned Friendly Airborne Objects	3 years after destroyed
Aircraft Warning Markers for Use on Wires & Cables- Project by Cominco	3 years after concluded
Contingency Planning & Operations-Dangerous,	

Prohibited & Restricted Areas	
-General	5 years.
Obstructions	
-General	5 years
-Markings	5 years
Balloon & Rocket Launches	5 years
Montreal Area Control Centre	
-Fiscal Year 89/90-Training Plan	3 years
Technical Systems Integration- Dangerous, Prohibited & Restricted Areas	
-General	5 years

5130- PROPERTY MANAGEMENT

General	5 years
Zoning	
-General	5 years
Individual Airport File	
-Zoning	10 years

5151 - ESTABLISHMENT AND OPERATIONS

General	5 years
Physical Characteristics	
-Runways	
-Ottawa International	5 years
Airport Certification	
-Heliports	5 years
Devolution of Transport Canada Airports	5 years
Executive Correspondence	
-All Files	5 years
ANS Facility Closures	5 years
Western Region	5 years

Contingency Plan	
-All Files	5 years
Individual Location File	
-General	5 years
-Licences & Inspections	5 years
-Technical & Environmental Feasibility Study	3 years after concluded
-Airport Control Services- Landrover of ATC Responsibilities	5 years
-Airport Transfer to DND	3 years after transferred
-VOLMET	5 years
-ADIS	5 years
-CAT II	5 years
-Executive Correspondence	5 years
-Runways, Taxiways & Aprons	5 years
-VOR Relocation/Reserve Flow Study	3 years after concluded
-Deviations	5 years
-Visual Aids	5 years
-Automatic Terminal Information System	5 years
-Aircraft Noise	5 years
Air Navigation Technology & Environment	
-Noise	
-Policy	5 years after superseded
-General	5 years
-AAG Noise Management	3 years after concluded
Workshop	
-Helicopters in Toronto	5 years
-Articles	3 years
-Chapter Three Aircraft	5 years
-Mobile Noise Monitoring	5 years
-Noise Footprints	5 years
-Noise Exposure Area	5 years
-LBPI Airport Development Noise Studies	5 years
-SAE A-21	3 years after concluded
-Aircraft Operations Noise Policy Committee	3 years
-ATAC Briefing Noise	3 years
Abatement Procedures	
Air Navigation Technology & Environment	
-Noise (Continuation)	
-CYVR Parallel Runway-EIS	5 years
-Noise Procedures for Implementing New Aircraft Noise Restrictions	3 years after superseded or cancelled

-Noise Impact	5 years
-PIA Noise/Capacity Problems	5 years
-Open Skies-Noise Issues	5 years
-Noise Exposure Forecasts	
-General Aviation Airports	5 years
-IBM-PC	
-All Files	5 years
-Integrated Noise Model	5 years
-NEFCAL Lotus Spreadsheet	5 years
-NEF Review Plan	5 years
-Noise Abatement Climb Procedures	3 years after superseded or cancelled
-Other Methods of Computing Noise Contours	5 years
-On the Wing Article	3 years
-Overground Attenuation Directivity Function	5 years
-Peak Noise Level	5 years
-NEF Presentation	3 years
-Standard Manual	2 years after replaced
-Users Manual Mainframe	2 years after replaced
-Users Manual Microcomputer	2 years after replaced
-NEF Workshop	3 years after concluded
-NEF Articles	3 years
-Contour Plot Coordinates	5 years
-Second Turn	5 years
-Detroit, MI	5 years
-Aircraft Reference	5 years
-Thrust Reverse Noise	5 years
-AMS Noise Contour Report	3 years
-Climb Profile Comparison	5 years
-Forecasting Methods	5 years
-Training Request	2 years
-Contour Distribution	3 years
-Model Distribution	3 years
-Individual Location File	3 years
-Aircraft Noise	
-All Files	3 years
-NEF-Helicopter Fixed Wing	
-All Files	5 years
-Noise Management	
-All Files	5 years
-Noise Monitoring	
-All Files	5 years
-Noise Analysis	
-All Files	5 years
 Air Navigation Technology & Environment (Continuation)	
-Environmental Assessment	
-All Files	5 years
-Individual Airport File	

-All Files 5 years

5160 - FIRE PROTECTION AND RESCUE

Crash Fire Rescue Policy Study 3 years after concluded

Crash Fire fighting & Rescue Services 5 years

5200 - COMMERCIAL AND BUSINESS AVIATION

To be determined at a later date

5240 - OCCUPATIONAL SAFETY AND HEALTH

Polychlorinated Biphenyl-PCB

- General 5 years
- Equipment
 - Phase-Out 5 years
 - Identification 5 years
 - Listing 5 years after replaced
 - Storage 5 years
 - Write-Off/Disposal 5 years after disposed off
 - Containing PCB's 5 years
 - Not-Containing PCB's 5 years
- Funding 10 fiscal years
- Meetings/Committees
 - General 5 years
 - Individual Meeting or Committee File 5 years
- Manufacturers Info
 - All Files 5 years
 - Status Reports 5 years
 - Liaison with Environment Canada 5 years
- Lab Reports 5 years
- Guidelines 5 years after superseded or cancelled
- Inventories 5 years
- Test 7-5 Safety-5 5 years after concluded
- Briefing Notes 5 years
- Inspections/Surveys 5 years after concluded
- Environment Canada Order/ 5 years after superseded

Legislation

5258 - AIR CARRIER OPERATIONS

General	5 years
Three Letter Designation Code	5 years
Individual Company, Flying Club & School File	
-Canadian	10 years after no longer in operation
-American/Foreign	5 years after no longer in operation
-Regional Files	2 years after no longer in operation
Air Canada General	5 years

5414 - TELECOM. AND ELECTRONICS
- GENERAL

General	5 years
Maintenance Philosophy	5 years
Apparatus Loaned & Repaired- General (Incl. Inquiries RE: Donation of Equipment)	5 years
Contingency Planning	5 years
Electromagnetic Compatibility Study	3 years after concluded
Microcomputer Users Group	5 years
Current Tasks	
-All Files	5 years
Memo of Understanding (MOU)	
-General	5 years
-Individual MOU File	3 years after concluded or cancelled

TESPS	
-All Files	5 years
Land Management	
-Property Management	
-General	5 years
-Native Land Claims	
-General	5 years
-Individual Claim File	6 years after all action completed
-Land Sales/Land Inventory Project	3 years after concluded
-Area Screening-General	5 years
-Federal Heritage Building Review	5 years
-Treasury Board Working Group	5 years
Airports Aviation Separation	
-All Files	5 years
Services to Other	
-All Files	5 years
Policies	
-All Files	5 years after superseded
Equipment Supplied Through External Aid Office	5 years
International Telecommunications Union-General	5 years
 5415 - <u>SITES</u>	
General	5 years
Land Management Program	7 years
Site Protection	7 years
Instrument Landing Systems-General	5 years
Individual Site File (Acquisition of Property)	7 years after no longer of value to Department #

5425 - ANS PROJECT MANAGEMENT

Canadian Airspace Review	
-General	5 years
-Implementation Plan	5 years
-Recommendations	5 years
-Representatives to CART	3 years after replaced
-Quarterly Status Updates	3 years
-Disposition Clearance Record Process	5 years
-Individual Task Group File	5 years
-Status Report	3 years
-Terminology Review Group	5 years
-Chief-Aviation Terminology Standard	5 years after superseded
Major Study Area	
-All Files	5 years
CAMSIM	
-All Files (Project)	5 years after completed
Gander Automated Message Processing System (GAMPS)	
-General	5 years
-PAD/APD	5 years
-Operational Requirements	5 years after superseded
-Specifications	5 years after superseded
-Requisitions-Contract	3 years
-Engineering	5 years
-TESP Development	5 years
-Spares	5 years
-Modifications	5 years after modified
-Field Maintenance	5 years
-Finance	6 fiscal years
-Project Management	5 years
-Steering Committee	3 years
-Meetings with Contractor	3 years
-Info mode Replacement	3 years after replaced
-GATTS Soft-Tech Data	5 years
-Installation	5 years after completed
Combined ANS Facility Project	3 years after concluded
Computer Base Training	
-General	5 years
-ILS Enhancement	5 years

-ILS & NDB Courseware Contract	3 years after concluded or cancelled
Flight Information Billing System (FIBS)	
-General	5 years
-PAD/APD	5 years
-Operational Requirements	5 years after superseded
-Specifications	5 years after superseded
-Requisitions-Contract	3 years
-Engineering	5 years
-TESP Development	5 years
-Spares	5 years
-Modifications	5 years after modified
ANS Integrated Maintenance System (AIMS)	
-General	5 years
-Project Report	3 years
-Companies	5 years
-Operational	5 years
-Engineering	5 years
-Management Charter	5 years
-Briefing	
-All Files	3 years
-Memo of Understanding	
-General	5 years
-Individual File	3 years after concluded or cancelled
-Testing	3 years after concluded
-Local Area Network (LAN)	5 years
-Remote Maintenance Monitoring System	
-All Files	5 years
-Supervisory Control & Data Acquisition Systems (SCADA)	5 years
-Benefit Cost Study	3 years after concluded
-Directives	5 years after superseded or cancelled
-Proposals & Contracts	5 years
-Treasury Board Submission/PADS	5 years
-Industry, Science & Technology Canada	5 years
-Letter of Interest	5 years
-Human Factors Analysis	5 years
-Telecommunications Cost Study	3 years after concluded
-System Engineering Integrated Project (SEIP)	3 years after concluded
-Technical Specification	
-All Files	5 years
-Statement of Work	3 years

-Request for Proposal
-All Files 5 years

ANS Integrated Maintenance
System (AIMS) **(Continuation)**

-Consulting Services
-General 5 years
-Individual Contract File 6 years after concluded or
cancelled
-Reports 3 years
-Invoices 6 fiscal years
-Interfaces
-All Files 5 years
-Standards 5 years after superseded
-Functional Requirements 5 years after superseded
-Draft Specification/Price &
Availability Responses 5 years
-Correspondence DSS/TC 5 years
-Correspondence DSS/Companies 5 years
-Discussions with Companies 5 years

**5500 - AVIATION-RULES &
REGULATIONS -GENERAL**

General 5 years *

5800 - General Aviation

Aviations Inspections
General

Reports & itineraries
Operational condition report 3 years
(ANS)

**5802 - Pilots, Air Engineers &
Traffic Control Officers**

Personnel Licensing Draft 3 years after finalized
Report-Flight Standards
Review

5820 - AVIATION MEDECINE (old subject block 5320)

Policy	5 years subject to Review than transfer To Historical Arch.
Inquiries	5 years
Medical Equipment	5 yrs subject to Review
Courses & conferences (Medical examiners)	3 years

Medical Examiners (Appointment of)

Policy	15 yrs subject to Review
Application of Appointees	15 yrs subject to Review (after Replacement)
Requests for Appointment	15 yrs subject to Review
List of Examiners	2 yrs after Superseded, Subject to review

Standards-Examinations-Research

Multi Purpose Information Display System	5 years
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5820-2 Civil Aviation Medical Examiners 10 years (non-archival)

6000 - AIR TRANSPORTATION

General	5 years
Policy & Standards DND/United States Military	5 years after superseded
Base Location for Flight Inspection Organization Aircraft	5 years
Area Navigation Project	3 years after concluded

ANS Systems Monitoring	5 years
Memo of Understanding-All Files	3 years after concluded or cancelled
Performance Indicators	5 years
Operational Fleet Plan Pilot Project	3 years after concluded
Monitoring of the Air Navigation System	5 years
Air Operations Centre	
-General	5 years
-Manuals Vol. 1 & 2	2 years after replaced
-Interim & Alternate Headquarters	5 years
-Emergency Operations & Strikes	5 years
-Significant Event Reporting Procedures	3 years after superseded or cancelled
-Situation Reports & Briefing Notes	3 years
-Training	3 years
-Duty Officer Roster	3 years
-Operating Centre Equipment	5 years
-Relocation Project	3 years after concluded
-Informatics	5 years
-Transport Canada Crisis Centre	5 years
-Information Handling System	5 years
-Air Operations Contingencies Information System	5 years
Flying Hours	5 years
Air Operations Centre-Contingency Planning	
-All Files	5 years
General Aviation & Reliever Airports Policies	5 years after superseded
Airborne Collision Avoidance Systems/TCAS	5 years
Sanctions in the Area of Air Services	5 years
Seminar on Public Private Partnerships	3 years

Industry Proposal to Convert ANS to a Public Utility	3 years
Policy & Standards Federal Aviation Administration	5 years after superseded
Foreign Governments	5 years
National Agencies	5 years
Foreign Agencies	5 years
Civil Aviation Tribunal	5 years
Planning & Operation Requirements	
-Aerodrome Inspections Quarterly Performance Reports	3 years
-TCAG/CASB Liaison	5 years
Aeronautical Information Services	
-ANS Monitoring	5 years
-Litigations	5 years
Air Navigation Systems Requirements	
-Certification of Non-ANS Facilities Committee Report	3 years
Contingency Planning & Operations	
-Air Transportation Administration-General	5 years
-Approach Aids -Microwave Landing System	5 years
Contingency Plan Air Navigation Systems	5 years
Military Exercise (CANATEX 90)	3 years after concluded
ASTRA Follow-Up Report	3 years
TC Aviation Strike Contingency Planning Procedures	3 years after superseded or cancelled
Vancouver Aviation Project	3 years after concluded
Transportation Studies	3 years after concluded

Aircraft Flying Hour Policy	5 years after superseded
Contingency Plan	5 years
Organization Workload	5 years
Program Planning & Administration	
-CASB	5 years
-Dubin	5 years
-Emergency Evacuation-ATS Units	5 years
Unsolicited Proposals	3 years
SITCEN/EPF	5 years
TCU Closures	3 years
Airspace & Procedures	
-ASTRA Follow-Up Report	3 years
Operational Requirements	
-CASB	5 years
-Industry Proposal to Convert ANS to a Public Utility	3 years
Flight Service Station Operations	
-Cancelled Inter-Unit Agreements	3 years
Training & Human Resources Development	
-ASTRA Follow-Up Report	3 years
ATS Evaluation	
-All Files	5 years
Communications System	
-Productivity Improvement -Telecom-General	5 years
Navigational Systems Engineering	
-Memo of Understanding FAA, DND, MLS	3 years after concluded or cancelled
Policy & Maintenance	
-Aviation Group Safety Policy	5 years after superseded

Project Management - Combined ANS Facility Project Treasury Board Submission	5 years
New Ottawa Control Operation	5 years
Air Navigation Systems Requirement	
-Wind shear	5 years
Facilities, Security, Technical Support	
-General	5 years
-Treasury Board Submission	5 years
-Management Charter	5 years
-Cost/Benefit Analysis	6 fiscal years
-Designated Project Reports	3 years
-Cost Estimates	6 fiscal years
-Airport Surface Detection Equipment Radar	5 years
-Control Tower Mock Up	5 years
-Research & Experimentation Centre	
-All Files	5 years
-Air Traffic Control Tower	5 years
-Safety & Security	5 years
-Terminal Control Unit	5 years
-Site Preparation	5 years
-New Data Centre	5 years
-Construction	
-All Files	5 years after concluded
-Technical Systems Centre T-78	5 years
-Project Status Reports	3 years
-Specific Service Agreements- PWC	3 years after concluded or cancelled
-ANS Life Cycle Management	5 years
-Extended Services	
-All Files	5 years
-Natural Gas Service	5 years
-Hydro Service	5 years
-National Research Council/ National Standards	3 years after superseded
Facilities, Security, Technical Support	5 years
(Continuation) -Telephones	
-Environmental Assessment Review Process	5 years
-Public Work Canada-Services	5 years

-Headquarters Facilities
 -All Files 5 years
 -Individual Region Facilities
 File
 -All Files 5 years
 -Project Management
 -General 5 years
 -Project Review 5 years
 -Document Review 5 years
 -Special Project
 -General 5 years

 Canadian Airspace Management-
 CAMSIM
 -All Files 5 years #

6600 - ANS TRANSFER

General 5 years
 Barrier Free Access 5 years
 Aviation Safety Review 5 years after concluded
 Airborne Collision Avoidance
 System (ACAS) 5 years
 Airshow Canada 5 years
 Area Navigation
 -All Files 5 years
 Conventional Enroute &
 Terminal Aids
 -All Files 5 years
 Approach Aids
 -All Files 5 years
 Flight Information & Planning
 -All Files 5 years
 Airport Control Services
 -All Files 5 years
 Air Navigation Plan
 -All Files 5 years
 Radio Navigation Study 3 years after concluded

Level II Design Review Process	5 years
Community Airport Radio Stations (CARS)	
-All Files	5 years
RNAV Problems	5 years
Air shows	3 years after concluded
Balloons/Airships	5 years
CADORS	5 years
Icing/De-Icing	5 years
Terminology Standardization- Aviation	5 years
Aviation Airports Emergency Exercises	3 years after concluded
Canadian Airspace Review (CAR)	3 years after concluded
Advanced Communications Engineering	
-Projects	3 years after concluded
-Management	5 years
-Quality Assurance, Configuration Management	5 years
-Memo of Understanding	3 years after concluded cancelled
-Manufacturers/Engineering Support	
-All Files	5 years
-Automatic Dependent Surveillance Project	3 years after concluded
-Project Management	5 years
-Contracting	5 years
-Data link	
-General	5 years
-VHF Experiment	3 years after concluded
-Air Canada Activities	3 years
-Air Canada Contracts	3 years after concluded cancelled
-Development Project	3 years after concluded
-Clearance Delivery	5 years
-Pseudo Aircraft	5 years
-Satellite Data link Experiment	3 years after concluded
-ADS/Accuracy Study	3 years after concluded
-ADS/RFP	5 years

-Vacant	5 years
-Aviation Communication Propagation, Communications Flight Inspection	5 years
-HF & VHF Propagation	5 years
-Sonic Study	3 years after concluded
-Other	5 years
-Digital Voice Logger	
-All Files	5 years
-ATIS/Data link	5 years
-Miscellaneous Projects	3 years after concluded
-Miscellaneous Support to HQ, Regions	5 years

**6626 - RADAR MODERNIZATION
(RAMP)**

All Files	20 years after comple project
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**6627 - MICROWAVE LANDING
SYSTEM (MLS)**

All Files	20 years after comple project
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**6628 - SYSTEM ENGINEERING AND
INTEGRATION (SEI)**

All Files	10 years *
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**6629 - FLIGHT INFORMATION
SERVICES AUTOMATION (FISA)**

General	5 years
Steering Committee	3 years
FIDS/BIDS-PIA	5 years
YOW/Gatineau FSS	5 years

Resource Requirements-PAD	6 fiscal years
Funding	6 fiscal years
Project Management	5 years
Facilities, Buildings, etc.	5 years
Briefing Material	3 years
Community Airport Radio	5 years
Maintenance	5 years
Work Station Design	5 years
Site Consolidation-Hubbing	5 years
Federal Aviation Administration Work	5 years
System Engineering & Integration Project (SEIP)	5 years
Leased Flight Services	3 years after no leased
FISA Software Support -All Files	10 years
FSS Weather Graphics -All Files	10 years
FISA Test Bed -All Files	10 years
Management Charter	5 years
Air Terminal Information System (ATIS) -All Files	10 years
Wind Altimeter Digital Display System (WADDS) -All Files	10 years
Meteorology Information Display System (MIDS) -All Files	10 years
Meteorology Information Display System (MIDS)-UPS	

-All Files	10 years
Automatic Weather Observation System (AWOS)	
-All Files	10 years
Direct User Access Terminal System (DUATS)	
-All Files	10 years
Other Projects	
-All Files	10 years
Data Services (Project 6012)	
-All Files	10 years
READAC (Project 6013)	
-All Files	10 years
Weather Sending-DADS Replacement (Project 6010)	
-All Files	10 years
Reports	
-All Files	3 years
Time Source	5 years
 6630 - <u>CAMSIM</u>	
General	5 years *
Coordination	
-All Files	5 years *
Contract	
-All Files	5 years *
CAE Contract	
-Individual Contract File	6 years after all completed
-Progress Review Meeting Minutes/Other Minutes	5 years *
-Other CAE Meetings	5 years *
PRE-Contract RFP	5 years *
Correspondence Clarification Questions, Responses Others	

PRE RFP Outgoing -All Files	5 years *
Price & Availability	5 years *
CAMSIM Cost Estimates	6 fiscal years
REAL-Time Simulation -All Files	5 years *
FAST-Time Simulation -All Files	5 years *
SIMCOM -All File	5 years *
System Support -All Files	5 years *
System Engineering -All Files	5 years *
Software Engineering -All Files	5 years *
Logistics -All Files	5 years *
Configuration Management/Data Management -All Files	5 years *
Quality Assurance -All Files	5 years *
Management -All Files	5 years *

**6631 - CANADIAN AUTOMATED AIT
TRAFFIC SYSTEM (CAATS)**

General	5 years
Price & Availability	5 years
Operational Analysis	5 years
Project Charter	5 years

Cost Benefit	6 fiscal years
Cost Benefit Analysis	5 years
Project Brief	5 years
Common Controller Workstation (CCWS)	
-All Files	5 years
Request for Proposal	
-General	5 years
-Evaluation Plan	5 years
-Procurement Strategy	5 years
Communications	
-Data Link	5 years
Status/Progress reports	5 years
Treasury Board Submissions	5 years
Memo of Understanding (MOU)	5 years after concl cancelled
Oceanic Control Concepts	5 years
Systems Engineering	
-All Files (Except Study)	10 years
-Individual Study File	3 years after conclude
Operations	
-All Files	10 years
Inspection reports General	5 years
QA Capital Projects	
-All Files	5 years
Repairs & Overhaul	
-General	5 years
-Individual Company File (Contract)	5 years after conclude
Vendor Surveys/Evaluations	
-General	5 years
-Check List	3 years
-Individual Company File	3 years after conclude
Reviews	
-All Files	5 years after conclude

Standards/Specifications- Internal & External -All Files	5 years after supers cancelled
Special Projects/Work Teams -All Files	5 years
Associations/Societies -All Files	5 years
Reports/Papers/Presentations -All Files	3 years
Functional Review	5 years
Contracts -All Files	3 years after concl cancelled
Projects -All Files	3 years after conclude
Specifications -General	5 years
-DFS 1004 -Replies from the Field	3 years
Bilingual Labelling	5 years
Reliability, Maintainability -All Files	5 years
Space Provisioning Guide	5 years after supers cancelled
Leases and Concessions General	5 years
Individual Company, Department, Village, Agency, etc.	
-General	5 years
-Equipment Service Licence	3 years after supers cancelled
-Telecommunication Facilities Licence	3 years after supers cancelled
-Equipment Maintenance Contract	3 years after concl cancelled
Individual Location File	

-Lease or Concession	1 year after superseded or cancelled. If further documents received after letter of cancellation, subject to review.
Periodical operations reports General	5 years
Individual Report File	3 years
Remote Control Policy	5 years after superse
Remote Control General	5 years
Specifications for Remote Control Facilities	5 years after superse
ATC TV Transmission System	5 years
NAVAIDS-General	5 years
Remote Control Integrated Systems	5 years
ATS PAL Facility Study	3 years after conclud
Individual Air Admin. File at HQ	5 years
Schedule and Operation Instructions General	5 years
Summary of MET Duties Performed by Radio Aids Personnel	3 years
Atlantic-General	5 years
Operational Interface	5 years
Aeronautical Fixed Telecom Network-General	5 years
Weather Broadcasts & Requests for Weather Information-General	2 years

Monthly Aeradio Flight Service Reports & Related Correspondence	2 years
VFR Flight Planning Services	5 years
Functional Review Activities- Aeradio Stations	3 years
Domestic Paid Air/Ground Service	6 fiscal years
Individual Site File	5 years after no local operation
-International Air/Ground Radio Contact Summary	2 years
-Volmet Broadcast	2 years

6805 - FLIGHT INSPECTION AND CALIBRATION

Policy	
-All Files	5 years after superseded
General	5 years
CADORS Annual Report-Trends	3 years
Flight Inspection Standards & Procedures	
-General	5 years
-Individual Standard or Procedure File	5 years after superseded or cancelled
AAC/TCU Quarterly Reports	3 years
CADORS Special Reports	3 years
Flying Clothing	5 years
Performance Indicators	
-General	5 years
-Quarterly Reports	3 years
Work plans	
-All Files	5 years
Headquarters Monitoring Reports	3 years

Region Files at HQ	
-General	5 years
-Mission Reports	3 years
-Quarterly Summary	3 years
-Individual Airport File	5 years
Reports of HQ Visit to the Regions	3 years
Audits	
-All Files	7 years
Meetings, Conferences & Visits	3 years
Special Projects, Reports, Investigations	5 years
National Flight Inspection Organization (NFIO)	5 years
Civil Aviation Inspectors Monitoring Reports	3 years
CADORS-General	5 years
Flight Inspection Calibration	5 years
Parameter Measurement Techniques	
-All Files	5 years
Special Investigation	
-General	5 years
-Individual Investigation File	3 years after conclude
Technical Training	
-All Files	5 years
Instrument Landing System (ILS) Sites	
-All Files	5 years
VOR/TAC Sites	
-All Files	5 years
Computer Systems	
-All Files	5 years
Instrument Landing System (ILS)	
-General	5 years

VOR/TACAN -General	5 years
Special Flight Inspections MEA's/Approaches -General	5 years
Microwave Landing System (MLS)	5 years
Monitoring Observations -General	5 years
Air shows/Displays	3 years
Flight Inspection Seminars/ Meetings -All Files	3 years
Flight Inspection of Non TC Aids -All Files	5 years
Flight Inspection Systems -All Files	5 years
Aircraft Positioning Equipment/ Systems -All Files	5 years
MOU CAPRO/FSS Requirements Section Joint Technical Committee	3 years after concl cancelled
Outstanding of Flight Inspection Services-INTERA	5 years
Agreements	3 years after concl cancelled
Liaison with Other Government Agencies	5 years
Non Departmental Aids -All Files	5 years
Flight Inspection Aircraft -All Files	5 years
Aircraft Positioning Equipment/ Systems -All Files	5 years

Test Instruments -All Files	5 years
Test & Calibration of Distance Measuring Equipment	5 years
Flight Inspection Software Generation-Hardware	5 years
Investigation of Special Technical Problems	3 years after conclude
Fleet Replacement Plan	5 years
Course Structure Simulation Study	3 years after conclude
VOR & TACAN Bearing Error Reports	3 years
Individual Location File	5 years after no loc operation

**7152 BUILDINGS, CONSTRUCTION,
FACILITIES AND SERVICES**

Operational Requirements -Individual Airport File	5 years
Communications Systems -Traffic Control Towers Construction & Maintenance- General	5 years
Individual Airport File -Air Operations Building	5 years
Construction & Maintenance Airside	
Airspace & Procedures -Airport Wildlife Management Program	5 years
Individual Airport File	5 years

Light & Power Individual 5 years
Airport File

Operational Requirements
-All Files 5 years

Terminal facilities -Telecom.
System Communications Systems
-Terminal Facilities-Telecom. 5 years
Systems-General

7156 - CONCESSIONS AND LEASES

General 5 years

7170 - AIRCRAFT LANDINGS AND DEPARTURES

Development of a Prototype 5 years
Aircraft Counter

SECURITY-GENERAL (4200)	
Policy	5 years after superseded
General	5 years
Essential Records	5 years
Information Classification & Designation	5 years
HARBOURS & PORTS-CARGO LOADING (7600)	
General	5 years
Marine Safety Manual	2 years after replaced
Instructions to Port Wardens	5 years after superseded *
Approval of Grain Loading Stability Information	5 years
Ship Fumigation	
-General	5 years
-Regulations	5 years after superseded
Stowage & Carriage of Containers-All Files	5 years
Relais Nordic	5 years
Port Warden Services	3 years
Instructions	5 years after superseded
Enquiries	2 years
Reports and Returns General	5 years
Timber Deck Cargo Questionnaire	3 years
Individual Location File	3 years
Regulations All Regulation Files	5 years after superseded
<u>PUBLIC HARBOURS & PORTS</u> 7700	
Policy	5 years after superseded
General	5 years *
Legal Opinions	7 years
Delegation of Authority	3 years after superseded
Free Ports	5 years
Operational Standards -All Correspondence	5 years
Commodities for Coal	5 years
Marine Safety (Rules & Regulations)	5 years after superseded or cancelled
Proclamation of Public Harbour & Harbour Limits	
-Policy	5 years after superseded
-General	5 years
-Individual Location	10 years
Port Reception Facilities	5 years

VTS Regulations vs Harbours & Ports	5 years after finalized
Other Port Jurisdictions - All Correspondence	5 years
Administration & Organization	5 years
Port Classification	5 years
Arctic Marine Services Policy	5 years after superseded
Enquiries	2 years
Remote or Isolated Port Facilities	5 years
Major Crown Project	5 years
Canadian Port Charges	3 years after superseded
Research & Development	5 years
Remission/Submissions of Rates	
-Policy	5 years after superseded
-General	5 years
-Regulations	5 years after superseded
-Requests for Remissions	5 years
Small Craft Harbour Facilities	
-General	5 years *
-Transfer	3 years after completed *
Asset Management Plan	
-General	5 years
-Submissions	5 years
-Background	3 years
-Individual Report	3 years
Charter Vessels	5 years
Harbour Facilities for Shipping Lumber - General	5 years
Security & Emergency Plans	5 years
Rationalization /Divestiture	5 years
Berthage Wharf age Exemption for Public Work Canada	5 years
Public Work Canada Workboats	5 years
Enforcement Officers	
-General	5 years
-Identification Cards	3 years after cancelled
Regulation	
-General	5 years
-Tariff-All Correspondence	5 years after superseded
-Standing Joint Committee-General	5 years after superseded
-Permissions or Submission of Rates	5 years after superseded
-Designation-Public Harbours	5 years after superseded
-Priorities	5 years after superseded
-Interest on Overdue Accounts	5 years after superseded
-Designation-Public Port Facilities	5 years after superseded
Tariffs	
-General	5 years
-Development	5 years - (PRE 1985)= Historical
-January 1986 Increases-All Correspondence	3 years after concluded
-June 1986 Increases-All Correspondence	3 years after concluded
-1990 increases-All Correspondence	3 years after concluded

-Tariffs Increases	3 years after concluded
-Development-Reduction Due to the Abolition of Federal Sales Tax	3 years after terminated
-Container Tariffs	3 years after replaced
-Tariff Cruise Vessel Passenger Charge	3 years after replaced
-Harbour Dues	3 years after replaced
Wharfage	
-General	5 years
-Commodity Value Analysis	5 years
-Fish Buying	3 years after replaced
-Berthage	3 years after replaced
-North/South Differential Rates	3 years after replaced
-Comparative Rates Analysis	5 years
-Conversion Factors	5 years
-Review of Application of Tariffs	5 years
Level of Service	5 years
Federal Infractions Codes	3 years after replaced
Marketing	5 years
Individual Location	3 years after completed
Government Wharves Regulations-All Amendments	5 years after superseded
Public Harbour Regulations-All Amendments	5 years after superseded
Closure of Ports	3 years after closure
<u>AGREEMENTS</u> (7701)	
General	5 years
Provinces-General	5 years
Others Departments	5 years
Reciprocal Agreement - USA and Canada Payment of Harbour Dues	3 years after terminated
CN Marine-Billing Agreement	3 years after terminated
Contribution to the Township of Michipicoten	3 years after finalized
Eastern Arctic Sealift	5 years
Marine Atlantic Cost Recovery	6 fiscal years
Jurisdictional Ownership of Harbours	
-General	5 years
-Individual Provinces	3 years
Individual Agreements	3 years after terminated
<u>PLANNING AND STUDIES</u> (7702)	
General	5 years
Regional Northern & Northwest Studies	
-General	5 years
-Potential Arctic Port Sites	3 years after terminated

-Northwest New Brunswick Transportation (Miramichi Channel Study)	3 years after terminated
Deep Water Oil Ports-General	5 years *
Ports Master Plans	
-General	5 years
-Individual Regions	3 years
Individual Study	3 years after terminated
<u>LEASES (7703)</u>	
Policy-Accessibility of Leases	5 years after superseded
General	5 years
Definition	3 years
Legal Opinions -All Correspondence	5 years
Execution of Documents-All Correspondence	5 years
Sample Documents from Other	5 years
Delegation of Authority	3 years after superseded
Agence Maritime Inc.	5 years
Review of AT "Pleasure" Agreements	3 years
Application	
-General	5 years
-Individual Region	3 years
Delegation to Regions- Annual review by headquarters	
-General	3 years
-Individual Regions	5 years
Individual Leases	6 years after terminated
<u>DREDGING (7704)</u>	
Policy	5 years after superseded
General	5 years
Responsibility Program	5 years
Sounding Program	5 years
Dredging Soil Management & Environmental Compliance	5 years
Individual Location	5 years
<u>HARBOURMASTERS AND WHARFINGERS (7705)</u>	
General	5 years
Compensation Study	3 years after terminated
Appointments & Terminations	3 years
List	2 years after renewed
Instructions	5 years after superseded
Remuneration	3 years
Administrative Notes for Harbour Master/Wharfinger RE: Amendments	3 years
Identification Cards	2 years after replaced

Legal Status-Liability Major Injuries	5 years
Temporary Appointment-Delegation of Authority	3 years after replaced
Individual Location	3 years after replaced
Surveyors & port Wardens General	5 years
Enquiries RE: Port Wardens	2 years
All Regions (HQ Files)	5 years
Privatization of Port Wardens Services	5 years
Port Warden Services-RE: Evaluation of	3 years
Individual Location File (Appointments)	3 years after replaced
REAL PROPERTY (7707)	
Policy-All Correspondence General	5 years after superseded
Transfer of Land	5 years
Inspection & Maintenance of Marine Facilities	
-General	5 years
-Guidelines	5 years after superseded
-Residual Life/Replacement Cost	6 fiscal years
-Barricades	5 years
Water lot Reservation for Fisheries & Oceans Canada	3 years
Fire Hazards & Equipments	5 years
Heritage Lands & Buildings	5 years
Equipment-General	5 years
Notices of Application Under Land Titles Act	2 years
Facilities Disposed of (Surplus)	2 years after disposition
Facilities Transferred to or from Public Works Canada	2 years after transfer
Storage of PCB's	5 years
Flammable Liquids & Explosives	5 years
Ferry Operations at Government Wharves	5 years
Appraisals	3 years
Harbour Headlines	5 years
Surveys	3 years after terminated
Inventories	3 years
Province & Location	
-General	5 years

Meetings	2 years
Port Administration Alternatives Study	3 years after completed
Legal Opinions	5 years
Security	5 years
Nanaimo Harbour Commission -High Speed Passenger Ferry Service (Nanaimo & Vancouver)	5 years
Badges, Crests, Insignias, Etc.	3 years *
Port Services Marketing -General	5 years
-Individual Harbour Commission File	5 years
Commissioners & Staff General	5 years
Identification	5 years
Conflict of Interest -All Files	5 years
Individual Harbours	5 years
Finance General	5 years *
Development Fund Allocation	6 fiscal years *
Individual Harbours -All Files	6 fiscal years *
Harbour Limits & Headlines General	5 years *
Individual Harbours -Alterations	5 years * 3 years after completed
Plans, Estimates and Works General	5 years
Dredging	7 years

NHB Regulations-2nd Narrows Bridge Vancouver	5 years after superseded
Harbour Administration, Policy & Organization	5 years after superseded
Individual Harbours	
-General	5 years
-Crombie Royal Commission	3 years after terminated
-Business Plans	5 years
-Development, Reclamation of Lands, etc.	3 years after completed

Wharves General 5 years

Individual Harbours	
-General	5 years
-Agreements	3 years after terminated
-Repairs & Maintenance	5 years *

**7752 - Administration-
Incorporation &
Legislation**

General	5 years
Individual Harbour Commission	
-All Files	5 years
Public Affairs Press Clippings	2 years
Canada Port Corporation	5 years

**7754 - Annual Reports &
Statistics**

General	5 years
Statistics Files	3 years
Individual Harbour Commission Files	3 years

7756 - BY LAWS, REGULATIONS

General	5 years
Proposed Program to Streamline	5 years

the Regulatory Process

Individual Harbour Commission

-General	5 years
-By/Laws & Amendments Files	3 years after replaced
-Orders in Council	5 years
-Standing Joint Committee	3 years

7758 - BY LAWS, WATERLOTS, LEASES

Harbour Commission-General	5 years
Delegation of Authority	5 years
Individual Harbour Commission	5 years
Individual File on By-Law Leases, Leases & Waterlot Reservation	3 years after terminated
Approval of Works	5 years *
Property Appraisals	5 years

7768 LAND AND PROPERTY

Commission-General	5 years
Land & Other Contributions to Harbour Commissions from Municipalities	5 years
Individual Harbours	
-General	5 years *
-Sale, Transfer, Exchange, Expropriation & Clarification of Title	3 years after finalized *
-Deeds	5 years after no longer required by TC *

8003 RESEARCH AND DEVELOPMENT

General	5 years *
Individual Study File	3 years after completed

8011 RULES/REGULATIONS

General	5 years
All Rules, Regulations, Standards, Orders, etc. (Including Amendments)	5 years after cancelled superseded *
Miscellaneous	5 years
Notices to Surveyors	5 years
Marine Life rafts-Examples of Packing Errors	3 years
Enquiries Files	2 years
Comments On Files	2 years
Noise Complaints Files	2 years
Violations & Enforcement Files	3 years
Steering Committee Meeting	3 years
Navigation & Seamanship Compasses-General	5 years
Anchorage -General	5 years
-East Coast, Great Lakes, Inland Waters	3 years
-Prohibited Anchorages	3 years
Sailing Directions	5 years after superseded
VHF Radiotelephone Practices and Procedures Regulations	5 years after superseded
Charts & Publications Regulations -All Files	5 years after superseded
Navigation-Practices & Procedures	5 years after superseded
Ships Deck Watch Regulations	5 years after superseded
Great Lakes Navigation Safety Regulations & Amendments	5 years after superseded
International Code of Signal-	5 years after superseded

Revised & Amended

St. Clair & Detroit River Navigation Safety Regulations	5 years after superseded
Steering Appliances & Equipment Regulations	5 years after superseded
Consolidation of Nautical Safety & Pollution Prevention Regulations	5 years after superseded
Burlington Canal Regulations	5 years after superseded
Nautical Procedures & Practices Regulations	5 years after superseded
Certification of Deck Watch Personnel	2 years after replaced
Manning Issues	3 years
Collision Regulations General	5 years
International	
-General	5 years
-Regulations	5 years after superseded
-Comment's on Proposed Regulations	3 years
-General Inquiries	2 years
Great Lakes	
-General	5 years
-General Inquiries	2 years
Ships Routing	
-All Files	5 years
Violations	3 years after concluded
Navigation Lights, Ship's Whistles & Radar Reflectors	
-General	5 years
-Approval of Plans	5 years
-General Inquiries	2 years
Detroit/St. Clair VTS/Ship Safety Calling Zones	5 years
Speed of Vessels General	5 years

St. Lawrence River	
-Policy	5 years after superseded *
-General	5 years
Alphabetical Series	5 years
Regulations General	5 years
A.C.V.-Exemptions	5 years *

8200 MARINE INQUIRIES,
INVESTIGATIONS/INFRACTIONS

Irregularities Return of Fines Violations of Canada Shipping Act	6 fiscal years
Individual Location file	5 years
Investigations Policy & Procedures	5 years after superseded
General	5 years
Individual Ship File (Formal Investigations)	5 years after concluded
Transportation Safety Board- Monthly Occurrence Statistics	2 years
Reports by Year (Including Alpha Breakdown)	5 years
Marine Occurrence Program	5 years
Marine Occurrence Reports	5 years
Investigations Level Briefs	3 years
Canadian Transportation Accident Investigation & Safety Board	5 years
Statistics	3 years
Classes of Accidents	3 years after changed

Follow Up to Formal Casualty Inquiries Recommendations	
-General	5 years
-Individual Ship File	5 years
Marine Occurrence Briefs	3 years
Small Vessel Casualties- General	5 years
Regulations	5 years after superseded
Marine Occurrence Reporting	5 years
Ministers Observers	5 years

8204 - CASUALTIES

General	5 years
Report of a Shipping Casualty	3 years
Status Report/Emergencies	3 years
Committee ABC36 DND	5 years
Receivers of Wrecks	5 years
Transport Safety Board Regulations	5 years after superseded
Marine Casualty Investigation Study	3 years after completed
Casualties, Accidents, Incidents	5 years
Fishing Vessel	5 years
Drowning Accidents-General	5 years
Ferry Safety	5 years

**8402 EXPLOSIVES & OTHER
 SUBSTANCES**

General	5 years
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Regulations	
-General	5 years after superseded *
-Outside Correspondence	5 years
Foreign Countries	5 years
Studies & Surveys	3 years after completed
Reports & Permission to Load	3 years *
Substances	
-All Correspondence	5 years
Newspaper Clipping	2 years
Safe Practice of Dangerous Goods in Ports & Harbours	5 years
Approval of Flexible Intermediate Bulk Containers	5 years
Inspections	
-General	5 years
-Programmes	5 years after completed
Emergency Response Procedures	5 years after superseded
Packaging Standards	5 years after superseded
Port Liaison	
-General	5 years
-Inspections Arctic	3 years
Incidents	
-General	5 years
-Reports	3 years
Information on the Canadian Transportation of Dangerous Goods	
-General	5 years
-All Other Files	3 years
Dangerous goods Inspectors Familiarization & Certification	5 years
Program Evaluation-TDG-Marine	5 years
Hazmet Programme-Emergencies Ship Safety Participation	5 years
Workplace Hazardous Materials	5 years

Information System (WHIMS)

L.P.G. Carrier Information	3 years
Vancouver Multi-Modal Study Coast Guard Involvement	3 years after completed
Dangerous Goods Prosecutions	3 years after terminated
Basel Convention Transboundry Movements of Hazardous Wastes	3 years after terminated
Dangerous Goods-Tankers	
-Inspections	3 years
-Gas Carriers	5 years
-Oil Carriers	5 years
-Chemical Carriers	5 years
-Chartering Guidelines	5 years after superseded
-Terminal Operations	5 years
Marpol Annex III (Prevention of Pollution from Ship)	5 years
Transportation of Toxic Fuels	5 years
PCB Transportation & Equipment	5 years
Explosion on Norwegian Ship Pollux	3 years after finalized
Barge Transport Incorporate	5 years
Petroleum Products & Contaminated Fuels	5 years

8500 SHIPS INSPECTION

General	5 years
Steamship General	5 years
S.S. Equipment & Supplies Other Than Office	2 years
Appointment of Steamship Inspectors (Marine Surveyors)	3 years after replaced
Inquiries	3 years
Draught Marks (British Units) Exemption Order	3 years after cance obsolete

Seiners & Fishing Vessels Inspection of	3 years
Ship/Ship Oil Transfer	5 years
New Shipping/Approval Enquiries	2 years
Vessel Overdue for Periodic Inspection	3 years
Circular Instructions	5 years after cancelled superseded
Damage Reports	3 years
Inspection Report-Ship Station Radio	3 years
Helicopter Refuelling & Defuelling Systems	5 years
Charter Vessels	5 years *
Stability of ABCO 37 Foot Fibreglass Boat	5 years
Stability Data & Plans for Tugboats under 15 Gross Tons	5 years #
Inspection of Tugs	5 years *
Sail Training Vessels	5 years
Bulk Carriers	5 years
Records of Drawing Approvals -All Correspondence	5 years
Bulk Chemical Tankers -General	5 years
-Records of Working Group	3 years
Record of Section Board Minutes	3 years
Record of Ship Safety Bulletins	3 years
Catamarans	5 years
Partial Surveys of Commonwealth Vessels by Steamship Inspectors	3 years after completed

Partial Surveys of United Kingdom Vessels By Steamship Inspectors	3 years after completed
Inspection of Provincial Government Ships	3 years
Inspection of Ship Other Than Canadian Registry by Ship Safety Inspectors	5 years
First Inspection of Existing Cargo Ships	5 years
Inspection of Federal Government Ships	3 years
Inspection of Passenger Ship	3 years
Exemptions & Equivalent from Ship Station Radio Regulations and Ship Station Technical Regulations	3 years after cancelled superseded
Approval of Plans	
-General	5 years
-Individual Vessel Files	5 years
Inspection of Unnamed Licensed Vessels	3 years
Steamship Inspectors Reports RE: Casualties Foundering of Hull Structures-Failures etc.	3 years
Safety Afloat & Coroners Inquest	3 years
Inspection of Vessels for Transiting Seaway	3 years
Stability of Ships	5 years
Reports of Air Pollution by Ships	3 years
Small Fishing Vessels Built to Assistance Regulations	5 years
Hydrofoil Ferries	5 years
Ice Accumulation on Fishing Vessels	5 years

Enquiries RE: Cargo Vessels over 40 Years of Age	
-General	3 years
-Reports	3 years
Noise Levels in Engine Rooms, etc.	5 years
Computer Data	5 years *
Manned Submersibles	5 years
Winter Operations for Passenger Vessels Operating in Ice	5 years *
Safe Working Practices Areas of Responsibility	5 years
Operation of Large Tankers up to Quebec City During the Winter Season	5 years
Unsolicited Proposals-Design & Construction	
-All Correspondence	5 years
Non-Canadian Ship Compliance Certificates	3 years
Non-Canadian Ship Compliance Ship Survey Check List	2 years
Arctic Pollution Prevention Certificates	3 years
Research & Development Projects	
-General	5 years
-Individual Project Files	3 years after completed
Welding Defects in Aluminium Hulls	5 years
In-Water Survey	5 years after completed
Small Water plane Area Twin Hulls	5 years
In-Water Survey Program, British Columbia Ferry Corp.	5 years after completed

Double Hulls (on Ships)	5 years
DND Destroyer Trump Project	3 years after completed
Canadian Patrol Frigate Program	3 years after completed
Ship Icing Report	3 years
Upper Lakes Shipping (ULS)	5 years
Charter/Passenger Vessel Compliance Program	3 years after completed
Guidelines for the Control of Oil Tankers & Bulk Carriers in Ice Control Zones of Eastern Canada	5 years after superseded
Tanker Construction/Double Bottom	5 years
Stamp of Good Approval	5 years
Fees for Services Rendered	6 fiscal years
Small Passenger Vessel Inspection	3 years
Shipping Intelligence Data	5 years
Investigation into Halon Systems-Beaufort Sea	3 years after completed
Time & Activity Reporting System	5 years
National Transportation Agency of Canada	5 years
Carriage of Fuel	5 years
Board Meetings	
-General	5 years
-Records of Board Decisions	5 years
-Board Rulings	5 years
Ship Safety Inspection	
-All Correspondence	3 years
Fishing Vessel Safety Study	5 years after completed

Winter Operations/Lay-up -All Correspondence	5 years
Joint Industry Coast Guard Guidelines	5 years after superseded
Inspection of Shipboard Aviation	3 years
Special Inspections	3 years
EQHHPP/Euro Quebec Hydro- Hydrogen Pilot Project	3 years after completed
Marine Incident Reports	5 years
Overseas Inspection of Ships	3 years
Baltic Ice Info/Study	3 years after completed
Eastport-General	5 years
Compressed Gas for Passenger Ferries	5 years
Lachine Rapids	5 years
Inspection of Foreign Ships Movements, Reports &Accounts General	3 years
Scale of Fees	6 fiscal years
Monthly Reports by Inspectors of Relaxation of the Canada Shipping Act (1973)	3 years
Authority Issued to Steamship Inspectors Re: Inspection of Foreign Ships Transferring to Canadian Registry	5 years
Ships Tackle Inspections General	5 years
Tackle Inspection & Reports	3 years
St. John's NFLD.	5 years
Steamship Specific Cohasset Project Mobil Oil (Sable Island)	3 years after completed

Offshore Vessel Standards	5 years after superseded
Individual Memorandum of Understanding File	3 years after terminated
Individual Offshore Petroleum Board File	5 years
Offshore Regulations/Acts	5 years after superseded
CCG/COGLA Mobile Offshore Drilling Units (MODUS)- General Correspondence	5 years
Foreign Flag-MODU's Issue of Canadian Letter of Compliance	3 years
Hibernia Project	3 years after completed
Canadian Oil & Gas Lands Administration (COGLA)	5 years
Ferry Boats General	5 years
Individual Ferry Crossing	3 years after abandoned
 8501 <u>SMALL VESSELS</u>	
General	5 years *
Inquiries	2 years
Reciprocal Agreement-USA & Canada-Control of Motors Boats	3 years after cancelled superseded
Boating Safety Detachment Teams	5 years
Canoe Safety	5 years *
Stability of Small Vessels	5 years
Commercial Information on Boat Products (ALPHA)	3 years
Small Boat Testing-Capacity & Horsepower Plates -General	5 years

-Individual Company Files	3 years after no longer active
-Pleasure Craft Power Rating	3 years
-Application for (Alpha Files)	3 years
Licensing of Pleasure Boat Operators	3 years after cancelled superseded *
Licensing of Vessels	3 years after cancelled superseded

8502 HIGH SPEED CRAFT

General	5 years *
Inquiries	2 years *
Private Air Cushion Vehicles	5 years *
A.C.V. Use for Pollution Control	1 year
Move of Voyageur to Sault Ste. Marie	1 year after finalized
Unit Activities	
-General	5 years
-Individual Location File	3 years
Repairs	
-General	5 years
-Individual File	6 fiscal years
Acquisitions-General	3 years after finalized
A.C.V. Safety-General	5 years
Propellers	5 years
Study of A.C.V. Application in Coast Guard Operations	3 years after completed
Registration & Licensing	
Individual ACV File	3 years after no longer operation *
Certification and inspection	
Types & Specifications	5 years after superseded
Individual ACV File	3 years after no longer operation *
Examinations & Certificates -	5 years *

Personnel General

Crew Requirements	5 years
Certification of Hovercraft Operators	5 years
Individual File (Certificate)	3 years after no longer certified *

Companies General

Individual Company File	5 years *
	3 years after no longer operation *

Equipment & Material General

Electrical Equipment	5 years *
	5 years *

8503 CLASSIFICATION SOCIETIES

General	5 years
Memorandum of Understanding	3 years after cancelled superseded
Delegation to Classified Societies	5 years
Other Classification Societies	5 years
Inspection by Exclusive Surveyor	3 years

8504 TONNAGE, MEASURING

Fees	5 years after replaced #
Circular & Instructions to Measuring Surveyors of Shipping	5 years #

International General

Individual Agreement	5 years #
	3 years after terminated
International Conference on Tonnage Measurements of Ships- Oslo, Norway June 1947	3 years after concluded :

Appendix for Canadian Tonnage
 Certificates

-General	5 years #	
-Lloyds Register of Ships; Nippon Kaiji Kyokai; Bureau Veritas; American Bureau of Shipping; Det Norske Veritas; Germanischer Lloyd; Registro Italiano Navale & Korean Register of Shipping		
-All General Files	5 years #	
-Individual Ships	2 years Convention completed	after IMO-69 certificate
Measuring Surveyors General	5 years	
Movement & General Reports on Work	3 years	
Steamship Inspectors Acting as a Measuring Surveyor	2 years after concluded :	
Netherlands	5 years	
Ships Registered in Commonwealth Nations (Outside of Canada)	5 years	
Canadian Tonnage Measurement Instructions (Regulations)	5 years after superseded	
Appointments of Measuring Surveyors	3 years after replace cancelled	
Vessels Measured Outside of Canada for Canadian Registry	5 years	
Re-Measurement Under New U.K. Rules-IMCO Tonnage Marks	3 years after finalized	
Seaway Tonnage Adjustment- Appendix Certification- Canadian Vessels	5 years	
Limitation of Liability	5 years	

Serge Mallet Hunger Strike	2 years after action completed
Individual Location Files	5 years
8512 <u>LOAD LINES</u>	
General	5 years
Load Line Rules & Interpretations	5 years after superseded
Violations Convention or Local Load Line Rules	5 years
Individual Agreement File	3 years after terminated
Sub-Division Load Lines for Ships on the Great Lakes	5 years
International Load Line Conventions 30	3 years after terminated
General Load Line Rules & Regulations	5 years after superseded
Load Line Rules-Lakes & Rivers, Great Lakes or Rivers	5 years after superseded
CCG Vessels	5 years
Wave Study Programme-St. Lawrence River & Gulf and Great Lakes	3 years after completed
Joint Committee on Great Lakes Load lines	3 years
Load Line Regulations-Sea	5 years after superseded
Load Line Regulations-Inland	5 years after superseded
Individual Company Files	
-General	5 years
-Certificates Issued By	3 years after cancelled obsolete
Load Line Assignment Authorization Order	5 years after superseded
Load Line Exemption Order	5 years after superseded

Old Load Line Certificates Issued Prior to 1963	
-General	3 years after cancelled or obsolete
-By Lloyd's Register	3 years after cancelled or obsolete
Individual Ship File	5 years after registe vessel is closed

8562 SHIPS/PLAN APPROVAL

General	5 years
Pelican Project	3 years after completed
Engineering Drawing's	Destroy after microfi Transfer microfilm t National Archives no longer required
Individual Ship's File	5 years after registe vessel is closed

**8600 - CERTIFICATION AND
PILOTAGE**

Clearances & Vessels General	5 years
Individual Vessel Clearance	2 years after issued
Northern Shrimp Fishery	5 years

8602 - Masters & Mates

General	5 years
Appointment of Nautical Inspectors as Examiners of Masters & Mates	5 years after replaced *
Certificates Granted, Cancelled, etc. (Engineer Certificates Included)	3 years
List of Certificates Issued, Forwarded to Registrar General, London	3 years after replaced *
Matters Relating to Fleet	5 years

Certificates, Exams & Equivalents	
Regional Superintendent Nautical Services (RSNS) Instructions & Inquiries (Including Minutes to Examiners)	5 years after superseded
Competency of a Officer Pursuant to Section 569 of the Canada Shipping Act	5 years
Request for Duplicate Certificates-General	2 years
Applications-Great Lakes Navigation Safety Certificates	3 years
Applications for Certificates of Services as Fishing Master or Fishing Mate issued under Section 116B of the Canada Shipping Act	3 years
Tanker Endorsements (Certificates) 790618	5 years
Certificates Lost, Found or Stolen	2 years
Rules & Regulations -All Files	5 years after superseded
System of Carrying on Examinations for Competency 800701	5 years
Preparation of Examination Papers	
-General	5 years
-Amendments	3 years
Regulations RE: Certificates of Personnel of Ships of Armed Forces	5 years after superseded
Computerization of Examinations-General	5 years
Sight Test	
-General	5 years
-Appeals	3 years after finalized
-List of Tests Failures	3 years after replaced

Canadian Equivalency (Master) -Alpha Split	5 years
List of Invalidated Certificates Issued by Department	3 years after replaced
List of Certificates Issued	3 years after replaced
Nautical Instruments & Electronics Equipment for Navigational Schools & Examiners of Masters & Mates	5 years
Ship Handling Simulators	5 years
Applications for Direct Examinations	3 years
Advisory Group on Nautical Certification & Training -All Files	5 years
Evaluation of Sea Service	3 years
Mobile Offshore Drilling Units (MODU) Training & Certification	5 years
Limited Masters Certificates- General	5 years
Certification of Crews- Dynamically Supported Craft (DSC)	5 years
Applications for Certificates- Foreigners	3 years
Foreign Crewing	5 years
Sail Training Vessels	3 years
Inquiries	3 years
Weekly Report of Examinations Held	3 years
Individual Master & Mate Files -Headquarters Files	Destroyed at age 75

Or

2 years after decease
-Regional Files 5 years after file be
inactive

8604 - ENGINEERS

General 5 years *

Marine Engineers Examination
Regulations
-General 5 years after superseded
-Fees 6 fiscal years *

Enquiries 3 years

Exemptions to Ships from
Compliance RE: Marine
Engineers 3 years

Board of Trade Rules &
Regulations Relating to Marine
Enquiries 5 years after superseded

Engineers Schools
-General 5 years
-Individual School, Institute,
College, etc. 5 years
-Individual Region Files 5 years

Centralization of Questions &
Answers 5 years
Qualifications of Engineers-
Naval Series 5 years *

Training Equipment-Simulators
-General 5 years

Delegation of Signing
Authority 5 years

Certificate for Supervisor of
Oil Transfer Operations 5 years

Letter of Compliance 5 years

B.C. Marine Apprentice ship
Program 5 years

Individual Engineer Files
-Headquarters Files Destroyed at age 70

Or

2 years after decease

-Regional Files

5 years after file be
inactive

8605 SEAFARERS

General	5 years
Manning of Ships	3 years
Deceased-General	5 years
Enquiries RE: Sea Service	
-General	3 years
-Alpha Split	2 years
Enquiries RE: Whereabouts of Seamen	2 years
Human Resource Studies- Commercial Shipping	5 years
Recognition of Merchant Navy Veterans	5 years
War Medals & Badges	
-All Files	5 years *
Ship Log Books & Shipping Agreements	
-General	5 years
-Procedures for Signing on or off Canadian Ships	5 years after superseded
-Regulations Governing Engagement of Seaman on Ships other than CA Registry	5 years after superseded
-Ship-General	5 years
-Alpha Split	3 years
-Log Books	15 years then transfer to Historical Archives
-Shipping Agreements (Articles of Agreement)	Transfer to Historical Archives 30 years after microfilmed.
-Deck Log Books	1 year on ship, 4 years in Regions, 5 years in HQ, than transfer to Historical Archives

Examinations & Certificates	5 years
Fraudulent Documents	
Old Files RE: Identity Certificates (Alpha 500 Split)	Destroyed at age 80
Applications	
-General Files	5 years
-Alpha Split Files	3 years
Identity Certificates-General	5 years
Welfare Union Relations	5 years
Sick & Injured	5 years *
Grant to Seamen Institutes	
-General	6 years
-Individual Institute	6 fiscal years
Occupational Health & Safety in the Long shoring Industry	5 years
Medical Examinations Regulations for Seafarers	5 years after superseded
Wages and effects General	5 years *
Disposition of-General	5 years
Deserters-General	5 years
-Alpha Split	3 years
Deceased - general	5 years
-Alpha Split	3 years
Seamen Shipping Masters	5 years
General	
Tariff of Fees	5 years after replaced
Sovereignty Initiatives	5 years
Discharge Books & certificates	5 years
All Correspondence	
Establishment & Appointment	5 years *
General	

Individual Location Files	5 years after closure *
Instructions & requisitions	5 years
General	
Instructions	3 years after replaced
Requisitions	2 years
Reports & returns Semi-annual	6 fiscal years
Returns	
Individual Location Files	5 years
8607 - <u>PILOTAGE</u>	
General	5 years *
List of Pilots	2 years after replaced
Pension Funds	
-All Files	5 years
Newfoundland-General	5 years
Pilotage General	
-All Files	5 years
Administration	5 years
Accidents	
-All Files	5 years after settlement completed
Accommodation	
-All Files	5 years
Appointment of Medical Examiners	3 years after replaced
Marine Information Centre (Pilotage)	5 years
Federation of St. Lawrence River Pilots	5 years
Great Lakes General Correspondence	5 years
American Pilotage	5 years

Great Lakes Labour Problems	5 years
Marine Pilotage Policy	5 years after superseded
Pilot Strike 1988	3 years after finalized
By Laws General	5 years
Great Lakes Pilotage Authority-CTC Hearings	3 years after completed
Regional Pilotage Authorities	
-General	5 years
-Individual Region Files	5 years
Authorities General	5 years *
Commission of Inquiry (Gauthier) GLPA Regulations	3 years after finalized
Pilotage Authorities	
-General Files	5 years
-Appointments	3 years after replaced
-MOU Provision of Dispatch Service	3 years after terminated
-Pilot Boat/Fire Boat	5 years
-USA Study	3 years after completed
-Chairman Replacement	3 years after replaced
-Labour Negotiations	3 years after finalized
-Corporate Plan & Budgets	6 years
-Blouin Report	3 years
-Canada Shipping Act Input	5 years
Boats and Launches General	5 years *
Charter Party Agreements	3 years after terminated *
Location Files	5 years *

**8700 APPLIANCES & EQUIPMENT
APPROVAL OF**

General	5 years
Equipment & Appliance	3 years after replace obsolete

Individual Company Files	3 years after no longer active
Certificates of Approval	3 years after replace obsolete
Subsequent Inspection of Approval	5 years
Test of Material	5 years
Casualty Reports & Responses	3 years
Port State Control	5 years
Automated & Remote Control Systems	5 years

8702 AIR RECEIVER & ENGINES

General	5 years
Inspection Reports	3 years
Certificates of Approval	3 years after replace obsolete
Equipment & Appliance	3 years after replace obsolete

8704 BOILERS & MACHINERY

General	5 years
Equipment & Appliances	3 years after replace obsolete
Certificates of Approval	3 years after replace obsolete
Assignment of Registered Numbers	3 years after cancelled
Subsequent Inspection of Approval	5 years

8706 FIRE PROTECTION

General	5 years
Equipment & Appliances	3 years after replace

	obsolete
HQ Circular	3 years
Fire Tests	3 years
Certificates of Approval	3 years after replace obsolete
Accident Investigations	3 years after completed
8710 <u>LIFESAVING</u>	
All General Files	5 years
Marine Anti-Exposure Suits	5 years
Reports on Inflatable Life rafts	4 years
Marine Abandonment Immersion Suits	3 years after abandoned
Kapok & Substitutes-Tests & Approval	5 years
National Personal Flotation Device (NPDF) Re-Test Program	5 years
Material & Components Submitted for Lifejackets & PFD's	5 years
Canadian General Standards Board Lifejackets, PFD's & Components	5 years
Individual Company Files	3 years after no 1 active
-Accredited Serviceman	2 years after replaced
Equipment & Appliances	3 years after replace obsolete
Original Submission for Approval	5 years
Subsequent Inspection of Approved	5 years
Certificates of Approval	3 years after replace obsolete

Equipment & Supplies	3 years
Test Reports	3 years
Release Units	5 years
Hudson Transport Lawsuit	3 years after finalized

8800 POLLUTION PREVENTION

General	5 years
Aerial Sighting Pollution Incident	
-Summaries	
-General	5 years
-Individual Reports	3 years
Agreements	
-General	5 years
-Individual Agreement File	3 years after cancelled superseded
Pollution Law-Other Countries	5 years
TERMPOL	5 years
Ocean Dumping Control	5 years
Oil Spill Liability Regime National & International	5 years
Crude Oil Washing	5 years
Fishing Zones	5 years
Designation of Pollution Prevention Officer Under Canada Shipping Act	
-Individual Submission	3 years after no longer
Designation of Pollution Officer Under Arctic Water Pollution Prevention Act	
-Individual Submission	3 years after no longer
Pollution Incidents	
-Reports	
-By Years	3 years
-Annual Summaries	3 years
-Prosecutions	5 years
-Environmental Protection Atlas for Lancaster Sound	5 years

Oil Spills

Appointment and Termination of
Standing Agents

-General 5 years
-Individual Region File 3 years after replaced

Sewage Water from Pleasure
Craft 5 years

MARPOL

-General 5 years
-Annex 5 years
-Equipment
-Approvals 5 years

Arctic Waters Oil Transfer
Guidelines 5 years after superseded

Arctic Pollution Prevention
Certificates 3 years after replaced

Bulk Chemical Documents 5 years

Polar Sea 5 years

Bulk Chemical-Seaway
(Statistics) 3 years

Waste Disposal Facilities 5 years

Ballast Water Exchange

-General 5 years
-Certificates
-By Year 3 years after replaced
-Mechanism/Treatment (R & D
Projects) 3 years after completed

Guidelines for CPC & CG
Regarding Procedures for
Handling & Financing Oil
Spill Clean-up in Ports 5 years after superseded

Pollution Violations Involving
CCG Ships 5 years

POLAR 8 5 years

COGLA Waste Treatment
Guidelines 5 years after superseded

Ship-to-Ship Oil Transfer
Procedures 5 years after superseded

Reception Facilities	
-General	5 years
-Meetings	3 years
Appointments of Analysts	3 years after replaced
Court Cases	
-General	5 years
-Judgements	3 years after terminated
Oil Spill Intelligence Report	3 years
Arctic-Beaufort Sea Drilling	5 years
Joint Industry Coast Guard Guidelines	5 years after superseded
Emergency Transfer System (ETS)	5 years
Contingency Planning	
-Irving Company	5 years
Come by Chance Oil Spill	5 years
Department of Fisheries & Oceans-Air Surveillance	5 years
USSR Nuclear-Powered Vessels	5 years
Inspection Guidelines for Bulk Oil Carriers	5 years after superseded
Great Lakes-St. Clair River	5 years
Great Lakes Radioactive Materials	5 years
Statistical Data	5 years
St. Lawrence Seaway-Accidents/ Pollution	5 years
Retrofit of Double Hulls- General	5 years
Ballast Water Discharge	5 years
Great Lakes Water Quality Agreements	3 years after terminated

9250 - SHIPS-REGISTRATION OR
LICENCE

General	5 years
Enquiries-All Files	3 years
Scale of Registry Fees	5 years after replaced
Proposed Canada Shipping Act Registration Form Regulations	5 years after superseded +
Approved of Vessel Names -General	5 years +
Allotments of Official Numbers to Registrars of Shipping	3 years
Foreign Government-Acts, Rules & Regulations	5 years after superseded +
Provincial Sales Tax-Survey	5 years after completed +
Registration & Particulars of Government Ships-General (Incl. Provincial Ships)	5 years
Information & Statistics on Canadian Registered Ship	3 years
Change of Masters	2 years after replaced
Canada List for Registrar General	2 years after replaced
British Government Rules & Regulations	5 years after superseded +
Instructions to Registries & Consular Officers	5 years after superseded +
Ships with Special Interest	5 years
Practices & Opinions (Board of Trade)	5 years
Security of Loans made by Fishermen Loan Board- Provinces	5 years
Registrar General of Shipping- London, England	5 years
Provisional Certificates	3 years
Regulations for Canadian Government Vessels	5 years after superseded

Passes Issued Under Section 26 of the Canada Shipping Act	3 years
Vessels Acquired by Director Veterans Land Act Under Veterans Land Act Chapter 33 George IV	5 years
Vessels Disposed by Crown Assets	3 years after disposal
Non Canadian Ship to be Engaged in the Coasting Trade	5 years
Statistics	3 years
Foreign & Empire Vessel Submitted for Approval for Entry on Canadian Registry -Policy, Procedures & instructions	5 years after superseded
-General	5 years +
-Policy RE: Use of Dredges of Foreign Registry in St. Lawrence Project	5 years after superseded
-Alpha Split Files	5 years
Foreign-Built Vessels- Statistics	3 years
International Relations -All Files	5 years after finalized
Information Relating to Canadian Ships Forwarded to Lloyd's London	3 years
Transfer Chinese Ships to Canadian Registry	5 years after finalized
Vessels Recorded Before Registry	5 years
Mortgages	5 years
Dept. of Fisheries Fishing Vessels Subsidy	6 fiscal years
Report of Changes of Vessels Names	5 years
Authorization to Sign on Behalf of Minister or Deputy	5 years after superseded

Minister

Corporate Seals -All Files	5 years after no longer valid+
Houseboats & Floating Homes, Etc. -All Files	5 years
Revenue/Custom & Excise- General	6 fiscal years
SRIS/MCIS Information Compatibility	5 years
Temporary Entry-Foreign & Non- Duty Paid Ships	3 years
Recommendation Implementation	5 years
Condor Shipping	5 years
Canadian International Ship Registry	5 years
Second Canadian Ship Registry	5 years
Foreign Registry	5 years
Steam or Motor Vessels Registered in Canada-100 Gross Tons & Over	5 years
Ports of Registry General	5 years
Policy RE: Consolidation of Functions of Certain Ports	5 years after superseded +
Central Registry	5 years
Individual Location File	3 years after closure of port
Ships licensed Licensing of Small Vessels	
-Regulations (Complaints & Amendments)	5 years after superseded
-Enquiries & Applications	3 years
-Statistics	3 years
Current Returns of Licensed	2 years

Vessels

Licenses-Non Resident Canadian 3 years

9254 SHIPS REGISTERED

Individual Ship File 5 years after registe
vessel is closed

Retention periods
Marine

Retention Periods- Marine
Operational

RDIMS# 162071

3200 - SURFACE TRANSPORTATION

Integrated Freight 5 years
Transportation Strategy

3800 - FERRY, POLICY AND PROGRAMS

Crown Corporation operated 5 years
Marine Atlantic Inc.

4000 - TRANSPORTATION-MULTI - MODAL - GENERAL

Policy 5 years after superseded

James Bay Agreement 3 years after concluded

Federal Policy Issues on 5 years
Transport-Sector

North American Free Trade Agreement (NAFTA)

-General 5 years

-Multilateral Trade (GATT) 5 years after concluded

Royal Commission on National Passenger Transportation 3 years after concluded

Internal Trade 5 years

Transportation Economic 3 years
Analysis

4006 - CROWN CORPORATION - GENERAL

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Retention periods
 Marine

Policy	5 years after superseded
General	5 years
Responsibilities	5 years
Privatization	5 years
Blue Water Currency Exchange	5 years
Can artic	
-General	5 years
-Corporate Plan (Goals)	8 years
-Annual Reports	5 years
-Pan Arctic/Negotiations	3 years after finalized
-Contracts	7 years after concluded :
-Research & Development	5 years
-Financial Data	6 fiscal years
-Board & Meeting Minutes	3 years
-M/V Arctic	5 years
-Option of Terminating Charter Party	5 years
-USSR/Market Initiatives	5 years
-Termination of Bareboat Charter	5 years after finalized :
Can arctic (Continuation)	
-Svalbard Coal Project & Cohasset Project	3 years after concluded :
-Canadian Marine Transport Group (CMTG/USSR)	5 years
Initiatives	
-1989 Arctic Trading Schedule	4 years after finalized
-Supply of Oil Products in the Canadian Arctic	5 years
-Contingency Planning	5 years
-New Authority Approval Levels	3 years after replaced #
-Special Audit	7 years after audit
-Organization	5 years
-Shareholders Agreement	7 years after terminated
-Special Examination Plan	5 years
-Safe Ship Management	3 years after replaced #
Practices	
-Neste OY	5 years
Ports Canada	
-General	5 years
-Corporate Plans	5 years
-Discussion/Meetings	3 years
-Ridley Island	5 years

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Retention periods

Marine

-Dividends Policy	5 years after superseded
-Relationship with Transport Canada	5 years
-Vancouver Ports Corporation	
-General	5 years
-Port 2010	10 years
-Container Competition Study	3 years after concluded #
-Delegation of Authority	5 years
ST. Lawrence Seaway Authority	
-General	5 years
-Corporate Plans	5 years
-Welland Canal	5 years
-Report on System Reliability	5 years
-Bridges-General	5 years
-Seaway Parliamentary Study	3 years after concluded :
-Seaway Costs	6 fiscal years
-Seaway Round Table	5 years
-Seaway Day	5 years
Advantage Canada (Maple Leaf Route)	5 years after concluded
Intermodal Yard at Halifax	5 years

4200 SECURITY OPERATIONS - GENERAL

Policy	
-All Files	5 years after superseded
General	5 years
Security Incident Reports	3 years
Emergency Planning Meetings/ Exercises	5 years
Security Surveys/Sweeps	3 years after concluded
Canada Ports Corporation	5 years
Electronic Data Processing (EDP) Security	5 years
Removal of Public Property from Work Place	5 years

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Retention periods
 Marine

Harbours & Ports	5 years
Crisis Centre	5 years
Individual Region File at HQ	5 years
Security Clearances	
-General	5 years
-Coast Guard Headquarters	5 years
Security Equipment	5 years
Training-Security	3 years
Safety & Security Designation	3 years
Transport Safety Public Perception Survey	3 years after concluded
Implementation of Threat & Risk Assessments	5 years
Security Incidents	3 years after finalized
COMSEC Control in the Marine Group	5 years
Security Briefings/ Presentations	3 years
Removal/Use of Public Property Security Procedures	5 years 5 years after superseded
Building Security	5 years
Security Classification & Designation of Documentation	5 years
Business Resumption Plan	5 years
Essential Records	5 years
Information Classification & Designation	5 years

4230 EMERGENCY PREPAREDNESS

General 5 years
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Retention periods
Marine

Federal Nuclear Emergency Response Plan	5 years
Planning All Policy Files	5 years after superseded
General	5 years
Plans & Publications	
-General	5 years
-National	
-Contingency Planning Marine Counter Terrorism	5 years
-Nuclear Consultation Procedures	5 years after superseded
-Continuity of Government	5 years
-Federal Policy for Emergencies	5 years after superseded
-Central Emergency Government HQ & Regional HQ	5 years
-Federal Nuclear Emergency Response Plan (FNERP)	5 years
-Crisis Measures	5 years
-Essential Records	5 years
-TC Emergencies Reporting Procedures	5 years after superseded
-Satellite Re-Entry	5 years
Contingency Plan	
-Regional Contingency Plans	5 years
-Envelope Tango	10 years
-TC Emergency Book & Alert Measures	3 years after replaced
-Government Emergency Book & Alert Measures	3 years after replaced
-Compendium of Marine Emergency Planning	5 years
-National Earthquake Response Plan	5 years
-Contingency Response Planning	5 years
Agreements/MOU	
-All Files	3 years after terminated
Insurance/Compensation	
-Canadian Ship-owner Mutual Assurance Association (CSMAA)	
-General	5 years
-Annual Meetings	3 years
-Agreement & Procedures	3 years after terminated
-War Risk Insurance	10 years

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Retention periods
 Marine

Ships & Crews	
-General	5 years
-Vessels	5 years
-Canadian Owned & Registered	5 years
-Crewing & Ship Registration	5 years
-Enemy Ships in Canadian Ports & Waterways	5 years
-Ship Chartering	5 years
-Merchant Seaman's Pool in Canada	5 years
-Running Costs	6 fiscal years
-Individual Company File	3 years after no 1 active
Exercises	
-National	
-General	5 years
-Incidents	3 years
-Company files	5 years
-International	
-Company Files	5 years
-Line Load Control & Telephone Service	5 years
-TC Emergency Relocation Centre	5 years
Organizations & Agencies	
-All Files	5 years #
Polar 8	5 years
Persian Gulf Situation	
-General	5 years
-Emergency Financial Arrangement	6 fiscal years
Crude Oil & Refined Products Handling Capability	5 years
Risk Analysis & Contingency Planning	5 years
National Emergency Agency for Transportation, Marine Secretariat	5 years
War Measures-CCG Ships	3 years after replaced
IBODS Working Group	5 years

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Retention periods
Marine

Departmental War Book	5 years after no 1 required by TC
MS Study on TC Crisis Centre	3 years after completed
Vital Points	5 years
Interdepartmental Board on the Defence of Shipping	5 years
Terrorism	5 years
CEIC Contingency Plans	5 years
Secure Communications	5 years
Emergency Preparedness Canada	5 years
Experimental Oil Burn Exercise- Newfoundland Aug/92	3 years after terminated
Security & Emergency Planning Group	5 years
NATO Exercises	5 years
Permanent Joint Board of Defence	5 years
National Response Team	5 years
Manual for Shipping Control in Emergency	2 years after replaced
Wartime-DND-Agreement -All Files	3 years after terminated
Crisis Management	5 years
Canada/US Agreement on Civil Emergency Planning	3 years after terminated
Maritime Contingency Centre	5 years
Listing with Military Reserve Obligations	3 years

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	Retention periods
4231 <u>NATO</u> (North Atlantic treaty Organization)	Marine Atlantic
General	5 years
Council in Ministerial Session	5 years
CG War Emergency Planning Group	5 years
Civil Emergency Planning	
-General	5 years
-Questionnaires	3 years
Civil Sealift Group	5 years
Planning Committees	
-General	5 years
-Petroleum	3 years
-Industrial	3 years
-Food & Agriculture	3 years
Shipping Working Group	5 years
Joint Reception & Movement System (JRMS) Steering Group	5 years
Alert System (MNC)	5 years
Interallied Insurance Organization	
-General	10 years
-Regional Offices	5 years
"D" Documents (AC/271-D)	5 years
NATO Civil Wartime Agencies (NCWA)	10 years
Marine Terminal Summary	3 years
All Committee Files	
-General	5 years
-Agenda	2 years
-Notices	2 years
-Working Papers	10 years
-Documents	5 years
-Decision Sheet	5 years
-Civil Objectives	5 years
-Rapid Reinforcement Concept	5 years

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Retention periods
Marine

Government Responsibilities Towards National & International Designers	5 years
Defence Shipping Authority Liner System (DSA)	5 years
Handling of Containers	5 years
Tanker Conversion to Escort Oilers	5 years
Wartime Salvage Services	5 years
Civil Handling & Movement of Ammunition in Crisis & War	5 years
Tanker Management in Wartime	5 years
Communications	5 years
Flags of Convenience & Foreign Crews	5 years
Shipbuilding & Ship Repair	5 years
Charter Hire Rates	5 years
Information Flow	5 years
Future of NATO Shipping	5 years
NATO Pool of Ship	5 years
PBOS/PBEIST Joint Working Group on International Transport	5 years
Designers-General	10 years
NATO Shipping Working Group	5 years
NATO Supply & Demand Study	5 years after completed
IIO-Interallied Insurance Organization Validation Study	5 years after completed
Reinforcement in NATO	5 years
Conference on Security & RDIMS # 162071	5 years

Retention periods
 Marine
 Cooperation in Europe

Exercises General	5 years
Individual Exercise	3 years after terminated
Standard Operating Procedures- Paper ships	5 years after superseded
Recommendations Follow-up Process Neatran-Marine	5 years
Global War Games	5 years
PBOS General	10 years
Training	10 years
Terms of Reference	10 years
Notices	10 years
Chairman Memorandum Files	10 years
Plenary Sessions -All Files	10 years after terminated
PBOS London Secretariat	10 years
Individual Group's File	
-General	10 years
-Agenda	10 years
-Notices	10 years
-Summary Record	10 years
-Working Papers	10 years

**7600 - HARBOURS & PORTS-CARGO
LOADING**

General	5 years **
Marine Safety Manual	2 years after replaced
Instructions to Port Wardens	5 years after superseded
Approval of Grain Loading Stability Information	5 years

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Retention periods
 Marine

Ship Fumigation		
-General		5 years
-Regulations		5 years after superseded
Stowage & Carriage of Containers		
-All Files		5 years
Relais Nordic		5 years
Port Warden Services		3 years
Instructions		5 years after superseded
Enquiries		2 years
Reports & returns General		5 years
Timber Deck Cargo Questionnaire		3 years
Individual Location File		3 years
All Regulation Files		5 years after superseded
Regulations All regulations files		5 years after superseded

7700 - PUBLIC HARBOURS & PORTS

Policy		5 years after superseded
General		5 years *
Legal Opinions		7 years
Delegation of Authority		3 years after superseded
Free Ports		5 years
Operational Standards		5 years

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Retention periods
Marine

-All Correspondence		
Commodities for Coal		5 years
Marine Safety (Rules & Regulations)		5 years after superseded & cancelled
Proclamation of Public Harbour & Harbour Limits		
-Policy		5 years after superseded
-General		5 years
-Individual Location		10 years
Port Reception Facilities		5 years
VTS Regulations vs. Harbours and Ports		5 years after finalized
Other Port Jurisdictions		
-All Correspondence		5 years
Administration & Organization		5 years
Port Classification		5 years
Arctic Marine Services Policy		5 years after superseded
Enquiries		2 years
Remote or Isolated Port Facilities		5 years
Major Crown Project		5 years
Canadian Port Charges		3 years after superseded
Research & Development		5 years
Remission/Submissions of Rates		
-Policy		5 years after superseded
-General		5 years
-Regulations		5 years after superseded
-Requests for Remissions		5 years
Small Craft Harbour Facilities		
-General		5 years *

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Retention periods		
Marine		
-Transfer		3 years after completed *
Asset Management Plan		
-General		5 years
-Submissions		5 years
-Background		3 years
-Individual Report		3 years
Charter Vessels		5 years
Harbour Shipping General	Facilities for Lumber-	5 years
Security Plans	& Emergency	5 years
Rationalization/	Divestiture	5 years
Berthage Exemption Work Canada	for Wharfage Public	5 years
Public Workboats	Work Canada	5 years
Enforcement Officers		
-General		5 years
-Identification Cards		3 years after cancelled
Regulation		
-General		5 years
-Tariff		
-All Correspondence		5 years after superseded
-Standing Committee-General	Joint	5 years after superseded
-Permissions Submission of Rates	or	5 years after superseded
-Designation-Public Harbours		5 years after superseded
-Priorities		5 years after superseded
-Interest on Accounts	Overdue	5 years after superseded
-Designation-Public Port Facilities		5 years after superseded
Tariffs		
-General		5 years
-Development		
-Historical (PRE 1985)		5 years
-January 1986 Increases		
-All Correspondence		3 years after concluded

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Retention periods
 Marine

-June 1986 Increases		
-All Correspondence		3 years after concluded
-1990 increases		
-All Correspondence		3 years after concluded
-Tariffs Increases		3 years after concluded
-Development-Reduction	Due	3 years after terminated
to the Abolition of		
Federal Sales Tax		
-Container Tariffs		3 years after replaced
-Tariff Cruise Vessel		3 years after replaced
Passenger Charge		
-Harbour Dues		3 years after replaced
-Wharfage		
-General		5 years
-Commodity Value Analysis		5 years
-Fish Buying		3 years after replaced
-Berthage		3 years after replaced
-North/South Differential		3 years after replaced
Rates		
-Comparative Rates Analysis		5 years
-Conversion Factors		5 years
-Review of Application of		5 years
Tariffs		
Level of Service		5 years
Federal Infractions Codes		3 years after replaced
Marketing		5 years
Individual Location		3 years after completed
Government Wharves		
Regulations		
-All Amendments		5 years after superseded
Public Harbour Regulations		
-All Amendments		5 years after superseded
Closure of Ports		3 years after closure
Property - Buildings General		5 years
Fire Protection		
-General		5 years
-Storage of Explosives &		5 years
Inflammatory Materials on		
Government Property		
Canadian Coast Guard College		

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Retention periods
Marine

-General		5 years
-Fire Protection		5 years
-Gymnasium & Swimming Pool		5 years
Navigationnal Aids Test Establishment (NATE)		
-General		5 years
-Budget		
-General		6 fiscal years
-Operation & Maintenance		6 fiscal years
-Capital		6 fiscal years
-Requisitions		
-General		5 years
-Supply & Services		3 years
-Individual Location		3 years
-Inventory		3 years
-Test Equipment		5 years
-Snow Removal/Ground Maintenance		3 years
-Building Cleaning/Maintenance		3 years
-Chambers/Air Conditioning Maintenance		3 years
-Overhead Crane Maintenance		3 years
-Photocopier		3 years
-Technical Brochure		2 years
-Weather Station		5 years
-Crown Assets & Disposal		3 years after disposed of
-Wind Generation		5 years
-Data Acquisition		3 years
-Student		5 years
-Health, Safety & Welfare		5 years
-Light Tunnel		3 years
-Light Measurement		3 years
-Standing Offers		3 years after terminated
-Fence-Contract		3 years after terminated
-Monthly Status Reports		2 years
-Project Workload & Activity List		2 years after replaced
-Technical Brochure Activity (Request for Distribution)		2 years
-Use of NATE Facilities by Other Branches		3 years
Navigationnal Aids Test Establishment (NATE)		
(Continuation)		
-Prescott Base Working Activity for NATE		3 years
-Security		5 years
-Fire Extinguisher		3 years
-Monthly Calibration Reports		2 years
-Monthly Project Activity		2 years

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Retention periods
Marine

Reports		
-Yearly Project Status Reports		3 years
-MEO Study		3 years after completed
-Qualified Product Test Procedures (QPTP)		5 years after superseded
-Projects by Years		3 years after completed
-Project Approval		3 years
-Equipment Disposal		3 years after disposed of
-Test Procedure		3 years after superseded
-Interim Approval		3 years
-Final Approval		3 years
Assessment of Buoy Maintenance Facilities Maritime Region		3 years
Assessment of Buoy Cleaning & Painting Facility Requirements at Victoria & Prince Rupert		3 years
Individual Location File		
-General		5 years
-Assessment		3 years
-Construction & Maintenance & Repairs		6 years after all a completed
-Purchase of Property		5 years after all a completed

7701 - AGREEMENTS

General		5 years
Provinces-General		5 years
Others Departments		5 years
Reciprocal Agreement - USA Harbour Dues		3 years after terminated
CN Marine-Billing Agreement		3 years after terminated
Contribution to the Township of Michipicoten		3 years after finalized
Eastern Arctic Sealift		5 years
Marine Atlantic Cost Recovery		6 fiscal years

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	Retention periods	
	Marine	
Jurisdictional Ownership of Harbours		
-General		5 years
-Individual Provinces		3 years
Individual Agreements		3 years after terminated

7702 - PLANNING & STUDIES

General		5 years
Regional Northern & Northwest Studies		
-General		5 years
-Potential Arctic Port Sites		3 years after terminated
-Northwest New Brunswick Transportation (Miramichi Channel Study)		3 years after terminated
Deep Water Oil Ports		
-General		5 years *
Ports Master Plans		
-General		5 years
-Individual Regions		3 years
Individual Study		3 years after terminated

7703 - LEASES

Policy		
-Accessibility Leases	of	5 years after superseded
General		5 years
-Definition		3 years
-Legal Opinions		
-All Correspondence		5 years
-Execution Documents	of	
-All Correspondence		5 years
-Sample Documents	from	5 years
Other		
Delegation	of	3 years after superseded

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Retention periods
Marine

Authority

Agence Maritime Inc.	5 years
Review of AT "Pleasure" Agreements	3 years
Application	
-General	5 years
-Individual Region	3 years
Delegation to Regions- annual review by headquarters	
-General	3 years
-Individual Regions	5 years
Individual Leases	6 years after terminated

7704 DREDGING

Policy	5 years after superseded
General	5 years
Responsibility Program	5 years
Sounding Program	5 years
Dredging Soil Management & Environmental Compliance	5 years
Individual Location	5 years

**7705 - HARBOURMASTERS &
WHARFINGERS**

General	5 years
Compensation Study	3 years after terminated
Appointments & Terminations	3 years
List	2 years after renewed

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Retention periods	
Marine	
Instructions	5 years after superseded
Remuneration	3 years
Administrative Notes for Harbour Master/Wharfinger RE: Amendments	3 years
Identification Cards	2 years after replaced
Legal Status-Liability Major Injuries	5 years
Temporary Appointment- Delegation of Authority	3 years after replaced
Individual Location	3 years after replaced
Surveyors & Port Wardens General	5 years
Enquiries RE: Port Wardens	2 years
All Regions (HQ Files)	5 years
Privatization of Port Wardens Services	5 years
Port Warden Services-RE: Evaluation of	3 years
Individual Location File (Appointments)	3 years after replaced
 7707 - <u>REAL PROPERTY</u>	
Policy	
-All Correspondence	5 years after superseded
General	5 years
Transfer of Land	5 years
Inspection & Maintenance of Marine Facilities	
-General	5 years
-Guidelines	5 years after superseded
-Residual Life/Replacement Cost	6 fiscal years
-Barricades	5 years
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Retention periods
 Marine

Waterlot Reservation for Fisheries & Oceans Canada	3 years
Fire Hazards & Equipments	5 years
Heritage Lands & Buildings	5 years
Equipment-General	5 years
Notices of Application Under Land Titles Act	2 years
Facilities Disposed of (Surplus)	2 years after disposition
Facilities Transferred to or from Public Works Canada	2 years after transfer
Storage of PCB's	5 years
Flammable Liquids & Explosives	5 years
Ferry Operations at Government Wharves	5 years
Appraisals	3 years
Harbour Headlines	5 years
Surveys	3 years after terminated
Inventories	3 years
Province & Location	
-General	5 years
-Port Development	5 years after terminated
-Deeds	2 years after no 1 required
-Transfer to Province	3 years after completed
-Transfer to Other Departments	3 years after completed
-Plans, Surveys	3 years after terminated
-Surplus Property	3 years after finalized
-Acquisitions & Expropriations	3 years after finalized
-Others	5 years

7709 - CLAIMS

General 5 years

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Retention periods
 Marine

Individual Claim 3 years after finalized

**7750 - HARBOURS UNDER
COMMISSION**

General 5 years
 Meetings 2 years
 Port Administration 3 years after completed
 Alternatives Study
 Legal Opinions 5 years
 Security 5 years
 Nanaimo Harbour Commission
 -High Speed Passenger Ferry 5 years
 Service (Nanaimo &
 Vancouver)
 Badges, Crests, Insignias, 3 years *
 Etc.
 Port Services Marketing
 -General 5 years
 -Individual Harbour Commission 5 years
 File
Commissioners & Staff General 5 years
 Identification 5 years
 Conflict of Interest
 -All Files 5 years
 Individual Harbours 5 years
Finance General 5 years *
 Development Fund Allocation 6 fiscal years *
 Individual Harbours
 -All Files 6 fiscal years *
Harbour Limits & Headlines 5 years *

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Retention periods
Marine

General

Individual Harbours 5 years *
-Alterations 3 years after completed

Lands & Property Commission- 5 years
General

Land & Other Contributions to 5 years
Harbour Commissions from
Municipalities

Individual Harbours
-General 5 years *
-Sale, Transfer, Exchange, 3 years after finalized
Expropriation & Clarification
of Title
-Deeds 5 years after no 1
required by TC *

Plans, Estimates & Works 5 years
General

Dredging 7 years

NHB Regulations-2nd Narrows 5 years after superseded
Bridge Vancouver

Harbour Administration, Policy 5 years after superseded
& Organization
Individual Harbours
-General 5 years
-Crombie Royal Commission 3 years after terminated
-Business Plans 5 years
-Development, Reclamation of 3 years after completed
Lands, etc.

Wharves General 5 years

Individual Harbours
-General 5 years
-Agreements 3 years after terminated
-Repairs & Maintenance 5 years *

7752 - ADMINISTRATION -
INCORPORATION & LEGISLATION

RDIMS # 162071

Retention periods
Marine

General	5 years
Individual Harbour Commission -All Files	5 years
Public Affairs Press Clippings	2 years
Canada Port Corporation	5 years

**7754 - ANNUAL REPORTS &
STATISTICS**

General	5 years
Statistics Files	3 years
Individual Harbour Commission Files	3 years

7756 - BY - LAWS - REGULATIONS

General	5 years #+
Proposed Program to Streamline the Regulatory Process	5 years #+
Individual Harbour Commission -General	5 years #+
-By/Laws & Amendments Files	3 years after replaced #
-Orders in Council	5 years #+
-Standing Joint Committee	3 years #+

**7758 - BY - LAWS - WATERLOTS -
LEASES**

Harbour Commission-General	5 years
Delegation of Authority	5 years
Individual Harbour Commission	5 years
Individual File on By-Law RDIMS # 162071	3 years after terminated

	Retention periods
Leases, Leases & Waterlot Reservation	Marine
Approval of Works	5 years *
Property Appraisals	5 years
 <u>8000 MARINE SAFETY</u>	
Policy	5 years after superseded #
General	5 years
Arctic Sovereignty -All Correspondence	5 years
Canadian Radio Navigation Systems Study	5 years after terminated
CCG Mandate Issue Statement of Mission	5 years
Alternative Organization Themes	3 years
Enhance Role Projects	
-Policy	5 years after superseded
-General	5 years
-Briefing Notes	3 years
-Individual File	3 years after completed :
Chernobyl Reactor Accident	3 years after concluded
Common Livery Proposal	3 years after finalized
De Havilland Proposal Canadian Sovereignty	3 tears after finalized
Northern Political & Economic Framework	5 years
Marine Weather Services	5 years
Gallagher Methanol Proposal	3 years *
Level of Service	
-All Correspondence	5 years *
Northwest Passage	
-All Correspondence	5 years

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Retention periods
Marine

Melville Methanol	5 years after finalized
Marine Initiatives	5 years
National Drug Strategy -General	5 years
Incidents Involving Refugees -All Correspondence	3 years
Shipyards	5 years
Transportation Safety Policy Statement	3 years
Polarstern	5 years
Foreign Vessel Clearance	5 years
Can-Aide Foundation	5 years
National Transportation Agency	5 years
Offshore Fisheries Surveillance	5 years
Tall Ships-Quebec Project	5 years after completed :
Western Diversification Program	5 years
Antarctic	5 years
Polychlorinated Biphenyls (PCB) General	5 years
Soligaz Montreal	3 years after finalized :
New Westminster Railway Bridge	5 years *
Northumberland Ferry Project	4 years after completed
Ice Control Structure/ L'Estacade South Shore Canal	5 years
Boarding of Canadian Vessels by United States Authorities	5 years
Newfoundland Dockyards Corp.	5 years

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Retention periods	
Marine	
Safe Ship Management	5 years
Marco Polo Feasibility Study	3 years after completed
Department of Fisheries & Ocean DFO/CCG MOU	5 years after terminated
British Columbia Shipyards	5 years
Native Groups	5 years
DFO Vessel Operations Review	5 years
Atlantic Research Canada	5 years
Eastport Refinery Maine	5 years
PEI/NB Crossing Northumberland Strait	10 years
Substance Use & Transportation Safety Project	5 years after completed
Interdepartmental Mission Support Arrangement (MOU) TC/DFO	3 years after terminated
Air/Marine Surveillance Project	5 years after completed :
Proposed Policy Initiatives of Other Government Dept.	5 years
Economic Impact Study	5 years after completed :
Port Economic Impact Study	5 years after completed :
Management Agreements	5 years after terminated
Government Initiatives	5 years
Coast Guard Issues	3 years
Chamber of Maritime Commerce	5 years
Drugs & Alcohol-General	5 years
James Bay & Northern Quebec Agreement Implementation	10 years after terminated
Special Projects	3 years after completed

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Retention periods
 Marine

Interoperability -All Correspondence	5 years
Foreign Vessels Transiting Canadian Waters	5 years
Passengers	5 years
New Ferry for Fogo Island	3 years after finalized :
Status of the Waters of the Arctic Archipelago	5 years #
Territorial Waters	5 years #
North West Passage Transit by Yachts & Other Small Vessels	5 years
Inuit Programs/Arctic Communities	5 years
National Parks	5 years
Northern Energy Accord	3 years after terminated
Port State Control/Sub- Standard Ships	5 years *
Litigation Against the Crown	8 years after finalized :
Polar Sea/Polar Star -All Correspondence	5 years
Individual Voyages	3 years after terminated
NWP Transit of ODEN (Polar Probe)	5 years
Deployment	5 years
Chartering of Vessels	5 years
Drilling Programs -All Correspondence	5 years
Requests for Icebreaker Support in Antarctic	5 years
Fuel-General	5 years
Moorings	5 years

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		Retention periods	
		Marine	
Marine Stakeholder	Mode Client &		5 years
Neatran			5 years
Policy Directives on the Use of Alcohol & Drugs			5 years after superseded
Fleet Resources Review			7 years #
War Measures-Notification of Casualties Letters of Condolence, Memorials, Crosses, etc.			5 years
War Claims & Compensation			
-General			10 years
-Individual Claims			3 years after finalized
National Standards Systems			5 years
Ships of Particular Interest			5 years
Individual Memorandum of Agreement Files			3 years after terminated
Fees of Office Positions			5 years
History of Canadian Merchant Marine			10 years
Status & Activity Reports			3 years
Measured Mile-Speed Trials			
-General			5 years
-Individual File			3 years after finalized
Return of Births & Deaths Occurring on Board Ships (Incl. Foreign Seamen & Policy)			20 years
Regulations Arising from Recommendations of Comm. into Nav. Small Vessels St. Lawrence			5 years #
Movement of Foreign Ships in Canadian Waters			5 years
Liability of State Owned Ships			5 years

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Retention periods
Marine

Marine Traffic Sensibility Study	3 years after completed
International Youth Year 1985	3 years
Ridley Island Terminal	5 years
SOCIO-Economic Impact Analysis for Proposed Health Safety & Fairness Regulation	5 years
Policy Introduction Program for Canadian Inuit (Canadian Arctic Resource Committee)	5 years
Damage to Fish Nets	5 years
Designation of Minor Waters (Incl. Applications for Reclassification of Waters Inlands)	5 years
Arctic Resupply-General	5 years
Boundary Disputes-Canada/USA/France	10 years *
Amauligak Field Development	5 years *
Georges Bank Question	5 years
Gulf of Maine Case	10 years *
Canadian Patrol Frigate Project	3 years after completed
Beaufort Sea Panel	5 years
Fisheries Policy for the 80's	5 years after superseded
Weather ship Report	5 years *
Dome General	5 years
Sea Shepherd (Seal Hunt)	5 years *
Arctic Articles of Interest	3 years
Tug/Ship Manoeuvrability Data	5 years

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Retention periods	
	Marine
Lancaster Sound 85 Drilling	3 years after terminated
Arctic Development Trail	5 years after completed
Submarine Tankers	5 years
Fire Boat-Sarnia	5 years
Arctic-Air Cushion Drilling Systems	5 years
Arctic Hydro graphic Requirements	3 years
Arctic Development-US Proposals	5 years *
Arctic Port Development	5 years after completed :
Arctic Seas Contingency Plan	5 years
Arctic Ship Design	5 years
Waterways General	5 years
Chambly Canal-Riviere Richelieu, Quebec	5 years
Great Lakes & ST-Lawrence Hydraulic Model Studies	3 years after terminated
International Lake Erie Regulation Study	3 years after terminated
Tolls	3 years after replaced
Beauharnois Canal Project	3 years after completed
Second Welland Canal Clean-up	3 years after completed
Seaway Sweeping & Maintenance Dredging	5 years
Land Transactions	3 years after completed
Orders in Council & T.B. Minutes-Including Submissions	5 years *
Seaway International Bridge	3 years

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Retention periods
Marine

Corp. Ltd.-Annual Report

St. Lawrence Seaway (Opening & Closing)	5 years
Studies of Behaviour of Ships in Restricted Channels	3 years after completed :
Study of Navigation Season Extension	3 years after completed
Ice Booms, Niagara River (Entrance to Lake Erie)	5 years
Boundaries (Regional)	5 years
International Joint Commission	5 years
International Great Lakes Diversions & Consumptive Uses Study Board	5 years
Water levels & Gauges General	5 years
Great Lakes & St. Lawrence System	5 years
St. Lawrence Ship Channel	
-General	5 years *
-Redevelopment	3 years after completed :
Engineering General	5 years
Engineering Studies	3 years after completed
Bridge & Pier Protection	5 years *
Federal/Provincial Transportation	5 years
Publications & Notices	3 years
Research & Development	
-General	5 years
-Research & Engineering Studies Committee	3 years
-Vessel Manoeuvrability	5 years *
-Vessel Under Keel Clearance	5 years *

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Retention periods
Marine

-Transport Development Centre	5 years
-Ice Cover Management	5 years *
-Hydraulic Research Centre	
-Purchases, Services & Maintenance	5 years *
-Hydraulic Models	3 years *
-River Ice Modelling Project (UPT-7-007)	3 years after completed
Special Projects & Investigations	
-General	5 years
-Peace Bridge Incident	3 years after finalized
-Vessel Grounding & Casualties	
-General	5 years
-Individual Grounding	3 years after finalized
-National Channel Utilization	5 years
Special Projects & Investigations (Continuation)	
-Canada/Quebec Transportation Development Agreement	
-General	5 years
-Lavolette Bridge	3 years after terminated
-Water Level Study One/D Model (Beauharnois)	3 years after completed
Unsolicited Proposal Assessment & Evaluation	5 years
Lac St. Pierre-Artificial Island	3 years after completed
Navigable Waters Protection Act	5 years
Navigable Waters Protection All Policy Files	5 years after superseded
General	5 years *
Identification Cards	3 years after replace obsolete *
Regulations	
-General	5 years *
-Proclamations-Part II	5 years after superseded
-Draft	3 years after finalized :
-Working Papers	5 years *
-Navigable Waters Work	5 years after superseded

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Retention periods

Marine

-Navigable Waters Bridge Reg.	5 years after superseded
-Navigable Waters Ferry Reg.	5 years after superseded
Referrals	5 years *
Annual Report-Declaration of Exemptions	5 years *
Interpretations	5 years *
Inquiries	
-All Files	5 years *
Canada Works Project (DPW-FO Small Craft Harbours)	2 years *
Boathouses	5 years *
Booms, Piers & Pilings	5 years *
Breakwaters, Fills Retaining Walls	
-All Files	5 years *
Bridges & Trestles	
-General	5 years *
-Strait of Belle Isle Causeway	5 years *
-Study on Vulnerability of Bridges in Canadian Waters	3 years after completed :
Underwater	
-All Files	5 years *
Dredging	
-General	5 years *
-Locations	5 years *
Water Lots	
-Riparian Rights	5 years *
-Applications	3 years *
Cables Ferries	
-Policy	5 years after superseded
-General	5 years *
-Preparation of Ferry Licences	3 years *
Dams & Powerhouses	
-General	5 years *
-Project	3 years after completed :
Docks, Wharves & Landing	

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Retention periods
Marine

Floats	
-Policy	5 years after superseded
-General	5 years *
Dumping	
-Policy	5 years after superseded
-General	5 years *
-Radio Active Wastes	5 years *
-Old Wrecks at Selected Locations	3 years after finalized :
-Ottawa River	5 years *
Mooring Floats & Buoys	
-General	5 years *
-Special Purpose Buoys & NWPA Usage	5 years *
Pipelines, Mains & Sewers	
-Policy	5 years after superseded
-General	5 years *
-Mackenzie Valley Pipeline	3 years after concluded :
Rifle & Bombing Range	5 years *
Sand & Gravel Removal	5 years *
Inspections	
-Final Inspection Procedures	5 years after superseded
-Final Inspection Site	5 years *
-Final Inspection Standards	5 years after superseded
-Navigational Impact Assessment Guidelines	5 years after superseded
Weirs & Traps	
-Policy	5 years after superseded
-General	5 years *
-Complaints	3 years *
Wires & Power lines-Overhead	
-Policy	5 years after superseded
-General	5 years *
-Signage	
-All Files	5 years *
-Standards	
-All Files	5 years after superseded
James Bay Project	3 years after completed :
Fisheries & Oceans Canada (Small Boat Harbour)	
-All Files	5 years *

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Retention periods
Marine

Public Work Canada	
-All Files	5 years *
Artificial Island	
-Policy	5 years after superseded
-General	5 years *
Aquaculture	
-Policy	5 years after superseded
-General	5 years *
-Locations	5 years *
Enforcement	5 years *
Legal-Miscellaneous Opinions	5 years *
Delegation of CCG Responsibility to Provinces	5 years *
Application Guide	2 years after replaced #
Special Cases	
-General Files	5 years *
-Individual Cases	3 years after finalized :
Establishment of no Anchorage Areas	5 years *
Jurisdiction & Management of Waterways	5 years *
National Transportation Agency of Canada	5 years *
Levels of Service	5 years *
Delegation of Signing Authority	5 years *
Hudson Bay/James Bay Drainage Basin Projects	
-General	5 years *
-All Other Files	3 years after completed :
Bridge Protection Problems	5 years *
Individual Study	3 years after completed :
Individual Project	3 years after completed :
Application (Individual Works)	
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Retention periods
Marine

-Abandoned	3 years *
-Refused	3 years *
-Non Navigable Waters	3 years *
-Prior Consent Given	3 years *
-Approved, Built but Ceases to Exist (Removed)	5 years *
-Approved & Remain in Existence	Destroyed after all correspondence has been microfilmed, transfer original Micro to the National Archives NAC Authority M-3-76.
-Correspondence Relating to Canneries, Dams & Powerhouses, Dumping and Log Chutes	Transfer paper files to National Arc Historical Branch.
-Environmental Assessments	5 years after concluded
Shipbuilding Policy	5 years after superseded *
Shipbuilding General	5 years *
Arctic Class 10 Icebreaker (AML)	5 years
Nuclear Vessels	5 years
Polar 8	
-All Files	5 years after concluded
Liaison with Foreign Countries	5 years after terminated
Subsidies for Construction of Fishing Vessels	6 fiscal years
Economic Stimulation Program- Shipbuilding & Ship Repairing	5 years
M.V. Arctic	5 years after terminated
Icebreaking Design Research and Development	
-All Files	5 years
Ship Propulsion Studies	
-General	5 years

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Retention periods

Marine

-Gas Turbine Study	3 years after concluded
U.S. Coast Guard "Polar Star" Class	5 years
Dry Docks General	5 years *
Individual Location File	5 years *
Privatization of Dry Docks	5 years after concluded
Ship Channel - ST.Lawrence Purchase of "Catamarans"	5 years after finalized
Improvement of St. Lawrence Ship Channel	5 years*

8003 RESEARCH AND DEVELOPMENT

Policy	
-All Correspondence	5 years after superseded
General	5 years
Floating Aids	
-By Year	
-All Correspondence	5 years
Justification for R & D	
-By Year	5 years
Transportation Development Centre	
-All Correspondence	3 years
APD's, Pads and Treasury Board Submissions-R & D Regional 1988/89	5 years
Technology Issues	
-All Correspondence	5 years
Environmental Issues	
-All Correspondence	5 years
Individual Agreement	3 years after terminated
Individual Government	5 years

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Retention periods
Marine

Individual Research Centre	5 years
Intellectual Property (IP)	5 years
Project Questionnaires/Annexes "A" & "B" to the Science Addendum	
-All Correspondence	3 years
International Cooperation	
-General	5 years
-Individual Location	5 years
R & D Project Procedures	5 years after superseded
Plan Project Proposals	3 years after finalized
Unsolicited Proposal	
-General	5 years
-Formal & Informal	5 years
-Monthly Reports	2 years
Individual Program Files	5 years
Individual Project Files	5 years after completed
Individual Study Files	3 years after completed
Status Reports	2 years
Annual Report	3 years
Pilotage General	5 years *
Individual Study File	3 years after completed

8006 ORGANIZATIONS AND
ASSOCIATIONS

General	7 years
International Technological Development in the field of Transportation	5 years
North Atlantic Ice Patrol	
-General	10 years *
-Canadian Contributions	6 fiscal years *
-Agreement RE: Financial	3 years after supersede

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Retention periods		
Marine		
Support		terminated *
-Allocation of Costs		6 fiscal years *
-Shipping Statistics		5 years *
Merchant Shipping & Seamen Instructions		5 years after superseded
Merchant Shipping Agreement		3 years after supersede terminated
Japan		
-General		5 years
-Offshore Structures Project		3 years after completed
Foreign Affairs		
-Individual agreement (Countries)		3 years after supersede terminated #
International Labour Organization		
-General		5 years
-Preparatory Technical Maritime Conference 1986		3 years after completed
CTC Study Team on Shipping with South America		3 years after completed
Russian Interface		5 years
Coast Guard Other Countries		5 years
Department of Fisheries & Oceans Strategy		5 years
USSR Navigation Treaty		10 years after supersede terminated
Canada/France Maritime Boundary Arbitration		10 years after finalized
United Nations (IRAQ) Regulations		5 years after superseded
Canada-USSR		
-General		5 years *
-Memorandum of Agreement		3 years after supersede terminated
-Sub-Commission on Scientific & Technical Co-operation (DIAND)		5 years
-Mixed Commission on Co-		5 years

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Retention periods	
Marine	
operation in the Arctic & the North (DIAND)	
-Environment Mixed Commission	5 years
-Prevention & Control of Arctic Marine Pollution	5 years
North American Free Trade Agreement (NAFTA)	10 years after superseded terminated
United Nations Conference on Environment & Development (UNCED)	5 years after completed :
Ban on Panamanian Flag Ships	3 years after finalized :
Communication with Red Flag Nations	5 years
Organization for Economic Co- operation & Development (OED)	5 years
International Oil Pollution Claims Fund (IOPC)	5 years
International Offshore Ship Registries	5 years
United States Coast Guard	7 years
Panama Canal	
-Contract	6 years after all a completed #
-Regulations & Documents	5 years after superseded
International Voyage Policy	5 years after superseded
Bilateral Consultation (terrorism)	5 years
Joint Port State Control System	5 years
Special Drawing Right	5 years
Summit Meetings	3 years after concluded
North Atlantic Patrol (NAIP) Program	5 years
Foreign Shipping Notices	3 years

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Retention periods
Marine

United States General	5 years
Canal System	5 years
United States Coast Guard	
-General	5 years
-Contracting of Aids to Navigational Work	3 years after terminated
-Reports	3 years
-Polar Sea/Star	5 years
-Circular	3 years
Financial Arrangement for Furnishing Supplies for Naval Vessels	4 fiscal years
Legislation	
-All Files	5 years
Navigable Waters Laws & Regulations	5 years
Shipbuilding	5 years
Shipping Control	
-Merchant Marine-General	5 years
-Cargo Loading	5 years
-USA Maritime Commission	5 years
Transportation	5 years
Trade Treaties	3 years after terminated
Waters	
-All Files	5 years
Free Trade Agreement	10 years after superseded terminated
United States Transportation Policy	10 years after superseded
Memorandum of Understanding	5 years after terminated
Canada/United States	3 years
United States Oil Spill Legislation	5 years

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Retention periods		
	Marine	
U.S. Oil Pollution Prevention Act 1990 Strategy of Kent Lines		5 years
Rule Making/Oil Monitoring Devices	Tanker	5 years
Canada/U.S. Agreement by Means of Radio	Great Lakes	5 years after supersec terminated
<u>8007 INTERNATIONAL MARITIME ORGANIZATION (IMO)</u>		
General		5 years *
Personnel		
-General		5 years
-Technical Assistance		5 years
Associated Other Agencies	Studies Done by United Nations	3 years after complete
Status of International Regulations -All Files	Conventions &	5 years
Publications & Documents		7 years
Committee, Meetings -All General Files	Conferences &	5 years
-Individual Conference or Meeting File	Committee,	3 years
Civil Liability Fund	Convention	5 years
World Maritime University		5 years
International Oil Pollution Compensation Fund		6 years
IMO Reference Documentation		5 years
All Convention Files		5 years after conclude
Elections		4 years after finalize
Offshore Platform Removal		5 years
RO-RO Ships		5 years

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Retention periods
Marine

Salvage	5 years
Ship Reporting Systems: ECAREG/WESTREG/NORDREG	5 years
Port Development	5 years
Assembly	5 years
Clerical Position at Canadian High Commission London, Eng.	3 years
Queries Respecting Canadian Legislation	3 years
Proposed Gulf Oil Pollution Disaster Fund	3 years
World Maritime Day	5 years
IMO Memberships	5 years
Secretary General -General	5 years
-IMO Secretariat-Election of Canadian Secretary General	10 years
Requests for Training in Canada	3 years
World Maritime University -All Files	5 years
Canada's IMO Assessments/ Contributions	5 years
Requests for IMO Hospitality Funds (Assembly & Council)	5 years
Program of IMO Meetings & Related Distributions of Documentation	5 years
IMO Council Sessions	5 years
Regulations on Subdivision & Damage Stability of Dry Cargo (Including RO-RO Ships)	5 years
Requests for Documents	3 years

RDIMS # 162071

Retention periods		
Marine		
Code for Security of Ships & Passengers	5 years	
Annual Summary Reports to IMO	5 years	
Ship Source Oil Pollution Funds	5 years	
Ships Operating in Canada's Inland Waterways	5 years	
Oil Pollution Preparedness & Response (OPPR)	5 years	
IMO Security-Suppression of Unlawful Act (Terrorism)	5 years	
 <u>8011 RULES AND REGULATIONS</u>		
Compasses-General	5 years	
Anchorage		
-General	5 years	
-East Coast, Great Lakes, Inland Waters	3 years	
-Prohibited Anchorages	3 years	
Sailing Directions	5 years after superseded	
VHF Radiotelephone Practices and Procedures Regulations	5 years after superseded	
Charts & Publications Regulations		
-All Files	5 years after superseded	
Navigation-Practices & Procedures	5 years after superseded	
Ships Deck Watch Regulations	5 years after superseded	
Great Lakes Navigation Safety Regulations & Amendments	5 years after superseded	
International Code of Signal-Revised & Amended	5 years after superseded	
St. Clair & Detroit River Navigation Safety	5 years after superseded	

RDIMS # 162071

Retention periods
 Marine

Regulations

Steering Appliances & Equipment Regulations	5 years after superseded
Consolidation of Nautical Safety & Pollution Prevention Regulations	5 years after superseded
Burlington Canal Regulations	5 years after superseded
Nautical Procedures & Practices Regulations	5 years after superseded
Certification of Deck Watch Personnel	2 years after replaced
Manning Issues	3 years
Collision Regulations General	5 years
International	
-General	5 years
-Regulations	5 years after superseded
-Comment's on Proposed Regulations	3 years
-General Inquiries	2 years
Great Lakes	
-General	5 years
-General Inquiries	2 years
Ships Routing	
-All Files	5 years
Violations	3 years after concluded
Navigation Lights, Ship's Whistles & Radar Reflectors	
-General	5 years
-Approval of Plans	5 years
-General Inquiries	2 years
Detroit/St. Clair VTS/Ship Safety Calling Zones	5 years
Speed of Vessels General	5 years
St. Lawrence River	
-Policy	5 years after superseded
-General	5 years

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Retention periods	
Marine	
Alphabetical Series	5 years
Dams, Water Level & Weirs St. Lawrence Ship Channel (Circuits & Telemeter)	5 years *
Dredging Operations General	5 years
Study by W.W. Gruber	3 years after concluded
Marine Industries Ltd.- Contract (MacNamara Marine)	6 years after terminated
North Traverse Dredging	3 years after terminated
Ice Breaking General	5 years *
Steamship Inspection General	5 years
All Rules, Regulations, Standards, Orders, etc. (Including Amendments)	5 years after cance superseded *
Miscellaneous	5 years
Notices to Surveyors	5 years
Marine Life rafts-Examples of Packing Errors	3 years
Enquiries Files	2 years
Comments On Files	2 years
Noise Complaints Files	2 years
Violations & Enforcement Files	3 years
Steering Committee Meeting	3 years
High Speed Craft General	5 years
A.C.V.-Exemptions	5 years *

8012 SCHOOL - ESTABLISHMENT

General

**Subject to Review by OPI -
Note on file from
Mary Lamontagne - 98/06/11**
5 years

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Retention periods
Marine

National Advisory Council on Marine Training-General	5 years
Motor Vehicles on Loan to Schools	2 years after returned
Approved Marine Courses	
-General	5 years
-Individual Courses	3 years
Individual Institutes, Schools or Colleges	5 years

8015 SECURITY

General	5 years
Crisis Management in Government	5 years
Memorandum of Understanding with RCMP	5 years *
Maritime Terrorism	5 years
Persian Gulf Crisis	3 years after terminated
Loss Prevention	5 years

**8016 MARINE OCCUPATIONAL
SAFETY & HEALTH (MOSH)**

General	5 years
Workplace Hazardous Materials Information System (WHMIS)	5 years
Civil & Humanitarian Aid	5 years *
Personnel Injuries/Accidents Reporting	5 years
Safety Equipment	5 years
Canada Labour Code	
-Directions Legal Options	5 years
-Programme Indicators & Reports	3 years
-Liaison Bulletins	2 years

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Retention periods
Marine

Regional Safety Officer	Reviews	3 years
Prosecutions of Voluntary	Assurance of Compliance	5 years 5 years
Refusal to Work		5 years
Safety & Health Representative		3 years
Communications		5 years
Consultation with Industry/CMAC		5 years
Regulatory Impact Analysis		7 years after finalized
Memorandum of Understanding Between CCG/Labour Canada		5 years after terminated
Compliance Policy		5 years after superseded
Automation		5 years
Audit-Halifax		7 years after audit
Resource Working Group Meeting Part IV		5 years
Grain Dust		5 years
Long shoring Industry		5 years
Smokers/Non-Smokers Health Act & Regulations		
-Policy		5 years after superseded
-General		5 years
Bill 208		3 years *
Regulations		
-All Correspondence		5 years *
Tackle		8 years
Port of Montreal Task Force		5 years
Accident/Incident Statistics		3 years

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Retention periods
Marine

Accident Investigations	
-General	5 years
-Individual Reports	3 years after finalized
ICOSH Committee	5 years
ICOSH Sub-Committee	3 years
Appointment of Safety Officers	3 years after replaced
Safety Officers Training & Certificates	5 years

8026 SHORE PROTECTION

General 5 years

Individual Region

8113 - Presentations, Marine Associations-General

General 5 years *

Individual Association 5 years *

8124 CANSO CANAL

TRANSFER TO DFO

General	5 years
Regulations	5 years after superseded
Operation & Maintenance	5 years
Building-General	5 years
Lands	
-All Correspondence	3 years after finalized
Locks & Gates	5 years

8200 NAVIGABLE WATERS - PROTECTION

	Retention periods	
	Marine	
Reported Individual reports file (general & Alpha by year		5 years*
8250 Investigation & enforcement		
After case is close		5 years *
Marine irregularities		
Return of Fines Violations of Canada Shipping Act Enforcement actions against owner of the vessel and or/individual or company due to a violation under the CSA 2001	5 years	after all action completed

Individual Location file

8254 Casualties

General

Report of a Shipping Casualty	3 years
Status Report/Emergencies	3 years
Committee ABC36 DND	5 years
Receivers of Wrecks	5 years
Transport Safety Board Regulations	5 years after superseded
Marine Casualty Investigation Study	3 years after completed
Casualties, Accidents, Incidents	5 years
Fishing Vessel	5 years

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Retention periods	
Marine	
Drowning Accidents-General	5 years
Ferry Safety	5 years
8256 <u>INVESTIGATIONS (tsb)</u>	5 years after superseded
Policy & Procedures	
General	5 years
Individual Ship File (Formal Investigations)	5 years after concluded
Transportation Safety Board- Monthly Occurrence Statistics	2 years
Reports by Year (Including Alpha Breakdown)	5 years
Marine Occurrence Program	5 years
Marine Occurrence Reports	5 years
Hazardous Occurrence	5 years
Investigations Level Briefs	3 years
Canadian Transportation Accident Investigation & Safety Board	5 years
Statistics	3 years
Classes of Accidents	3 years after changed
Follow Up to Formal Casualty Inquiries Recommendations	
-General	5 years
-Individual Ship File	5 years
Marine Occurrence Briefs	3 years
Small Vessel Casualties- General	5 years
Regulations	5 years after superseded
Marine Occurrence Reporting	5 years
Ministers Observers	5 years

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Retention periods
 Marine

Accidents & Investigations	5 years *
General	
Investigations into Casualties, etc. of Hovercraft of Other than Canadian Administration	5 years *
Individual File	3 years after finalize
8300 - <u>NAVIGABLE WATERS- OBSTRUCTIONS</u>	
General	5 years *
Offshore Drilling -All Files	5 years *
Individual Location Files (Including Regions)	5 years *
8301 <u>BRIDGES</u>	
General	5 years
Opening & Closing of Bridges	5 years *
Individual Location Files (Including Regions)	5 years *
8302 <u>CRIB WORK & SUNKEN PIERS</u>	
Individual Location files (Including Provinces)	5 years
8304 <u>LOGS, RAFTS & LUMBER</u>	5 years after supersede
Policy	5 years after supersede
General	5 years
Legal	5 years
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Retention periods
 Marine

Committee to Investigate the Control of Logs, Rafts, etc. in Navigable Waters 5 years *

Individual Provincial Files 5 years

8306 SHOALS

Individual Regional Files 5 years

8308 WRECKS & DERELICTS

General 5 years*

Individual Location Files (Including Provinces) 5 years *

Review Committee 5 years

8309 RECEIVER OF WRECKS

Policy 5 years after superseded

General 5 years
 Legal 5 years *

Annual Report 3 years

Seminars 3 years

Training 3 years

Identification Cards 2 years after replacement of obsolete #

Receiver of Wrecks Appointments/Districts 2 years after replaced

8310 WRECK & SALVAGE

General 5 years
 Miscellaneous Inquiries 2 years

Legal 5 years

Archaeological/Heritage 5 years

		Retention periods
Publicity (Incl. Articles)	Marine Newspapers	2 years
Regional Files at HQ		
-General		5 years
-Individual Ship File		3 years after salvaged #

8402 EXPLOSIVES & OTHER SUBSTANCES

General		5 years
Regulations		
-General		5 years after superseded
-Outside Correspondence		5 years
Foreign Countries		5 years
Studies & Surveys		3 years after complete
Reports & Permission to Load		3 years *
Substances		
-All Correspondence		5 years
Newspaper Clipping		2 years
Safe Practice of Dangerous Goods in Ports & Harbours		5 years
Approval of Flexible Intermediate Bulk Containers		5 years
Inspections		
-General		5 years
-Programmes		5 years after complete
Emergency Response Procedures		5 years after superseded
Packaging Standards		5 years after superseded
Port Liaison		
-General		5 years
-Inspections Arctic		3 years
Incidents		
-General		5 years
-Reports		3 years

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Retention periods
Marine

Information on the Canadian Transportation of Dangerous Goods	
-General	5 years
-All Other Files	3 years
Dangerous goods Inspectors Familiarization & Certification	5 years
Program Evaluation-TDG-Marine	5 years
Hazmet Programme-Emergencies Ship Safety Participation	5 years
Workplace Hazardous Materials Information System (WHIMS)	5 years
L.P.G. Carrier Information	3 years
Vancouver Multi-Modal Study Coast Guard Involvement	3 years after complete
Dangerous Goods Prosecutions	3 years after terminat
Basel Convention Transboundry Movements of Hazardous Wastes	3 years after terminat
Dangerous Goods-Tankers	
-Inspections	3 years
-Gas Carriers	5 years
-Oil Carriers	5 years
-Chemical Carriers	5 years
-Chartering Guidelines	5 years after supersed
-Terminal Operations	5 years
Marpol Annex III (Prevention of Pollution from Ship)	5 years
Transportation of Toxic Fuels	5 years
PCB Transportation & Equipment	5 years
Explosion on Norwegian Ship Pollux	3 years after finalize
Barge Transport Incorporate	5 years
Petroleum Products &	5 years

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Retention periods
 Marine

Contaminated Fuels

8500 SHIPS INSPECTIONS

General	5 years
S.S. Equipment & Supplies Other Than Office	2 years
Appointment of Steamship Inspectors (Marine Surveyors)	3 years after replaced
Inquiries	3 years
Draught Marks (British Units) Exemption Order	3 years after cance obsolete
Seiners & Fishing Vessels Inspection of	3 years
Ship/Ship Oil Transfer	5 years
New Shipping/Approval Enquiries	2 years
Vessel Overdue for Periodic Inspection	3 years
Circular Instructions	5 years after cance superseded
Damage Reports	3 years
Inspection Report-Ship Station Radio	3 years
Helicopter Refuelling & Defuelling Systems	5 years
Charter Vessels	5 years *
Stability of ABCO 37 Foot Fibreglass Boat	5 years
Stability Data & Plans for Tugboats under 15 Gross Tons	5 years
Inspection of Tugs	5 years *

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Retention periods
Marine

Sail Training Vessels	5 years
Bulk Carriers	5 years
Records of Drawing Approvals -All Correspondence	5 years
Bulk Chemical Tankers -General	5 years
-Records of Working Group	3 years
Record of Board decision CSA act	5 Years *
Record of Board decision CSA2001	5 years after closed
Record of Section Board Minutes	3 years
Record of Ship Safety Bulletins	3 years
Catamarans	5 years
Partial Surveys of Commonwealth Vessels by Steamship Inspectors	3 years after completed
Partial Surveys of United Kingdom Vessels By Steamship Inspectors	3 years after completed
Inspection of Provincial Government Ships	3 years
Inspection of Ship Other Than Canadian Registry by Ship Safety Inspectors	5 years
First Inspection of Existing Cargo Ships	5 years
Inspection of Federal Government Ships	3 years
Inspection of Passenger Ship	3 years
Exemptions & Equivalent from Ship Station Radio Regulations and Ship Station Technical Regulations	3 years after cancell superseded

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Retention periods
Marine

Approval of Plans	
-General	5 years
-Individual Vessel Files	5 years
Inspection of Unnamed Licensed Vessels	3 years
Steamship Inspectors Reports RE: Casualties Foundering of Hull Structures-Failures etc.	3 years
Safety Afloat & Coroners Inquest	3 years
Inspection of Vessels for Transiting Seaway	3 years
Stability of Ships	5 years
Reports of Air Pollution by Ships	3 years
Small Fishing Vessels Built to Assistance Regulations	5 years
Hydrofoil Ferries	5 years
Ice Accumulation on Fishing Vessels	5 years
Enquiries RE: Cargo Vessels over 40 Years of Age	
-General	3 years
-Reports	3 years
Noise Levels in Engine Rooms, etc.	5 years
Computer Data	5 years *
Manned Submersibles	5 years
Winter Operations for Passenger Vessels Operating in Ice	5 years *
Safe Working Practices Areas of Responsibility	5 years
Operation of Large Tankers up	5 years

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Retention periods
 Marine
 to Quebec City During the
 Winter Season

Unsolicited Proposals-Design & Construction	
-All Correspondence	5 years
Non-Canadian Ship Compliance Certificates	3 years
Non-Canadian Ship Compliance Ship Survey Check List	2 years
Arctic Pollution Prevention Certificates	3 years
Research & Development Projects	
-General	5 years
-Individual Project Files	3 years after completed
Welding Defects in Aluminium Hulls	5 years
In-Water Survey	5 years after completed
Small Water plane Area Twin Hulls	5 years
In-Water Survey Program, British Columbia Ferry Corp.	5 years after completed
Double Hulls (on Ships)	5 years
DND Destroyer Trump Project	3 years after completed
Canadian Patrol Frigate Program	3 years after completed
Ship Icing Report	3 years
Upper Lakes Shipping (ULS)	5 years
Charter/Passenger Vessel Compliance Program	3 years after completed
Guidelines for the Control of Oil Tankers & Bulk Carriers in Ice Control Zones of Eastern Canada	5 years after supersede

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Retention periods
Marine

Tanker Construction/Double Bottom	5 years
Stamp of Good Approval	5 years
Fees for Services Rendered	6 fiscal years
Small Passenger Vessel Inspection	3 years
Shipping Intelligence Data	5 years
Investigation into Halon Systems-Beaufort Sea	3 years after completed
Time & Activity Reporting System	5 years
National Transportation Agency of Canada	5 years
Carriage of Fuel	5 years
Board Meetings	
-General	5 years
-Records of Board Decisions	5 years
-Board Rulings	5 years
Ship Safety Inspection	
-All Correspondence	3 years
Fishing Vessel Safety Study	5 years after completed
Winter Operations/Lay-up	
-All Correspondence	5 years
Joint Industry Coast Guard Guidelines	5 years after supersede
Inspection of Shipboard Aviation	3 years
Special Inspections	3 years
EQHHPP/Euro Quebec Hydrogen Pilot Project	3 years after completed
Marine Incident Reports	5 years
Overseas Inspection of Ships	3 years

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Retention periods
 Marine

Baltic Ice Info/Study	3 years after completed
Eastport-General	5 years
Compressed Gas for Passenger Ferries	5 years
Lachine Rapids	5 years
Movements, Reports, Fees and Accounts Inspection of Foreign Ships- General	3 years
Scale of Fees	6 fiscal years
Monthly Reports by Inspectors of Relaxation of the Canada Shipping Act (1973)	3 years
Authority Issued to Steamship Inspectors Re: Inspection of Foreign Ships Transferring to Canadian Registry	5 years
Steamship Inspection Cohasset Project Mobil Oil (Sable Island)	3 years after completed
Offshore Vessel Standards	5 years after supersede
Individual Memorandum of Understanding File	3 years after terminate
Individual Offshore Petroleum Board File	5 years #
Offshore Regulations/Acts	5 years after supersede
CCG/COGLA Mobile Offshore Drilling Units (MODUS)- General Correspondence	5 years *
Foreign Flag-MODU's Issue of Canadian Letter of Compliance	3 years *
Hibernia Project	3 years after completed

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Retention periods	
Marine	
Canadian Oil & Gas Lands Administration (COGLA)	5 years *
Ferry Boats General	5 years
Individual Ferry Crossing	3 years after abandoned
Ships Tackle - Inspections & reports General	5 years
Tackle Inspection & Reports	3 years
St. John's NFLD.	5 years
Safety of Steamship Inspection General	5 years
<u>8501 SMALL VESSELS</u> General	5 years *
Inquiries	2 years
Reciprocal Agreement-USA & Canada-Control of Motors Boats	3 years after cance superseded
Boating Safety Detachment Teams	5 years
Canoe Safety	5 years *
Stability of Small Vessels	5 years
Commercial Information on Boat Products (ALPHA)	3 years
Small Boat Testing-Capacity & Horsepower Plates	
-General	5 years
-Individual Company Files	3 years after no active
-Pleasure Craft Power Rating	3 years
-Application for (Alpha Files)	3 years
Licensing of Pleasure Boat Operators	3 years after cance superseded *
Licensing of Vessels	3 years after cance

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Retention periods
Marine

superseded

8502 HIGH SPEED CRAFT

General	5 years *
Inquiries	2 years *
Private Air Cushion Vehicles	5 years *
A.C.V. Use for Pollution Control	1 year
Move of Voyageur to Sault Ste. Marie	1 year after finalized
Unit Activities	
-General	5 years
-Individual Location File	3 years
Repairs	
-General	5 years
-Individual File	6 fiscal years
Acquisitions-General	3 years after finalized
A.C.V. Safety-General	5 years
Propellers	5 years
Study of A.C.V. Application in Coast Guard Operations	3 years after completed
Registration & licensing	
Individual ACV File	3 years after no longer operation *
Certification & Inspection	
Types & Specifications	5 years after superseded
Individual ACV File	3 years after no longer operation *
Examinations & Certificates-Personnel	
General	5 years *
Crew Requirements	5 years
Certification of Hovercraft Operators	5 years

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Retention periods
Marine

Individual File (Certificate)	3 years after no 1 certified *
Companies General	5 years *
Individual Company File	3 years after no longer operation *
Equipment & material General	5 years *
Electrical Equipment	5 years *

8503 CLASSIFICATION SOCIETIES

General	5 years
Memorandum of Understanding	3 years after cancelled superseded
Delegation to Classified Societies	5 years
Other Classification Societies	5 years
Inspection by Exclusive Surveyor	3 years

8504 TONNAGE MEASURING

Fees	5 years after replaced
Circular & Instructions to Measuring Surveyors of Shipping	5 years
International General	5 years
Individual Agreement	3 years after termination
International Conference on Tonnage Measurements of Ships- Oslo, Norway June 1947	3 years after conclusion
Appendix for Canadian Tonnage Certificates	

Retention periods	
Marine	
-General	5 years
-Lloyds Register of Ships; Nippon Kaiji Kyokai; Bureau Veritas; American Bureau of Shipping; Det Norske Veritas; Germanischer Lloyd; Registro Italiano Navale & Korean Register of Shipping	
-All General Files	5 years
-Individual Ships	2 years after IMO-69 Convention certificate completed
Measuring Surveyors General	5 years
Movement & General Reports on Work	3 years
Steamship Inspectors Acting as a Measuring Surveyor	2 years after concluded :
Netherlands	5 years
Ships Registered in Commonwealth Nations (Outside of Canada)	5 years
Canadian Tonnage Measurement Instructions (Regulations)	5 years after superseded
Appointments of Measuring Surveyors	3 years after replace cancelled
Vessels Measured Outside of Canada for Canadian Registry	5 years
Re-Measurement Under New U.K. Rules-IMCO Tonnage Marks	3 years after finalized :
Seaway Tonnage Adjustment- Appendix Certification- Canadian Vessels	5 years
Limitation of Liability	5 years

Retention periods	
Serge Mallet Hunger Strike	2 years after action completed
Individual Location Files	5 years
8512 <u>LOAD LINES</u>	
General	5 years
Load Line Rules & Interpretations	5 years after supersec
Violations Load Line Convention or Local Load Line Rules	5 years
Individual Agreement File	3 years after terminat
Sub-Division Load Lines for Ships on the Great Lakes	5 years
International Load Line Conventions 30	3 years after terminat
General Load Line Rules & Regulations	5 years after supersec
Load Line Rules-Lakes & Rivers, Great Lakes or Rivers	5 years after supersec
CCG Vessels	5 years
Wave Study Programme-St. Lawrence River & Gulf and Great Lakes	3 years after complete
Joint Committee on Great Lakes Load lines	3 years
Load Line Regulations-Sea	5 years after supersec
Load Line Regulations-Inland	5 years after supersec
Individual Company Files	
-General	5 years
-Certificates Issued By	3 years after cance obsolete

		Retention periods
Load Line Assignment	Marine	5 years after superseded
Authorization Order		
Load Line Exemption Order		5 years after superseded
Old Load Line Certificates		
Issued Prior to 1963		
-General		3 years after cancelled obsolete
-By Lloyd's Register		3 years after cancelled obsolete
Individual Ship File		5 years after register vessel is closed

8562 SHIPS/PLAN APPROVAL

General		5 years
Pelican Project		3 years after complete
Engineering Drawing's	Destroy after microfilm transfer to National Archives when no longer required	
Individual Ship's File	20 years after vessel is no longer in the Canadian registry	

8600 - CERTIFICATION & PILOTAGE

Clearances of Vessels General		5 years
Individual Vessel Clearance		2 years after issued
Northern Shrimp Fishery		5 years

8602 MASTERS & MATES

General		5 years
Appointment of Nautical Inspectors as Examiners of Masters & Mates		5 years after replaced *
Certificates Granted,		3 years

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Retention periods	
Marine	
Cancelled, etc. (Engineer Certificates Included)	
List of Certificates Issued, Forwarded to Registrar General, London	3 years after replaced *
Matters Relating to Fleet Certificates, Exams & Equivalents	5 years
Regional Superintendent Nautical Services (RSNS) Instructions & Inquiries (Including Minutes to Examiners)	5 years after superseded
Competency of a Officer Pursuant to Section 569 of the Canada Shipping Act	5 years
Request for Duplicate Certificates-General	2 years
Applications-Great Lakes Navigation Safety Certificates	3 years
Applications for Certificates of Services as Fishing Master or Fishing Mate issued under Section 116B of the Canada Shipping Act	3 years
Tanker Endorsements (Certificates) 790618	5 years
Certificates Lost, Found or Stolen	2 years
Rules & Regulations -All Files	5 years after superseded
System of Carrying on Examinations for Competency 800701	5 years
Preparation of Examination Papers	
-General	5 years
-Amendments	3 years

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Retention periods		
Marine		
Regulations RE: Certificates of Personnel of Ships of Armed Forces		5 years after superseded
Computerization of Examinations-General		5 years
Sight Test		
-General		5 years
-Appeals		3 years after finalized
-List of Tests Failures		3 years after replaced
Canadian Equivalency (Master)		
-Alpha Split		5 years
List of Invalidated Certificates Issued by Department		3 years after replaced
List of Certificates Issued		3 years after replaced
Nautical Instruments & Electronics Equipment for Navigational Schools & Examiners of Masters & Mates		5 years
Ship Handling Simulators		5 years
Applications for Direct Examinations		3 years
Advisory Group on Nautical Certification & Training		
-All Files		5 years
Evaluation of Sea Service		3 years
Mobile Offshore Drilling Units (MODU) Training & Certification		5 years
Limited Masters Certificates- General		5 years
Certification of Crews- Dynamically Supported Craft (DSC)		5 years
Applications for Certificates- Foreigners		3 years

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Retention periods
 Marine

Foreign Crewing	5 years
Sail Training Vessels	3 years
Inquiries	3 years
Weekly Report of Examinations Held	3 years
Individual Master & Mate Files -Headquarters Files	Destroyed at age 75 or 2 years after decease
-Regional Files	5 years after file be inactive

8604 - ENGINEERS

General	5 years *
Marine Engineers Examination Regulations	
-General	5 years after superseded
-Fees	6 fiscal years *
Enquiries	3 years
Exemptions to Ships from Compliance RE: Marine Engineers	3 years
Board of Trade Rules & Regulations Relating to Marine Enquiries	5 years after superseded
Engineers Schools	
-General	5 years
-Individual School, Institute, College, etc.	5 years
-Individual Region Files	5 years
Centralization of Questions & Answers	5 years
Qualifications of Engineers- Naval Series	5 years *
Training Equipment-Simulators RDIMS # 162071	

Retention periods		
Marine		
-General		5 years
Delegation of Signing Authority		5 years
Certificate for Supervisor of Oil Transfer Operations		5 years
Letter of Compliance		5 years
B.C. Marine Apprentice ship Program		5 years
Individual Engineer Files		
-Headquarters Files		Destroyed at age 100
		or
		2 years after decease
-Regional Files		5 years after file be inactive
 8605 <u>SEAFARERS</u>		
General		5 years
Manning of Ships		3 years
Deceased-General		5 years
Enquiries RE: Sea Service		
-General		3 years
-Alpha Split		2 years
Enquiries RE: Whereabouts of Seamen		2 years
Human Resource Studies-Commercial Shipping		5 years
Recognition of Merchant Navy Veterans		5 years
War Medals & Badges		
-All Files		5 years *
Ship Log Books & Shipping Agreements		
-General		5 years

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Retention periods	
	Marine
-Procedures for Signing on or off Canadian Ships	5 years after superseded
-Regulations Governing Engagement of Seaman on Ships other than CA Registry	5 years after superseded
-Ship-General	5 years
-Alpha Split	3 years
-Log Books	15 years then transfer to Historical Archives
-Shipping Agreements (Articles of Agreement)	Transfer to Historical Archives 30 years after microfilmed.
-Deck Log Books	1 year on ship, 4 years in Regions, 5 years in HQ, transfer to Hist. Archives
Examinations & Certificates	5 years
Fraudulent Documents	
Old Files RE: Identity Certificates (Alpha Split)	Destroyed at age 100
Applications	
-General Files	5 years
-Alpha Split Files	3 years
Identity Certificates-General	5 years
Welfare Union Relations	5 years
Sick & Injured	5 years *
Grant to Seamen Institutes	
-General	6 years
-Individual Institute	6 fiscal years
Occupational Health & Safety in the Long shoring Industry	5 years
Medical Examinations Regulations for Seafarers	5 years after superseded
Marine Medical Certificate	5 years from the issuance the certificate and then destroyed

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Retention periods
 Marine

Marine medical examiners Information is retained for 3 years from the date of:retirement(death) resignation,removal of designation by Transport Canada then destroyed

Certificates & documents

Retained until the seafar reaches the 100 years or 2 years after the Department has been notified of the deceased

-Hardcopy applications entered in ACES (Name, contact inf., age, date & place of birth, citizenship, photograph, signature, medical inf., qualifying service, training, results of examination, grades, lasses, date of engagement & discharge, validity off certifate, document number.)

2 years after the last administrative use then destroyed

Wages & Effects General

5 years *

Disposition of-General

5 years

Deserters-General

5 years

-Alpha Split

3 years

Deceased-General

5 years

-Alpha Split

3 years

Discipline General

5 years *

Fines-Forfeitures & Monies Remitted to the Department

6 fiscal years

Seaman Shipping Master General

5 years

Retention periods	
	Marine
Tariff of Fees	5 years after replaced
Sovereignty Initiatives	5 years
Discharge Books & Certificates	5 years
All Correspondence	
Establishment & Appointment	5 years *
General	
Individual Location Files	5 years after closure *
Instructions & requisitions	5 years
General	
Instructions	3 years after replaced
Requisitions	2 years
Reports & Returns Semi-annual	6 fiscal years
Returns	
Individual Location Files	5 years

8607 PILOTAGE

General	5 years *
List of Pilots	2 years after replaced
Pension Funds	
-All Files	5 years
Newfoundland-General	5 years
Pilotage General	
-All Files	5 years
Administration	5 years
Accidents	
-All Files	5 years after settl completed
Accommodation	
-All Files	5 years

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Retention periods
 Marine

Appointment of Medical Examiners	3 years after replaced
Marine Information Centre (Pilotage)	5 years
Federation of St. Lawrence River Pilots	5 years
Great Lakes General Correspondence	5 years
American Pilotage	5 years
Great Lakes Labour Problems	5 years
Marine Pilotage Policy	5 years after superseded
Pilot Strike 1988	3 years after finalized
By - Laws General	5 years
Great Lakes Pilotage Authority-CTC Hearings	3 years after completed
Regional Pilotage Authorities -General	10 years- increased to 198/06/11 request by Dir Pilotage
-Individual Region Files	5 years
Authorities General	5 years *
Commission of Inquiry (Gauthier) GLPA Regulations	3 years after finalized
Pilotage Authorities -General Files	5 years
-Appointments	3 years after replaced
-MOU Provision of Dispatch Service	3 years after terminated
-Pilot Boat/Fire Boat	5 years
-USA Study	3 years after completed
-Chairman Replacement	3 years after replaced
-Labour Negotiations	3 years after finalized
-Corporate Plan & Budgets	6 years
-Blouin Report	3 years
-Canada Shipping Act Input	5 years

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Retention periods
 Marine

Boats & Launches General	5 years *
Charter Party Agreements	3 years after terminated
Location Files	5 years *

8608 MARINE MEDICALS

Policy	5 years subject to review
General	5 years subject to review
Marine Medicals assessment	Destroy at age one hundred
Marine Medical assessment for deceased individuals	10 years after the last administration action

**8700 APPLIANCES & EQUIPMENT,
 APPROVAL OF**

General	5 years
Equipment & Appliance	3 years after replace obsolete
Individual Company Files	3 years after no 1 active
Certificates of Approval	3 years after replace obsolete
Subsequent Inspection of Approval	5 years
Test of Material	5 years
Casualty Reports & Responses	3 years
Port State Control	5 years
Automated & Remote Control Systems	5 years

**8702 AIR RECEIVERS ENGINES &
 REDUCTION GEARS**

RDIMS # 162071

Retention periods
 Marine

General	5 years
Inspection Reports	3 years
Certificates of Approval	3 years after replace obsolete
Equipment & Appliance	3 years after replace obsolete

8704 BOILERS AND MACHINERY

General	5 years
Equipment & Appliances	3 years after replace obsolete
Certificates of Approval	3 years after replace obsolete
Assignment of Registered Numbers	3 years after cancelled
Subsequent Inspection of Approval	5 years

8706 FIRE POTECTION

General	5 years
Equipment & Appliances	3 years after replace obsolete
HQ Circular	3 years
Fire Tests	3 years
Certificates of Approval	3 years after replace obsolete
Accident Investigations	3 years after completed

8710 LIFESAVING

All General Files RDIMS # 162071	5 years
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Retention periods
 Marine

Marine Anti-Exposure Suits	5 years SR
Reports on Inflatable Life rafts	7 years SR
Marine Abandonment Immersion Suits	3 years after abandoned ;
Kapok & Substitutes-Tests & Approval	5 years
National Personal Flotation Device (NFPD) Re-Test Program	5 years
Material & Components Submitted for Lifejackets & PFD's	5 years
Canadian General Standards Board Lifejackets, PFD's & Components	5 years
Individual Company Files -Accredited Serviceman	7 years after no 1 active SR 2 years after replaced
Equipment & Appliances	3 years after replace obsolete SR
Original Submission for Approval	5 years SR
Subsequent Inspection of Approved	5 years SR
Certificates of Approval	5 years after replace obsolete SR
Equipment & Supplies	5 years SR
Test Reports	7 years SR
Release Units	7 years SR
Hudson Transport Lawsuit	3 years after finalized
<u>8800 POLLUTION PREVENTION</u>	
General	5 years

RDIMS # 162071

		Retention periods	
		Marine	
Aerial Sighting Incident	Pollution		
-Summaries			
-General		5 years	
-Individual Reports		3 years	
Agreements			
-General		5 years	
-Individual Agreement File		3 years after	cancelled
			superseded
Pollution Law-Other Countries		5 years	
TERMPOL		5 years	
Ocean Dumping Control		5 years	
Oil Spill Liability Regime National & International		5 years	
Crude Oil Washing		5 years	
Fishing Zones		5 years	
Designation of Pollution Prevention Officer Under Canada Shipping Act			
-Individual Submission		3 years after	no longer
Designation of Pollution Officer Under Arctic Water Pollution Prevention Act			
-Individual Submission		3 years after	no longer
Pollution Incidents			
-Reports			
-By Years		3 years	
-Annual Summaries		3 years	
-Prosecutions		5 years	
-Environmental Protection Atlas for Lancaster Sound Oil Spills		5 years	
Appointment and Termination of Standing Agents			
-General		5 years	
-Individual Region File		3 years after	replaced
Sewage Water from Pleasure Craft		5 years	

RDIMS # 162071

Retention periods
Marine

MARPOL	
-General	5 years
-Annex	5 years
-Equipment	
-Approvals	5 years
Arctic Waters Oil Transfer Guidelines	5 years after superseded
Arctic Pollution Prevention Certificates	3 years after replaced
Bulk Chemical Documents	5 years
Polar Sea	5 years
Bulk Chemical-Seaway (Statistics)	3 years
Waste Disposal Facilities	5 years
Ballast Water Exchange	
-General	5 years
-Certificates	
-By Year	3 years after replaced
-Mechanism/Treatment (R & D Projects)	3 years after completed
Guidelines for CPC & CG Regarding Procedures for Handling & Financing Oil Spill Clean-up in Ports	5 years after superseded
Pollution Violations Involving CCG Ships	5 years
POLAR 8	5 years
COGLA Waste Treatment Guidelines	5 years after superseded
Ship-to-Ship Oil Transfer Procedures	5 years after superseded
Reception Facilities	
-General	5 years
-Meetings	3 years
Appointments of Analysts	3 years after replaced
Court Cases	
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Retention periods	
Marine	
-General	5 years
-Judgements	3 years after terminated
Oil Spill Intelligence Report	3 years
Arctic-Beaufort Sea Drilling	5 years
Joint Industry Coast Guard Guidelines	5 years after superseded
Emergency Transfer System (ETS)	5 years
Contingency Planning -Irving Company	5 years
Come by Chance Oil Spill	5 years
Department of Fisheries & Oceans-Air Surveillance	5 years
USSR Nuclear-Powered Vessels	5 years
Inspection Guidelines for Bulk Oil Carriers	5 years after superseded
Great Lakes-St. Clair River	5 years
Great Lakes Radioactive Materials	5 years
Statistical Data	5 years
St. Lawrence Seaway-Accidents/Pollution	5 years
Retrofit of Double Hulls-General	5 years
Ballast Water Discharge	5 years
Great Lakes Water Quality Agreements	3 years after terminated
Ecology & Environment All Files	5 years +

8802 INCIDENTS - SHIP SOURCE POLLUTION

RDIMS # 162071

Retention periods
Marine

General	5 years
Monthly Pollution Incidents Reports	2 years *
Designation of Pollution Officers	2 years
Instructions to Pollution Prevention Officers	5 years after superseded
Hazardous Materials	
-Policy	5 years after superseded
-General	5 years
-Committees	
-All Files	3 years
-Training	2 years
-Equipment	5 years
Marine Environmental Cooperation Agreement (MECCA) Canada/Denmark	3 years after terminated
Arctic Seas Strategy Plan	5 years
Emergency Planning-Pollution	5 years
Environmental Atlases	5 years
SIFNOS	5 years
Garbage, Refuse, Etc. General	5 years
Great Lakes Water Quality Agreement	3 years after terminated
Oil General	5 years
Oil Record Book-Inspections	3 years
Aerial Surveillance	5 years
Appointment of Legal Standing Agents	5 years
Designation of Analysts	2 years

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Retention periods	
Marine	
Violations	3 years after finalized
Oil Pollution Prosecution	3 years after finalized
East Coast, West Coast, St. Lawrence River and Gulf, Great Lakes and Inland Waters	
-General	5 years
-Coast Guard Emergencies Situation Report	3 years
Arctic	
-General	5 years
-Individual Drilling	5 years
-Daily and Weekly Reports	2 years
-Operations Review	5 years
-Coast Guard Emergencies Situation Report	3 years
-Reported Incidents	2 years
Techniques & Equipment	
-General	5 years
-Dispersal & Destruction	3 years
-Recovery	3 years
-Prevention	3 years
-Pollution Countermeasure Equipment	5 years
-Trials & Tests	3 years
-Agreement with TC & CIDA	3 years after terminated
-Reception Facilities for Oily Waste at Ports & Harbours	5 years
Contingency Planning	
-All Files	5 years
Maritime Pollution Claims Fund	10 years
East Coast, West Coast & Great Lakes Tanker Movements	3 years after concluded
-Policy Co-ordination Group	5 years
Individual Spills	3 years after finalized

9250 - SHIPS-REGISTRATION OR
LICENCE

RDIMS # 162071

Retention periods
Marine

General	5 years
Enquiries-All Files	3 years
Scale of Registry Fees	5 years after replaced
Proposed Canada Shipping Act Registration Form Regulations	5 years after superseded
Approved of Vessel Names -General	5 years +
Allotments of Official Numbers to Registrars of Shipping	3 years
Foreign Government-Acts, Rules & Regulations	5 years after superseded
Provincial Sales Tax-Survey	5 years after completed
Registration & Particulars of Government Ships-General (Incl. Provincial Ships)	5 years
Information & Statistics on Canadian Registered Ship	3 years
Change of Masters	2 years after replaced
Canada List for Registrar General	2 years after replaced
British Government Rules & Regulations	5 years after superseded
Instructions to Registries & Consular Officers	5 years after superseded
Ships with Special Interest	5 years
Practices & Opinions (Board of Trade)	5 years +
Security of Loans made by Fishermen Loan Board- Provinces	5 years +
Registrar General of Shipping- London, England	5 years

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Retention periods	
Marine	
Provisional Certificates	3 years
Regulations for Canadian Government Vessels	5 years after superseded
Passes Issued Under Section 26 of the Canada Shipping Act	3 years
Vessels Acquired by Director Veterans Land Act Under Veterans Land Act Chapter 33 George IV	5 years
Vessels Disposed by Crown Assets	3 years after disposal
Non Canadian Ship to be Engaged in the Coasting Trade	5 years
Statistics	3 years +
Foreign & Empire Vessel Submitted for Approval for Entry on Canadian Registry	
-Policy, Procedures & instructions	5 years after superseded
-General	5 years +
-Policy RE: Use of Dredges of Foreign Registry in St. Lawrence Project	5 years after superseded
-Alpha Split Files	5 years
Foreign-Built Vessels-Statistics	3 years +
International Relations	
-All Files	5 years after finalized
Information Relating to Canadian Ships Forwarded to Lloyd's London	3 years
Transfer Chinese Ships to Canadian Registry	5 years after finalized
Vessels Recorded Before Registry	5 years
Mortgages	5 years
Dept. of Fisheries Fishing	6 fiscal years

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Retention periods
 Marine

Vessels Subsidy

Report of Changes of Vessels Names	5 years
Authorization to Sign on Behalf of Minister or Deputy Minister	5 years after superseded
Corporate Seals -All Files	5 years after no 1 valid+
Houseboats & Floating Homes, Etc. -All Files	5 years
Revenue/Custom & Excise- General	6 fiscal years
SRIS/MCIS Information Compatibility	5 years
Temporary Entry-Foreign & Non- Duty Paid Ships	3 years
Recommendation Implementation	5 years
Condor Shipping	5 years
Canadian International Ship Registry	5 years
Second Canadian Ship Registry	5 years
Foreign Registry	5 years
Steam or Motor Vessels Registered in Canada-100 Gross Tons & Over	5 years
Ports of Registry General	5 years
Policy RE: Consolidation of Functions of Certain Ports	5 years after superseded
Central Registry	5 years
Individual Location File	3 years after closure of

RDIMS # 162071

Retention periods
Marine

Ships Licensed	Licensing of	
Small Vessels		
-Regulations (Complaints & Amendments)		5 years after superseded
-Enquiries & Applications		3 years
-Statistics		3 years
Current Returns of Licensed Vessels		2 years
Licenses-Non Resident Canadian		3 years

9254 SHIP REGISTERED

Individual Ship File	5 years after registered vessel is closed or not registered
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<u>SURFACE TRANSPORTATION ADMINISTRATION – GENERAL (3200)</u>	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
<u>URBAN TRANSPORTATION (3201)</u>	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
Policy	5 years after superseded
General	5 years
Studies & Consulting Services- General	5 years
Capital Assistance Program	
-General	5 years
-Transit Services	5 years
-Evaluation	5 years
-Audits	7 years
Urban & Commuter Transportation	
-General Files	5 years
-Individual File Dealing with Study, Expansion, etc	5 years after completed
Transportation of the Elderly and Handicapped	
-All Files	5 years
Research & Development	
-Policy	5 years after superseded
-General	5 years
-Individual R & D File	5 years
Ridesharing	
-General	5 years
-Vanpooling - All Files	5 years
Studies	
-Canada	5 years
-United States	5 years non archival
Industry	
-General	5 years
-Consultants	3 years non archival
-Manufacturers	3 years non archival
-Suppliers	3 years non archival
Travel to Work Survey	
-All Files	5 years after completed
Economic Regional Development Agreement	
-Policy	5 years after superseded
-General	5 years subject to review
-Individual Provinces File	5 years subject to review
Regional Transportation Assistance Program	5 years
Canadian Freight Transportation System Performance & Issues	5 years
Economic Development Linkage Study New Brunswick Transportation	5 years after completed
Special Transportation Services Demonstration Project in Winnipeg	5 years after completed subject to review
Winnipeg-Multi-Modal Terminal	5 years subject to review

Canadian Urban Transit Association	
-General	5 years
-Board of Directors	5 years after replaced
-Transportation of Disabled Person	5 years
-Research & Development	5 years
-Strategic Planning	5 years
-Training	5 years
-Committee File	2 years non archival
Intercity Bus Industry	
-General	5 years subject to review
-Voyageur Appeals of VIA Tariffs in Gaspé Region	5 years after finalized
Study into Competition/Complementarity's	5 years after completed subject to review
<u>GRAIN TRANSPORTATION</u> (3202)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General	5 years
Grain Group	
-General	5 years
-Minutes of Meetings	5 years
Grain Transportation Coordinator	5 years
Labour Situation	5 years
Natural Disasters Affecting Grain	5 years
Non-Board Grains (Non Quotas)	5 years
Grain Quotas	5 years
Planning & Studies	5 years
Truck Transportation	5 years
Rail Expansion & Development Group (REDG)	
-All General Files	5 years
-Conferences & Committees	5 years
-Western Grain Transportation Act	5 years after superseded
-Contracts	6 years after concluded
-All Other Files	5 years
Freight Rates	
-General	5 years
-Crow's Nest Pass Rates	5 years after superseded
-Policy	5 years
-Complaints & Inquiries	2 years non archival
-Gilson Report	2 years after completed
-Comments on the Gilson Report	2 years after finalized
-Task Force on the Gilson Report	2 years after finalized
-Western Transportation Initiatives	5 years
-Railway Investment Performance Monitoring	5 years
-Method of Payment Inquiry	5 years
-Senior Grain Transportation Committee	5 years
-Payments to the Canola & Flaxseed Processing Industry in Western Canada	6 fiscal years
-Railway Claims of Payment	6 fiscal years
-B.C. Railway Ltd.	5 years
Variable/Incentive Rates	
-General	5 years

-Complaints & Inquiries (Alpha Listing)	2 years non archival
-Addition to Schedule 1 of the WGTA	5 years
-Special Assistance Programs	5 years
-WGTA 1988 Cost Review-Senior Grain Transportation Committee (SGTC)	5 years
-WGTA 1988 Cost Review - Other Parties	5 years
-East/West Costs	6 fiscal years
-Albert Method of Payment Proposal	5 years
-Canada/Manitoba Subsidy Agreement - All Files	5 years after cancelled or superseded
-Atlantic & Eastern Freight Rates	5 years after replaced
-Rates on Rape Seed	5 years after replaced
-Facilities - General	5 years
-Individual Location Files	5 years
Grain Transportation & Handling - All Files	5 years
Grain Grading	5 years
Grain Base	5 years
Demurrage	5 years
Grain Elevators	5 years
Countervail Action/Canada/USA Free Trade Agreement	5 years after finalized
Abandonment of Branch Lines	
-General	5 years
-Orders to Governor General in Council	5 years after superseded or obsolete
Complaints & Inquiries	
-General	5 years
-Individual Location File	5 years
-System Improvement Reserve	5 years
-Rationalization	5 years
Short Lines	
-Stettler Short Line (Branch Lines) Demonstration-General	5 years
-Labour Relations	5 years
-Payments	6 fiscal years
-Engineering Inspections	5 years
-Impact of Rail Branch line Abandonment on Provincial & Municipal Roads (By Province)	
-General	5 years
-Contracts	6 years after concluded non archival
-Management	5 years non archival
-Touche Ross	5 years
Regulatory Impact Assessment Statements (RIAS)	5 years
Agreement for Track Between CN & CP	
-General	5 years
-Gravelbourg Subdivision - General	5 years
-Operating Agreement	3 years after concluded
-Transfer Agreement	3 years after concluded
Rehabilitation of Branch Lines	
-General	5 years
-Agreements	5 years after concluded
-CN Expenditures/Invoices & Payments	6 fiscal years
-CP Expenditures/Invoices & Payments	
-General	5 years
-By Years	6 fiscal years
-Northern Alberta Railway Co.	5 years

-Rolling Stock, Equipment, Signage, etc	5 years
-Rental or Leasing of Rolling Stock	5 years
-Inspections & Audits	5 years
General	
-Audits	7 years after audit
-Inspections	5 years
-Selection of Consultants	5 years
-Payments to Consultants	6 fiscal years non archival
-Monthly Meetings	5 years
-Links & Connections	5 years
-Complaints & Problems - Individual Location File	3 years
-Major Crown Project Reporting	5 years
-Railway Work Schedules	3 years after replaced
-Revenue	6 fiscal years
-System Improvement Reserve	6 fiscal years
Hopper Cars	
-General	5 years
-Box Car Rehabilitation Program	5 years
-Damaged & Destroyed	3 years after finalized
-Purchase-Bids & Solicitations - General	5 years
-CWB-ASB Audit	7 years after audit
-Rental Car Requirement	5 years after superseded or obsolete
-Administration & Control of Government Owned	5 years
-Leasing of Grain Hopper Cars	3 years after concluded non archival
Churchill	5 years
Ridley Island-Grain Receiving & Dispatch Yards	5 years
International Relations - All Files	5 years
Research & Development - All Files	5 years
Canola & Rapeseed	5 years
Elevators-General	5 years
Economic Regional Development Agreements - All Files	5 years after concluded
Agriculture Policy Review - All Files	5 years after concluded
Senior Management Steering Committee Computer Telecommunications Project	3 years after concluded non archival
Yorkton Grain Terminal Study	5 years after concluded
<u>RAILWAY LANDS-GENERAL</u> (3400)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
Right-of-Way - General	5 years
Indian Aboriginal Rights Litigation	5 years
Land Title Records of the Canadian Government-Railways	10 years
Expropriation	5 years
BC Indian Litigation	5 years
Stations, Heritage Buildings	5 years
Rail Safety	5 years
Toronto Land Use By-Law	5 years
<u>ACQUISITION</u> (3402)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES

General	5 years
Individual File on Acquisition, Purchase, Expropriation, etc.	5 years after all action as been completed
<u>LAND DAMAGES-CLAIMS</u> (3404)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
Individual Claim File	6 years after all action as been completed
Complaints	5 years
<u>SALE & DISPOSITION</u> (3406)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
Individual File on Sale or Disposition	5 years after all action as been completed
<u>SURVEYS</u> (3408)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
Individual Survey File	5 years after completed
<u>TAXES</u> (3410)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
Grants in Lieu of Municipal & School Taxes	6 fiscal years
Taxation of Railway Properties	
-Local Inquiries	5 years
<u>RAILWAY-BUILDINGS</u> (3415)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
Freight Sheds - General	5 years
Preservation of Railway Building	5 years
Stations	
-General	5 years
-Construction of	10 years after completed
<u>RAILWAY-CONTROL & REGULATION</u> (3420)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
Railway Deregulation in the United States	5 years
Railway Deregulation Canada	5 years
Inquiry into the Effects in Canada of the United States Deregulation	5 years after concluded
<u>RAILWAY FINANCE-GENERAL</u> (3425)	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General	5 years
Financial/Commercial Viability	6 fiscal years

Payment of Subsidies-National Transportation Act	10 years
Feed Grain Assistance	6 fiscal years
Subsidies Granted to Canadian Railways-General	6 fiscal years

3435 - RAILWAY PASSENGER SERVICES-GENERAL

TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"

Policy	5 years after superseded
General	5 years
Complaints & Inquiries	2 YEARS NON ARCHIVAL
Transport 2000	5 years
Annual Meetings of VIA Shareholders	5 years
International Consultation & Studies	5 years
Conferences & Committees	
-General	5 years
-Parliamentary	5 years
Legislation	
-General	5 years
-Passenger Tickets Act	5 years after superseded
-Rail Passenger Transportation Legislation	5 years after superseded
VIA Reporting	
-Policy	5 years after superseded
-General	5 years

-Annual Reports	5 years	
-Quarterly Reports	5 years	
Program Review		
-General	5 years	
-Auditor General & Status	5 years	Reports
-TBS Task Force	5 years	
-Role & Responsibilities	5 years	
VIA-CN/CP Issues		
-Policy	5 years after superseded	
-General	5 years	
-Additional Trains	5 years	
-Costing Issues		
-General	5 years	
-CTC Costing Review 1986	5 years after concluded	
-NTA Assessment of CN Costing	5 years	
Methodology		
-Infrastructure	5 years	
-Incentives	5 years	
VIA-CN/CP Issues (Continuation)		
-Northern Alberta Railways	5 years	
-VIA-CN/CP Employee Transfer	5 years	
-VIA/Labour Issues	5 years	
High Speed Rail	5 years	
VIA Board of Directors	5 YEARS NON ARCHIVAL	
Foreign Railways		
-General	5 years	
-Individual Country File	5 years	
Research & Development		
-General	5 years	
-Framework	5 years	
Smoking Policy	5 years after superseded	
Bilingualism	5 years	
Tourist Train Service	5 years	
Canada/Quebec Agreement on Transportation Development 1985/90	5 years after concluded	
Vancouver Task Force	5 years	
3437 - Finance-General	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Policy	5 years after superseded	

General	5 years	
Financial Planning		
-Policy	5 years after superseded	
-General	5 years	
-Planning Cycle	5 years	
-Main Estimate	6 fiscal years	
-Five Years Plan	5 years	
-VIA Rail-Income Tax	6 fiscal years	
-Funding Issues	5 years	
Budgets & Payments		
-Capital Budget		
-Policy	5 years after superseded	
-General	5 years	
-Payments & Individual Budget	6 fiscal years	
-Operational Budget		
-Policy	5 years after superseded	
-General	5 years	
-Payments & Individual Budget	6 fiscal years	
-Subsidiary Service Request		
-General	5 years	
-Contracts By Year	5 years after all action as	been completed
-Railway Charges to VIA		
-CN Charges to VIA	6 fiscal years	
-CP Charges to VIA	6 fiscal years	
-CN/CP Anticipated Statements	6 fiscal years	
-Specially Funded Projects		
-General	5 years	
-Payments	6 fiscal years	
-VIA Rail-Monthly Financial Statements	5 years	
Labour Assistance Program		
-Policy	5 years after superseded	
-General	5 years	
-Individual Payment File	6 fiscal years	
Audits		
-Policy	5 years after superseded	
-General	5 years	
-Individual Audit File	7 years after audit	
Contracts		
-General	5 years	
-Individual Contract or Agreement File	6 years after all action as	been completed

3439 - Capital Projects		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Policy		5 years after superseded	
General		5 years	
Facilities			
-All Policy Files		5 years after superseded	
-All General Files		5 years	
-Stations			
-Individual Location File		5 years after abandonment	
-Maintenance			
-Individual Location File		5 years	
Equipment			
-General		5 years	
-Individual Equipment File		5 years	
LCR Acquisition Program			
-General		5 years	
-Contract VIA/Bombardier		6 years after all action as	been completed
-Project Management			
-General		5 years	
-Progress Reports		5 years	
-Program Transfer		5 years	
-Deployment of LCR		5 years	
Infrastructure			
-Crossing & Fencing	-Toronto/Windsor	5 years	
3441 - Network and Service	Planning	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Policy		5 years after superseded	
General		5 years	
Routes			
-General		5 years	
-Transcontinental			

-Policy	5 years after superseded
-General	5 years
-Western (Montreal/Vancouver) & Eastern (Montreal/Halifax)	5 years
-Corridors	
-Policy	5 years after superseded
-General	5 years
-Individual Location File	5 years
-Regional	
-Policy	5 years after superseded
-General	5 years
-Individual Location File	5 years

Routes

-Remote	
-Policy	5 years after superseded
-General	5 years
-Individual Location File	5 years
-International Services	
-Individual Location File	5 years
-Line Abandonments	
-General	5 years
-Individual Location File	5 years

Transportation of Handicapped By Rail

-General	5 years
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Commuter Rail Services

-Policy	5 years after superseded
-General	5 years
-Modernization of Commuter Rail Services	
-Individual Location File	5 years
-Toronto	5 years
-Vancouver	5 years
-Transportation of Handicapped Study	3 years after completed
-Accessibility Standards for Transportation of Handicapped	5 years after superseded
-Price Restraint Program	5 years
-Mount Royal Tunnel	5 years
-Executive Correspondence	5 years

Studies

-General	5 years
-Individual Study File	5 years after completed

Marketing

-General	5 years
-Tourism	5 years

Fare & Passes

-Policy	5 years after superseded
-General	5 years

-Regulations	5 years after superseded	
-Southwestern Ontario "WAY TO GO" Program	5 years	
-Youth Conrail	5 years	
-Bus/Rail Issues	5 years	
-Railway Passes	5 years after expired	
-Complaints & Inquiries	5 years	
Discontinued Services	5 years after discontinued	then transfer to Historical Archives
3450 - RAILWAY-LEASES & LICENCES	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
CNR Guarantee RE: Lease of Track Material by Grand Trunk W.R.C.	5 years after expired	
3456 - Property	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Individual Lease File	5 years after expired & final disposition	

3460 - RAILWAY-OFFICIALS & EMPLOYEES-GENERAL		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Joint Consultative Committee -All Files		5 years	
Dismissals & Lay-Offs		5 years after concluded	
Medical Care & Industrial	Hygiene	5 years	
Private Car Attendants		5 years	
Labour Situations-General		5 years	
Labour-Manpower for Services	Transcontinental	5 years	
Strikes		5 years after concluded	
Working Conditions		5 years	
Employees Railway Pass		5 years after expired	
3461 - Pension Fund		TRANSFER ALL FILES TO ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"	HISTORICAL
Policy		5 years after superseded	
General		5 years	
Complaints & Inquiries -Alpha Split		3 YEARS NON ARCHIVAL	
CN Pension Plan-Integration Pension Plan	with Canada	5 years after finalized	
Provident Retirement-C.G.R. -General	Provident Fund	5 years	

-Alpha Split		5 years
ICR & PEI Employees Provident Fund-General		5 years
Newfoundland Supplemental Pension Fund		5 years
Pension Benefits Standards Act		5 years after superseded
3462 - Employment		TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General		5 years
Applications		2 YEARS NON ARCHIVAL
3463 - Working Hours-Wage Adjustment	Disputes-	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General		5 years
Disputes Involving Non Employees	Operating Railway	5 years after finalized
Wage Award-1966		5 years after finalized

3465 - RAILWAY-OPERATION-
GENERAL

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

General	5 years
Equipment	
-Locomotives	5 years
-Rolling Stock	
-General	5 years
-Canadian Freight Car Industry	5 years
-Cabooses/End of Train Units	5 years
-Intermodal/Containers	5 years
-Car Pooling	5 years
-Customs, Duties & User Fees	6 fiscal years
Energy/Fuel	5 years
Railway Electrification	5 years
PEI Fixed Link	5 years
Productivity	5 years
Labour	5 years
Intermodalism	
-General	5 years
-Services	3 years
-Studies	5 years after completed
-RTAC Vehicle Weights & Dimensions	5 years
Railway Impacts	
-Societe de Development Economique du Saint-Laurent/Montreal (SODES)	5 years
Freight Services	
-General	5 years
-Development	5 years
-Complaints	2 YEARS NON ARCHIVAL
-Interswitching	5 years
Run-Through	
-General	5 years
-Complaints & Inquiries	
-Alpha Split	2 YEARS NON ARCHIVAL
Correspondence RE: Operation of Railway	5 years
Correspondence RE: Maintenance of Railway	5 years

Spurs & Sidings-Maintenance & Leasing	5 years
Complaints RE: Noise, Smoke, Speed of Train etc.	2 years
Yards & Streets-General	5 years
Purchasing of Rail Track	6 fiscal years
Stations	
-Individual Province File	5 years
Transfer of CN Headquarters	5 years after concluded
Manual Block System	5 years
Terrace-Kitimat Railway Line	5 years
3466 - Leases & Running Rights	TRANSFER ALL FILES TO HISTORICAL ARCHIVES
General	5 years
Individual File on Leases, Agreements, Rights, etc.	5 years after concluded
3468 - Rolling Stock	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General	5 years
CNR Guarantee RE: Lease of Rolling Stock by GTWR Co.	5 years
CNR Guarantee RE: Lease of Rolling Stock by W & PR Co.	5 years
USA Holding Co.-Transferring Ownership of Rolling Stock	5 years after concluded
Car Shortage	
-General	5 years
-Individual Car File	3 years
Locomotives	5 years
Request for Museum Trains, Locomotives, etc.	5 years

Lease-Financing of Rolling Stock	6 years after concluded
Refrigeration Cars	5 years
Operate Without Caboose	
-General	5 years
-Complaints & Inquiries	
-Alpha Split	2 YEARS NON ARCHIVAL

3475 - RAILWAY TRAFFIC-GENERAL

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

General	5 years
Rates & Tariffs-General	5 years after superseded
Demurrage	5 years
Bus Service-General	5 years
Interswitching of Traffic Between Railways	5 years
Changes in Train Services- Report of	5 years
Claims for Goods Lost or Damage	6 fiscal years
CNR Trucking Operation	5 years
Robert Bank	5 years
Dangerous Commodities- Explosives- Liquor	
-General	5 years
-Regulations RE: Transportation of Explosives & Dangerous Articles	5 years after superseded
Express	
-General	5 years
-Complaints	5 years
3477 - Freight	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General	5 years
Newfoundland Freight Rates	5 years after superseded
Freight Services-General	5 years
Complaints	5 years
Atlantic Container Express Inc.	5 years
Traffic Forecasts	5 years
Freight Tariffs RE: International Freight Traffic Between Canada & USA	5 years after superseded
Classification of Commodities- General	5 years
Freight Rates	
-All Files	5 years after superseded

Piggyback Service		5 years
Containerization		
-General		5 years
-Equipment		5 years
Transportation of		
-All Files		5 years
Inquiries, Requests for	Information	2 YEARS NON ARCHIVAL
Individual File on Grain, Products, etc.	Potash, Forest	5 years
Transborder Traffic	Flows/Gateways	5 years

3485 - RAILWAY-RIGHT OF WAY

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

General

5 years

3486 - Crossings

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

General

5 years

3500 - RAILWAY-LEGISLATION

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

General

5 years

Railway Act

-General

5 years

-Orders in Council

5 years after superseded

-Petitions to G.I.C.

5 years after finalized

Maritime Freight Rates Act		5 years after superseded	
National Transportation Act- 1987			
-General		5 years	
-Freedom to Move		5 years	
-C-126 & C-18		5 years after superseded	
-Standing Committee		5 years	
Railway Safety Act		5 years after superseded	
US Railway Legislation- Regulation		5 years after superseded	
Provincial Railway Legislation		5 years after superseded	
Canadian National Railway Act			
-General		5 years subject to review	
-Orders in Council		5 years after superseded	
-Petitions to G.I.C.		5 years after finalized	
-Amendments		5 years after superseded	
Non Transport Canada Responsibility			
-All Files		5 years	
Economic Regulation-Issues & Problems			
-All Files		5 years	
Incorporation of Companies		5 years after finalized	
Violations of the Railway Act		5 years after all action	completed
Deregulation		5 years	
Railway Acts & Amendments		5 years after superseded	
3502 - Amalgamation		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Unification of Railways-General		5 years	
Individual Agreement File		5 years after concluded	
3508 - Lease, Purchase or Sale of Railways		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	

Conrail-Southwestern Ontario Rail Network & Other Canadian Properties	5 years	
Individual File on Lease, Purchase, Acquisition, Sale or Agreement	5 years after concluded	
3510 - Management	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Rail Passenger Information System -General	5 years	
Canadian National Railway	5 years	
CNR Exploration Inc.	5 years	
CN/CP Partnership Agreement	5 years after concluded	
3530 - RAILWAY-GENERAL	TRANSFER ALL FILES TO ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"	HISTORICAL
General	5 years	
Tenders & Contracts-Forms & Regulations (Leases & Agreements)	5 years	
Complaints	2 years	
General Information on Railways	5 years	
Information on Foreign Railways	5 years	
Exchange Program Between Canada & Foreign Governments		

-All Files	5 years
Railway Fuel Economy	5 years
Railway Noise	
-General	5 years
-CSA Railway Noise Working Group	5 years
Inventions & Safety Devices	
-All Files	5 years
Police, Robberies & Investigations	5 years after concluded
Railway Intergovernmental Affairs	5 years
Terra Transport	
-General	5 years
-Agreements-General	5 years after concluded
-Funding	6 fiscal years
-Correspondence on CTC Decision on Rate No. R37611	5 years
-Containerization	
-General	5 years
-Reports	5 years
-Standard Gauging	5 years
-Bus Services	5 years
-Evaluations	5 years
-Labour Phasing	5 years
-Lay-Off Deferrals	5 years
-Employee Adjustment Assistance Program	5 years
Terra Transport (Continuation)	
-Asset Disposal	5 years
Terminals, Interchanges, Ports	5 years
Railway Terminals	
-All Files	5 years
Canadian National	
-General	5 years
-Appointment to Board of Directors	5 years after replaced
-Quarterly Reports for the Minister	5 years
-Pensions & Labour Disputes	5 years after finalized
-Board of Directors Meetings	5 years
-Finance	6 fiscal years
-CN/CAST	5 years
Pacific Great Eastern Railway	5 years
CP Rail Extension to North Shore of Lower St. Lawrence	3 years after concluded
Quebec North Shore & Labrador Railway Co.	5 years

White Pass & Yukon Railway		5 years
Auto Rail Services		5 years
Railway Service Monitoring	Function	5 years
Railway Infrastructure &	Utilization Data	5 years
Frequencies-Canadian Railways		5 years
Use of Railway Consulting Firms		5 years
Program Implementation Group	Activities	5 years
CN System		5 years
CP System		5 years
Short Line Railways		5 years
Class 11 & 111 Railways		
-All Files		5 years
Research & Development		
-Policy		5 years after superseded
-All Other Files		5 years
Fraser Thompson Corridor	Management	
System		5 years
CN Twin Tracking Steering	Committee	
		5 years
Ministerial Task Force Montreal Region		5 years
Provincial Perspectives &	Regional Directors	
P & C		
-Individual Location File		5 years
-ERDA Agreements		5 years after concluded
-Roles, Responsibilities		5 years
International Relations		
-All Files		5 years
CN/CP Organizations &	Executives	
		5 years
National Transportation Agency		
-General		5 years
-Organization, Function,	Activities	
-Regulations		5 years
-Agency Monitoring & Evaluation	Reports	
		5 years after superseded
		5 years

-Appeals of NTA Decisions		5 years after finalized	
Infrastructure			
-Utilization		5 years	
-Expansion Plans/Projects		5 years after completed	
-Joint Track Usage		5 years	
-Upgrading Plans/Proposals		5 years	
-New Route Proposals		3 years	
-Northwest/BC Agreement		5 years after concluded	
-Order in Council Application (S-189 RA)		5 years after superseded	
-Complaints		2 YEARS NON ARCHIVAL	
USA Railways		5 years	
Speeches		5 years	
S 175 Policy Program & Procedures			
-All Files		5 years	
Industry/Government Consultations		5 years	
Western Canadian Shippers Association		5 years	
Canada/USA Transportation Consultative Forum		5 years	
Atlantic Canada Opportunities Agency		5 years	
Western Transportation Advisory Board (WESTAC)		5 years	
3531 - Planning		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Individual File on Study, Project, Research, etc.		5 years after concluded	
3532 - Accidents		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Crossing Accidents-General		5 years after finalized	
Claims-General		6 years after all action completed	

3534 - Bridges		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Bridges-CPR-General		5 years	
Regulations RE: Bridges,	Clearances, etc.	5 years after superseded	
Canso, N.S. -Causeway over -Share of Construction Cost by N.S.	Strait of Province of	6 years after all action	completed
Construction of Bridges -All Files		5 years after concluded	
Abandonment & Demolished		5 years after finalized	
3536 - Reports-Statements-	Statistics	TRANSFER ALL FILES TO ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"	HISTORICAL
General		5 years	
Statistics-General		5 years	
West Coast Situation Report-	D.W. Bachynski	5 years	
Daily Report-Public Relations	Department-CNR	3 YEARS NON ARCHIVAL	
Track-Train Dynamics Research	Program	5 years	
Accident Reports-General		5 years	
Accident Alert		5 years	
Rail Service Monitor Report		5 years	
CTC-Rail Line Abandonment General	Reports- General	5 years	

3550 - RAILWAY CONSTRUCTION & REHABILITATION-GENERAL	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
CN Capacity Expansion in West Canada (EARP)	5 years	
Pilot Project	5 years after concluded	
Abandonment		
-Policy	5 years after superseded	
-General	5 years	
-Individual Location File	5 years	
Track & Structure		
-Kamloops Vibration	5 years	
-Sysco Rail	5 years	
-Vancouver Commuter Rail	5 years	
-Grade Separations Cost Shares Policy	5 years after superseded	
Signalling & Communication		
-General	5 years	
3554 - Abandonment	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Policy	5 years after superseded	
General	5 years	
Provinces		
-All Files	5 years	
Short Lines		
-All Files	5 years	
Individual File on Abandonment, Demolished or Sold Railway Lines, etc.	5 years after concluded	

3556 - Construction (Track)		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Individual File on Expansion, etc.	Construction,	5 years after concluded	
3560 - Spurs & Sidings		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
Policy		5 years after superseded	
General		5 years	
Individual Location File		5 years	
3564 - Tunnels/Culverts & Structures		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Culverts & Tunnels-Information		5 years	
Beaver Tunnel (Roger Pass) Park	Glacier National	5 years after concluded	
3568 - Bridges		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Construction, Reconstruction, Maintenance, etc.		5 years after completed	

3600 - HIGHWAYS-MOTOR CARRIERS- BRIDGES & TUNNELS- GENERAL		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Federal Highways & Bridges Inventory	Facilities	5 years	
3601 - Planning-General		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Nortwest Highway Study		3 years after concluded	
Pacific Rim Access Study		3 years after concluded	
Prairie Provinces Highway	Strengthening	5 years	
Trans Canada Highway		5 years subject to review	
3602 - Organizations & Canadian	Associations-	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Road & Transportation Canada	Association of		
-General		5 years	
-Finance		6 fiscal years	
-All Committee Files		5 years	
-Revision & Update of Geometric Standards	Design	5 years after superseded	
-Canadian Transportation Primary Highway System Study	Infrastructure	5 years after concluded	
-Highway & Transit	Infrastructure Study	5 years after concluded	
-Technical Advisory Board		5 years	
-Council on Highway & Research & Development	Transportation	5 years	

-Board of Directors		5 years after replaced
-RTAC/Brazil-Undevelopment Road Costs Research		5 years
Road & Transportation Association of Canada (Continuation)		
-Development of a National Highway Policy		5 years after superseded
-Highway Transportation Statistics & Analysis Centre		5 years
Canadian Trucking Association		5 years
Canadian Construction Association		5 years
Canadian Association of Movers		5 years
Private Motor Truck Council		5 years
Canadian Industrial Traffic League		5 years
Ontario Motor Coach Association		5 years
3603 - Organizations & International Associations-		TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General		5 years
Organization for Economic Co- operation Development		
-Working Documents		3 YEARS NON ARCHIVAL
National Highway Traffic Administration		5 years
National Transportation Safety Board		5 years
National Research Council- Transportation Research Board		5 years
Inland Transport Committee		5 years
Canadian/American Motor Carrier Association (CAMCA)		5 years
3610 - HIGHWAY		TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"

H.Q FILES

Policy		5 years after superseded
General		5 years
Enquiries & Information on Highways	Canadian	2 YEARS NON ARCHIVAL
Environmental Assessments & Process (EARP)	Review	5 years
Yellowhead Highway		
-General		5 years
-Individual Location File		5 years
Project Accounting System		5 years
Economic Regional Development -General	Agreement	5 years
-Individual Location File		5 years after concluded
Highway Safety & Traffic	Devices	5 years
New Brunswick Secondary	Highways	5 years
Impact on Investment in Highways	Developmental	5 years
Impact of Highway Upgrading on Industry	the Trucking	5 years
Energy Research & Development		5 years
National Highway System Study		7 years after concluded
Atlantic Provinces Highways		
-General		5 years
-Primary Highway 10 Years	Program	5 years after concluded
-Individual Location File		5 years
-Prospective Evaluation of	Phase 11	5 years
Consultant		
-Agreement		5 years after concluded
Quebec Highways		5 years
Secondary Highways-General		5 years
Saint John & Moncton Secondary	Highways	
-General		5 years
-Agreements		5 years after concluded
-Finance-General		6 fiscal years
-Minutes of Meetings		2 YEARS NON ARCHIVAL
-Audits-General		7 YEARS AFTER AUDIT NON

	ARCHIVAL
-Claims	6 years after all action completed
-Wheeler Blvd.	
-General	5 years
-Agreements	5 years after concluded
-Individual Construction	5 YEARS AFTER COMPLETED NON ARCHIVAL
-Saint John Throughway	
-General	5 years
-Agreements	5 years after concluded
-Individual Construction	5 YEARS AFTER COMPLETED NON ARCHIVAL
-Requisitions for Supplies-Bulk Purchase	
-General	5 years
-Individual File on Supply	2 YEARS NON ARCHIVAL
Ridley Island Secondary Highways	
-General	5 years
-Agreements	5 years after concluded
-Finance-General	6 fiscal years
-Publicity	2 YEARS NON ARCHIVAL
-Clearing & Grubbing	3 YEARS NON ARCHIVAL
-Road Construction	5 YEARS AFTER COMPLETED NON ARCHIVAL
-CN Overpass	5 YEARS NON ARCHIVAL
-Audit Report	7 years after audit
-Management Committee	2 YEARS NON ARCHIVAL
Quebec Secondary Highways	
-General	5 years
-Agreements	5 years after concluded
-Finance	6 fiscal years
-Projects Under Constructions	5 years after completed
-Refused Projects	2 YEARS AFTER REFUSED NON ARCHIVAL
-Meetings & Committees	2 YEARS NON ARCHIVAL
-Audits-General	7 years after audit
-Reports	3 YEARS NON ARCHIVAL
-Evaluation	5 years
-Individual Construction	5 YEARS AFTER COMPLETED NON ARCHIVAL
Newfoundland Secondary Highways	5 years
Western Northland Roads	
-General	5 years
-Individual Location File	5 years
Engineering Services for Highway Program	5 years
Highway Snowdrift Control Project	5 years after concluded
Highway Evaluations-General	5 years

Petite Forte Newfoundland	5 years	
REGIONAL FILES		
General	5 years	
Cassiar Connection	5 years after completed	
Yellowhead Highway	5 years	
Alaska Highway	5 years	
Alberta Export Highway	5 years	
All Other Files	5 YEARS NON ARCHIVAL	
3612 - Economics	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
3640 - MOTOR CARRIERS		
	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Electronic Data System	5 years	
Economic Conditions	5 years	
Infrastructure (Statistical Data)	5 years	
Complaints	5 years	

Government Fees, Taxes, etc.		6 fiscal years
Subsidies to Motor Carriers		6 fiscal years
CTC Report-Atlantic Region Assistance	Trucking	5 years
Small Shipments & Parcel	Express (UPS)	5 years
Energy Allocation Plan		5 years
US/Canada Motor Carriers Group	Consultative	5 years
Research & Development		5 years
Human Rights & Employment	Equity	5 years
Working Group on Canada/USA	Free Trade	5 years
Use & Abuse of Alcohol & Drugs		5 years
Annual Regulatory Plan		5 years
Safety Priorities Working Group		5 years
National Safety Code (NSC) Program	Awareness	5 years
National Safety Code (NSC)	Agreement	5 years after concluded
Infrastructure (Statistical Data)-General		5 years
Household Goods-General		5 years
Economic Conditions		5 years
Complaints		5 years
Multi-Modal Transport-General		5 years
Freight Forwarding		5 years
Truck-Rail		5 years
Truck-Air		5 years
Truck-Water		5 years
Interdepartmental Committee on Multi-Modal Transport	International	5 years
Bus-Rail		5 years

3642 - Commercial Trucking-	General	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Economic Conditions		5 years	
Maximum Vehicle Weights & Complaints	Dimensions	5 years	
CN Transport		5 years	
Tariff Bureau		5 years	
T.E. Quinn Truck Lines Ltd.		5 years	
Mailsin Industries Ltd.		5 years	
Mergers & Acquisitions		5 years after concluded	
3648 - Commercial Bus		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Economic Conditions		5 years	
Infrastructure		5 years	
Complaints		5 years	
Bus Route Applications		3 years	
Canadian Motor Coach	Association	5 years	
Transportation for the Disabled			
-General		5 years	
-Accessibility Standards for -Federal/Provincial/ Committee	Roadcruiser Territorial	5 years after superseded 5 years	
-Wheelchair Lift Installation XL	for Provost Mirage	5 years	
Subsidy Programs for Commercial Bus			
-General		5 years	
-Newfoundland-Terra Transport the Handicapped)	(Program for	5 years	
-Newfoundland-CN Windsor Bus	Terminal	5 years	

Intercity Bus Research & Development	5 years	
Atlantic Provinces Transportation Program- Intercity Bus Portion-General	5 years	
Atlantic Provinces Transportation Program (By Provinces)		
-All General Files	5 years	
-All Company Files	5 years	
-All Agreement Files	5 years after concluded	
Evaluation-APTP Bus Portion	5 years	
EXPO 86-Accessible Intercity Bus Demonstration Project	5 years after concluded	
3652 - Regulations	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Complaints & Inquiries	5 years	
Federal		
-General	5 years	
-Dangerous Goods	5 years after superseded	
-Livestock	5 years after superseded	
-Canada Labour Code	5 years after superseded	
-Applications for Operation Under Section 11 Lords Day Act	3 years	
-Combines Investigation Act	5 years after superseded	
-Foreign Investment Review Act	5 years after superseded	
Provincial		
-General	5 years	
International Motor Carrier Regulations		
-General	5 years	
-United States	5 years after superseded	
Deregulation of the Motor Carrier Industry		
-General	5 years	
-International Trucking Deregulation	5 years	
-Interdepartmental Task Force on Deregulation	5 years	
Motor Vehicle Transport Act		
-General	5 years	
-Request for Exemption Under Part 5		
-All Files	5 years after concluded	

Trucks Safety		5 years after superseded	
Bus Regulatory Reform		5 years	
MVTA & NTA 1986-Freedom to Move		5 years	
MVTA Regulatory Amendments		5 years after superseded	
Ministerial Appointments Under the MVTA		5 years after replaced	
Hours of Service Regulations		5 years after superseded	
MVTA Monitoring		5 years after superseded	
National Transportation Act	Review 1992	5 years after concluded	
Interprovincial Trade Barriers		5 years	
Customs & Immigration	(Cabotage)	5 years	
Non Smokers Health Act		5 years after superseded	
MVTA Annual Report to	Parliament	5 years	
3654 - Special Studies		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Individual File on Study,	Survey, Project, etc.	5 years after concluded	

3670 - BRIDGES & TUNNELS	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Individual Location File	5 years	
3672 - International	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Minutes of Meetings	5 years	
Individual File on Bridge	5 years	
Americanada Teleferry	5 years	

3800 - FERRY, COASTAL & SHIPPING SERVICES	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Water Transportation Assistance Policy	5 years after superseded	
Traffic & Economic Forecasts	5 years	
Electronic Data Processing & Related Issues	5 years	
Pricing Policy	5 years after superseded	
Profit Allowance Policy & Performance Incentives	5 years after superseded	
Expenditure Reduction Exercise	5 years	
Conservation of Energy	5 years	
Vessels-General	5 years	
Vessel Insurance-General	5 years	
Vessel Insurance-Claims -General	5 years	
-Individual Claim File	6 years after all action	completed
Terminals-General	5 years	
Drydock, Refit & Repair Facilities	5 years	
Water Transport Committee- Decisions & Orders	5 years	

Dangerous Goods Transportation & Regulations	5 years after superseded	
DPW Service Agreements & Status Reports	3 years after concluded	
Chartering of Government Ships	5 years	
Complaints & Inquiries	5 years	
Federal Identity Program	5 years	
Transportation of the Disabled	5 years	
Smoking Policy	5 years after superseded	
Official Languages	5 years	
Canadian Coast Guard Regulations	5 years after superseded	
Surveys-General	5 years after concluded	
Regional Offices-General -Individual Location File	5 years	
Emergency Planning -General	5 years	
-Vital Points Program	5 years	
B.C. Ferries	5 years	
Dominion Marine Association	5 years	
Canadian Ferry Operators Association	5 years	
Substance Use-General	5 years	
Newfoundland Government	5 years	
Public Works Accounts	6 fiscal years	
Royal Commission on the National Passenger System	5 years	
3802 - Planning	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Consultations -General	5 years	
-Governments	5 years	
-Industry	5 years	

Rates			
-General			5 years
-Rate Approval Process			5 years
-Crown Corporation Operated	Services		5 years
-Individual File on Rates			3 years after replaced or obsolete
Joint Planning Session/CN	Marine		5 years
Transportation Development			
-General			5 years
-Individual Location File			5 years
Provincial Subsidies			
-General			5 years
-Individual Agreement File			3 years after concluded
Metrication			5 years
Investigation of Impact of Bar Harbour Winter Ferry Schedule	Altering Yarmouth- Winter Ferry Schedule		5 years after concluded
Individual File on Study, etc.	Project, Contract, etc.		3 years after concluded
3804 - Crown Corporation	Operated		TRANSFER ALL FILES TO ARCHIVES HISTORICAL
Policy			5 years after superseded
General			5 years
Operating Agreement & Tripartite Agreement	Negotiations		5 years after concluded 3 years after concluded
Establishment as a Separate Corporation	Crown Corporation		5 years
Terminals-General			5 years
Finance-General			6 fiscal years
Capital Stock Acquisition	Program		5 years
Budget & Capital Program-	Corporate Plan		5 years
Audits			7 years after audit

Vessels-General		5 years
Crown Corporation Operated General	Vessels- General	5 years
Human Resources -General		5 years
-Dismissals, Lay-Offs &	Pensions	5 years
Appointment of Board of	Directors	5 years after replaced
Levels of Service		5 years
Schedules & Operating Plans		5 years
Statistics		5 years
Vessel Simulator Training	Program	5 years
Newfoundland Coastal Services -General		5 years
-Ports-General		5 years
-Miscellaneous Ports of Call		5 years
-Vessels-General		5 years
-Newfoundland Drydock -General		5 years
-Consultant Study		5 years after concluded
-Individual Location or Vessel	File	5 years
-Complaints & Inquiries		5 years
Borden-Cape Tormentine, & Yarmouth- Bar Harbour	Digby/Saint John	
-General		5 years
-Individual Terminal File		5 years
-Individual Vessel File		5 years
-Complaints & Inquiries		5 years
Yarmouth/Portland		5 years
Gulf Ferry Services -General		5 years
-North Sydney/Port aux Basques		5 years
-North Sydney/Argentina		5 years
-Individual Terminal File		5 years
-Individual Vessel File		5 years
-Complaints & Inquiries		5 years
-Gulf Development Task Force		5 years
-Vessels-General		5 years
-Gulfspan 11 Progress Meeting		5 years
-Rail Service (Discontinuation)		5 years after discontinued
Vessel Report		5 years
Bilateral Agreements		5 years after concluded
CN Marine News		5 years

3806 - Privately Operated

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

General

5 years

Subsidy Agreements

5 years after concluded

Newfoundland Intra Provincial Ferry Services

5 years

Individual Ferry Services By Location

-All General Files

5 years

-All Terminal Files

5 years

-All Vessel Files

5 years

-Complaints & Inquiries

5 years

-Operating Agreements & Negotiations

6 years after concluded

-Finance

6 fiscal years

-Leases & Concessions

3 YEARS AFTER CANCELLED OR
SUPERSEDED NON ARCHIVAL

4000 - TRANSPORTATION-GENERAL

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTIONS OF
THOSE MARK NON ARCHIVAL

H.Q. FILES

Policy	5 years after superseded
General	5 years
Economic & Regional Development Agreements-General	5 years after concluded
Provincial Relations	
-General	5 years
-Individual Location File	5 years
Northern Territories	
-Provincial Relations	5 years
-Northern Canada Surface Rights Act	5 years after superseded
-Framework	5 years
-Strathcona Sound Project	5 years after concluded
Western Provinces	
-General	5 years
-Provincial Relations	5 years
-Airport Privatization	5 years
-Rail Passenger	5 years
-TC Auto Visual Project	5 years after concluded
-Western Diversification	5 years
-Canada Labour Code Part IV	5 years after superseded
-National Transportation Act	5 years after superseded
-Ministerial Meetings	3 years
-Community Airports	5 years
Atlantic Provinces	
-General	5 years
-Provincial Relations	5 years
-Maritime Freight Rates Act	5 years after superseded
-Westbound Selective Applications	5 years
-FP/CART Meetings	5 years
-Correspondence-RDPC/Financing ERDAS	5 years
-Correspondence-RDPC/Financing Report-Sub Agreements	5 years

Newfoundland

-General	5 years
-Royal Commission	5 years
-Provincial Relations	5 years
-Individual Service File	5 years
-Department of Regional Economic Expansion-Special Area Programs	5 years
-Economic Regional Development Agreements	
-General	5 years
-Transportation Sub-Agreement	5 years after concluded
Prince Edward Island	
-General	5 years
-Provincial Relations	5 years
-Individual Service File	5 years
-Economic Regional Development Agreements	
-General	5 years
-Individual Sub-Agreement File	5 years after concluded
-Individual Project File	5 years after concluded
-Research & Analysis	5 years
-Management Committee Meetings	5 years
-Railroad Abandonment Study	5 years after concluded
-Airports	5 years
Nova Scotia	
-General	5 years
-Provincial Relations	5 years
-Individual Service File	5 years
-Department of Regional Economic Expansion-Special Area Programs	5 years
-Economic Regional Development Agreements	
-General	5 years
-Highway Sub-Agreement	5 years after concluded
-Federal Economic Development Coordinating Committee	5 years
-Cape Breton Development Sysco Steel	5 years
Quebec	
-General	5 years
-Provincial Relations	5 years
-Transportation Sub-Agreements	
-General	5 years
-DRIE Financial Reports	5 years
-Amendments	5 years after superseded
-Annex "C"	5 years after superseded
-Meeting Reports	12 years
-Management Evaluation & Information Program	5 years
Quebec (Continuation)	
-Joint Information System	5 years
-Air, Marine & Urban File	5 years
-Quebec Intermodal Station	5 years
-Highway Improvement Program	5 years
-Lavolette Bridge	5 years after concluded
-Research & Development Program	5 years

-Old Port of Montreal	5 years
-Development Initiatives	5 years
-Ministerial Committee on the Development of Montreal	5 years
-Montreal Economique Summit	5 years
-International Aviation Management Training Institute	5 years
-Economic Development Plan for Gaspesie & Lower St-Lawrence	5 years
-Economic Regional Development Agreements -General	5 years after superseded
Ontario	
-General	5 years
-Provincial Relations	5 years
-Steering Committee	5 years
-Memorandum of Understanding	5 years after superseded
-Economic & Regional Development-Agreement	
-General	5 years after superseded
Manitoba	
-General	5 years
-Management Committee Meetings	5 years
-Sub-Agreements	
-General	5 years
-Transportation Analysis	
-General	5 years
-Highway Impact Study	5 years after concluded
-Winnipeg Multimodal Terminal	5 years
-Helmet/Seatbelt Study	5 years after concluded
-East Lake Winnipeg Study	5 years after concluded
-TIDAC	
-General	5 years
-Workplan	5 years
-Transportation Institute	
-General	5 years
-Institute Development	5 years
-Air Infrastructure	
-General	5 years
-Winnipeg Airport Development	5 years
-Brandon Airport Development	5 years
-Other Manitoba Projects	5 years after superseded
-Improved Highway System	
-General	5 years
Manitoba	
-Sub-Agreement (Continuation) -Rail Passenger Services	
-General	5 years
-Railbus	5 years
-Winnipeg Station Renovation	5 years after concluded
-Program Administration	
-Brochures	5 years
-Evaluation	5 years

-Paper		5 years
-Project Status Reports		5 years
-Annual Reports		5 years
-Rail Improvements		
-General		5 years
-Boxcar Rehabilitation		5 years
-Prototype Cars		5 years
-C'Hill Grain Shipment	Coordinating	5 years
CMTT		
-Port Infrastructure	Improvement	
-General		5 years
-Elevator Asbestos Removal		5 years after concluded
-Dust Control		5 years
-Dredging		5 years after concluded
-Tug Construction		5 years after concluded
-Churchill Air Terminal		5 years
-Federal Economic Development	Coordinator	5 years
Meeting		
-Economic & Regional	Development	
Agreement		
-General		5 years
-Hydro Electricity Improvement		
-General		12 years
-NRC Contract		12 years after concluded
-Ports Canada Contract		12 years after concluded
-Churchill Potential Studies		
-General		5 years
-Individual Study File		5 years after concluded
-Program Administration		
-General		5 years
-Communication		5 years
-Evaluation		5 years
-Memorandum of Understanding		5 years after concluded
-Urban Bus Industrial	Development	
-Sub-Agreement		5 years after concluded
-Keewatin Transportation		5 years
-Churchill-General		5 years
-Finance-General		6 fiscal years
-Provincial Transportation	Planning	5 years
-Provincial Relations		5 years
-Northern Flood Agreements		5 years after concluded
Saskatchewan		
-General		5 years
-Saskatchewan Yellowhead	Highway	5 years
-Canada/Saskatchewan Rural	Planning	5 years after concluded
Agreement		
-Canada/Saskatchewan Technology		5 years after concluded
Agreement		
-Federal Economic Development	Coordinator	5 years
Meetings/Requests		
-Economic & Regional	Development	5 years
Agreements-General		

Alberta	
-General	5 years
-Yellowhead Highway Improvement	5 years after concluded
-Railway Crossings	5 years
-Highways 2, 3 & 4 Improvements	5 years after concluded
-Alberta Northern Development Agreement	5 years after concluded
-Federal Economic Development Coordinator Meeting	5 years
-Department of Regional Economic Expansion-Special Area Programs	5 years
-Economic & Regional Development Agreement	
-General	5 years
-Canada/Alberta Memorandum of Understanding	5 years after concluded
-Steering Committee	5 years
-Alberta Airports	5 years
British Columbia	
-General	5 years
-Yellowhead Highway Improvement	5 years after concluded
-Federal Economic Development Coordinator Meetings/Requests	5 years
-Regional Directors Communiques	5 years
-Economic & Regional Development Agreements	
-General	5 years
-South Moresby-M.O.U.	5 years after concluded
-Canada/B.C.-M.O.U.	5 years after concluded
-B.C. Airport Initiative	5 years
-Marine Services Study	5 years after concluded
-Container Facility-Roberts Bank	5 years
-B.C. Ports Issues	5 years
-Transportation of Dangerous Goods	5 years
-B.C. Seminar	5 years
Yukon	
-Policy	5 years after superseded
-General	5 years
-Highways	5 years
-Cyprus-Anvil Mine	5 years
-Airports	5 years
Northwest Territories	
-General	5 years
Native Land Claims	
-General	5 years
-DENE	5 years
-Yukon (CYI)	5 years
-TFN	5 years
-Labrador Inuit Association	5 years

-British Columbia	5 years
-James Bay Northern Quebec Agreement	
-General	5 years
-Relocation of Killinik	5 years after finalized
Western Diversification	5 years
International Relations	
-General	5 years
-Multi-Lateral Trade Negotiations	5 years after concluded
-Post Plan	
-General	5 years
-Foreign Service Officers	10 years after replaced
-Individual Location File	5 years
-Situation Report-International Affairs	5 years
-Individual Agreement File	5 years after concluded
-Individual Location File (Country)	5 years
-USA-General	5 years
-Soviet Block Countries	
-Exchange Agreement	5 years after concluded
-Application of Science & Technology	5 years
NCC Proposal to Re-Shape the Nations Capital	5 years
Custom/Transport Canada M.O.U.	5 years after concluded
Transportation of Dangerous Goods	5 years
London Transportation Attache	10 years
Canada's Foreign Policy	5 years after superseded
National Airport Procurement	5 years
Industrial Relations-General	
-General	5 years
-Minister's Office	5 years
-Individual Administration File	5 years
-Individual Departmental or Agency File	5 years
Industrial Relations-Issues	
-All Files	5 years
Industrial Relations-Associations/Corporations	
-General	5 years
-Individual File	5 years
Toronto Economic Summit	5 years after concluded
National Forest Sector Strategy	5 years
Deregulation Transport Policy	5 years after superseded

Equality For All	5 years
Micro-Electronics	5 years
International Aviation & Marine Bunker Fuels	5 years
Labour Canada/Transport Canada M.O.U.	5 years after concluded
Potential Impact of Terrorism on Canadian Air Travel Demand	5 years
Canada Labour Code-Part IV	5 years after superseded
Electronic Data Interchange	5 years
Review of Sectorial Policies	5 years after concluded
Research of Transportation in Quebec	5 years
Transportation Research & Development Policy -All Files	5 years after superseded
Foreign Ownership	5 years
A National Health Promotion Policy & Program	5 years
Rehabilitation of the Welland Canal	5 years after concluded
National Drug Strategy	5 years
Environmental Protection Act	5 years after superseded
National Safety Code	5 years after superseded
Tobacco Policy (Bill C-204)	5 years after superseded
Public Opinion Survey	5 years after concluded
Energy Program -Policy -General	5 years after superseded 5 years
Provincial Transportation Planning -All Files	5 years
MFRA/ARFAA Westbound Review Study	5 years after concluded
Toronto/York University Joint Program in Transportation	5 years
Carpooling Study	5 years after concluded
Vanpooling Program	

-General		5 years	
-Federal/Provincial	Demonstration	5 years	
Alternate Fuel Program		5 years	
Transportation Accident	Investigation Board		
-All Files		5 years	
Regulatory Reform		5 years subject to review	
USA & Other International Trade			
-General		5 years subject to review	
-Marine		5 years subject to review	
-Vehicles		5 years subject to review	
-Rail		5 years subject to review	
-Ministerial Correspondence		5 years subject to review	
-Questions, Answers &	Speeches	5 years subject to review	
-Maritime Transportation		5 years subject to review	
-The Institute for Research	on Public Policy	5 years after terminated	subject to review
(IFPP) Contract			
USA & Other International Trade (Continuation)			
-Studies, Reports		5 years subject to review	
-Working Group on Free Trade		5 years subject to review	
-Transportation Safety		5 years subject to review	
-Montreal (Mirabel) Airport		5 years subject to review	
-Regions		5 years subject to review	
-Trade Executive Planning	Committee	5 years subject to review	
-Truck/Bus		5 years subject to review	
-Interdepartmental Committee	on Subsidies-	5 years subject to review	
Trade Remedies			
-Investigation in USA	Airline Industry	5 years subject to review	
(Senate Aviation Sub-Committee			
Hearings			
-Background Papers to	Negotiations on	5 years subject to review	
Free Trade			
-North American Free Trade	Agreement		
-General		5 years subject to review	
-Technical Standards			
-General		5 years subject to review	
-Vehicle Standards		5 years after superseded	subject to review
-Marine		5 years subject to review	
-Administration of	Agreement	5 years subject to review	
-Air		5 years subject to review	
-Services			
-General		5 years subject to review	
-Data/Information		3 years subject to review	
-Executive Briefings		5 years subject to review	
-Consultations			
-Interdepartmental		5 years subject to review	
-Federal/Provincial		5 years subject to review	
-Industrial		5 years subject to review	
-Investment Groups		5 years subject to review	
-Land Transport			
-General		5 years subject to review	

-Trucking/Bus/Rail		5 years subject to review	
-Regulations & Standards	Harmonization	5 years subject to review	
-Expert Sub-Group		5 years subject to review	
-Technical Standards Sub-	Group	5 years subject to review	
-Services Liberalization		5 years subject to review	
-Trade Barriers			
-General		5 years subject to review	
-Mexico		5 years subject to review	
-Canada		5 years subject to review	
-United States		5 years subject to review	
-Goods		5 years subject to review	
-Market Access		5 years subject to review	
 USA & Other International Trade			
-North American Free Trade	Agreement		
(Continuation)			
-Negotiations			
-All Correspondence		5 years subject to review	
-Media		5 years subject to review	
-Communications		5 years subject to review	
-Services Classification	(SIC)	5 years subject to review	
-Intellectual Property		5 years subject to review	
-Financial Services		5 years subject to review	
-Translation Services		5 years subject to review	
-Transport Canada Working	Group	5 years subject to review	
-Anti-Dumping & Subsidies		5 years subject to review	
-Tariffs		5 years subject to review	
-Economics & Trade		5 years subject to review	
-Environment Review		5 years subject to review	
-OTTN Working Group		5 years subject to review	
-Auto Safety & Emission		5 years subject to review	
-Government Procurement		5 years subject to review	
-SAGIT-Transport Services		5 years subject to review	
-Temporary Entry		5 years subject to review	
 Economics Regulatory Reform			
-General		5 years subject to review	
-Air Data Regulation		5 years after superseded	subject to review
-Impact on Safety (Advisory	Committee for	5 years subject to review	
the Evaluation Assessment Study)			
-Consulting Proposals/Projects			
-General		5 years subject to review	
-Individual File		5 years after concluded	subject to review
-Air			
-All Correspondence		5 years subject to review	
-Institutes & Associations			
-Individual File		5 years subject to review	
-Interdepartmental Relations			
-Individual File		3 years after concluded	subject to review
-Consultants (Milligan)		3 years after concluded	subject to review
-Commodity Pipelines		5 years subject to review	
-Northern & Remote Air		5 years subject to review	
-Marine			
-All Correspondence		5 years subject to review	

-Provincial Relations		
-General	5 years subject to review	
-Individual Location File	3 years after concluded	subject to review
Economics Regulatory Reform (Continuation)		
-Surface Policy Program		
-General	5 years subject to review	
-Individual Program File	5 years subject to review	
-Rail-General	5 years subject to review	
-Regional Issues	3 years subject to review	
-Privatization	5 years subject to review	
-Hansard-Bill C18 & C19	5 years subject to review	
-Impact	5 years subject to review	
-Information Collection	5 years subject to review	
-Interswitching	5 years subject to review	
-Labour	5 years subject to review	
-Disabled	5 years subject to review	
-Distribution-Consultant Studies & Bills	5 years subject to review	
-Dispute Resolving Mechanisms	5 years subject to review	
-Drafting Instruction	5 years after superseded	subject to review
-Data Base/Legislative Support	5 years subject to review	
-Study of US Truck Operators in Canada	5 years after completed	subject to review
-United States	5 years subject to review	
-Wabas Mines	5 years subject to review	
-National Safety Code	5 years subject to review	
-Data Collection	5 years subject to review	
-Truck/Bus	5 years subject to review	
-Communication Plans		
-General	5 years subject to review	
-Brochures	5 years subject to review	
-Monitoring Process	5 years subject to review	
-Clause by Clause Analysis	5 years subject to review	
-Minister's Appearance Before Scot	5 years subject to review	
Interdepartmental Relations		
-General	5 years	
-Individual Department File	5 years after concluded	
Canada/USA Agreements	5 years after terminated	subject to review
Transportation Regional Subsidies	5 years subject to review	
Safety		
-General	5 years subject to review	
-Policy Statement		
-General	5 years	
-By Years	5 years	
-Communications Plans	5 years	
-Environics Survey	5 years after completed	
-Canada Safety Council	5 years	
Safety (Continuation)		

-Canadian Transportation (CTRF)	Research Forum	5 years	
-Northwestern University	Paper	5 years	
-Gimli Report		5 years after completed	
-Advertising Campaign (1984)		5 years after concluded	
-Public Perception Working	Group		
-Director General's Committee		5 years	
-Westmount Research	Consultants	5 years	
-Director General's Committee		5 years	
-Resource Allocation		5 years	
-Regulations		5 years after superseded	
-Occupational Safety		5 years	
Cabinet Committee Briefing	Notes	5 years	
International Relations			
-General		5 years	
-Classification Reference	Lists	5 years after replaced	
-USA		5 years	
-Australia		5 years	
-United Kingdom		5 years	
Canada Labour Code-Part IV			
-General		5 years	
-TC Response to Proposals		5 years	
-Air/Marine/Surface		5 years	
-T.B. Submissions		5 years	
-Amendments		5 years after superseded	subject to review
-Canadian Transport Commission		5 years	
Comprehensive Tax Reform		5 years	
Multilateral Trade	Negotiations-GATT		
-All Correspondence		5 years	subject to review
Working Group on Drugs in the Transportation Workplace			
-All Correspondence		5 years	subject to review
Canada's Single-Industry	Communities	5 years	
Transportation Issues			
-General		5 years	
-Individual Region		5 years	
Aviation Industry-General		5 years	
Canadian Trend Report		5 years after concluded	
China Strategy		5 years	
Economic Regional Development		5 years	
Freight & Passenger Forecasts		5 years	

Frontier Petroleum	Preparations	5 years	
Memorandum of Understanding Policy & Authority	Between Coordination & Airports	5 years after concluded	
National Transportation -General -Subsidies Payments	Agency	5 years subject to review 6 fiscal years subject to	review
Nielson Task Force		5 years	
Canadian Sovereignty		5 years	
World Transport Union		5 years	
Regulatory Agenda		5 years	
Individual Province Files -All General Files -All Study Files -All Agreement & Sub-Agreement -All Other Files		5 years 5 years after concluded 5 years after concluded 5 years	
Review of Management Practices & Controls in the Airports	& Controls in Authority Group	5 years	
Aviation Group -Memorandum to Cabinet -Economic Regulation		5 years 5 years after superseded	
Associations & Institutes -All Correspondence		5 years	
Electronic Data Interchange		5 years subject to review	
Transportation Services	Sales Tax	5 years subject to review	
Europe 1992		5 years subject to review	
Cost Recovery		6 fiscal years subject to	review
Procurement		5 years subject to review	
Federal Taxation & -All Correspondence	Transportation	5 years subject to review	
TC Capital Planning -All Correspondence		5 years subject to review	
VIA Rail		5 years subject to review	
Level of Service		5 years subject to review	

Coast Guard Role	5 years subject to review	
Human Resources	5 years subject to review	
Environment		
-All Correspondence	5 years subject to review	
Regional Development	5 years subject to review	
Management Agreements		
-General	5 years subject to review	
-1991/92	5 years after concluded	subject to review
Canadian Centre for Management- CCMD Case Review Group-Case Studies	5 years subject to review	
Liability Insurance	6 years subject to review	
Subsidies		
-General	5 years subject to review	
-Westbound Subsidy Program	5 years after concluded	subject to review
-MFRA/ARFAA Westbound Subsidy	5 years after concluded	subject to review
-AT & EAST Freight Rates	5 years after replaced	subject to review
Nation Transportation Act & Motor Transportation Act		
-Regulations	5 years after superseded	
-Proclamation	5 years subject to review	
Federal/Provincial Programs & Activities		
-All Correspondence	5 years subject to review	
Rail		
-All Correspondence	5 years	
Trucking		
-All Correspondence	5 years	
Transportation of Dangerous Goods	5 years	
Freight Rates		
-General	5 years	
-Rail	5 years after replaced	
Airports Security	5 years subject to review	
The Transportation Industry in Crisis- Rationale	5 years subject to review	
Canadian Annual Procurement Strategy	5 years	

Procurement Policy		5 years after superseded	
Strategic & Policy Issues			
-All Correspondence		5 years	
New Mandate Briefing Package		5 years	
Asia Pacific Initiatives		5 years	
Canadian Pacific Rail		5 years	
National Sales Tax		6 years	
Truck/Rail Movement of	Freight in Canada	5 years subject to review	
Substance Use-Research	Project		
-All General Files		5 years subject to review	
-All Committee, Conference	& Meeting Files	5 years subject to review	
-All Survey Files		5 years after concluded	subject to review
-All Contract Files		5 years after termination	subject to review
-All Project Files		5 years after concluded	subject to review
-All Other Files		5 years subject to review	
NWT Transportation	Infrastructure Study	3 years after concluded	
International Transportation	Policy	5 years after superseded	
Ports		5 years subject to review	
Canada's Prosperity		5 years subject to review	
Standards-General		5 years subject to review	
Multiculturalism		5 years subject to review	
Compliance & Regulatory	Remedies		
Project			
-All Correspondence		5 years after concluded	subject to review
Substance Use-USA			
-All Correspondence		5 years subject to review	
Project Management Initiative		5 years subject to review	
Policy & Coordination Group	Topical Overview	5 years subject to review	
Canadian Transportation Accident Investigation			
Safety Board (CTAISB)			
-All Correspondence		5 years subject to review	
National Transportation Week		5 years after concluded	subject to review
Canadian Secretariat	ICC/BIAC	5 years subject to review	

(International Chamber of Commerce/Business & Industry Advisory Committee)		
Transport Canada's (External Communications) Consultation Mechanisms	5 years subject to review	
Shipbuilding-General	5 years subject to review	
Computer Reservation System	5 years subject to review	
Reinsurance Agreement With Mutual Assessment Association- Marine & Aviation War Risk Act	5 years after terminated	subject to review
ADM Policy & Coordination- General Airline Industry	5 years after superseded 5 years	
Airline Statistics	5 years	
Business Intelligence Program	5 years	
Economic Research Projects	5 years after concluded	
Government/Media Relations	5 years	
Government Policies	5 years after superseded	
Information Resource Management	5 years	
Intermodal Comparison of Cost Recovery Levels	5 years	
Legislation Responsibility Matrix	5 years	
Marine & Surface Forecasting Analysis	5 years	
North Atlantic Air Forecast	5 years	
Policy & Coordination- Information & Technology Systems Plan	5 years	
Research Working Papers	5 years	
Service Industries Studies Program-Progress Report	5 years	
Socio-Economic Research/ Analysis	5 years	
Statistical Highlights	5 years	
Tax Reform-Economic Council	5 years	
Transport Canada-Working Papers	5 years	

Monitoring of Err	5 years
Terms of Reference for Study on Post Deregulation Aviation Data Collection Requirement	5 years
University Research	5 years
Terms of Reference-CITL	5 years
Discussion Papers "Freedom to Move"	5 years
Informetrica	5 years
Exchange of Information with Regions	5 years
ITR/Ad-Hoc Studies/80	5 years after concluded
Maritime Transportation Study	5 years after concluded
Economic Analysis/Publications	5 years
Transportation Groups	
-General	5 years
-Individual File on Council, Association, Institute, etc.	5 YEARS NON ARCHIVAL
Contracts/Consultants	
-General	5 years
-Individual File on Institute, University, etc.	5 YEARS AFTER CONCLUDED NON ARCHIVAL
Joint Transportation Statistics	
-General	5 years
-Background	5 years
-Memorandum of Understanding	5 years after concluded
-Reports	5 YEARS NON ARCHIVAL
-Post Implementation Review	5 YEARS NON ARCHIVAL
-Statistics Canada Activity Cuts	5 YEARS NON ARCHIVAL
-Contract 1988/89	3 YEARS AFTER CONCLUDED NON ARCHIVAL
-Agreement 1986/87	3 YEARS AFTER CONCLUDED NON ARCHIVAL
Projects & Surveys	
-General	5 years
-Highways	
-General	5 years
-Financing	6 fiscal years
-Meetings	5 years
-Reports	5 years

-Marine	5 years after concluded
-Trucking	5 years after concluded
-Bus	5 years after concluded
-Rail	5 years after concluded

Macroeconomics

-Analysis	5 years
-Forecasts	5 years
-Labour	5 years
-Productivity	5 years
-Deficit	6 fiscal years
-Energy	
-Forecasts	5 years
-Efficiency	5 years
-Issues	5 years
-Inflation Factors	5 years
-Tax Policy	5 years after superseded
-Socio-Economic Impact Analysis	5 years
-Sub-Provincial Socio-Economic Forecast	5 years
-Sewage Pollution Regulations	5 years after superseded
-SFV (Small Fishing Vessels) Regulations	5 years after superseded

Freight

-General	5 years
-Database	
-General	5 years
-Background	5 years
-O/D Traffic	5 years
-Private Trucking	5 years
-Performance Indicators	5 years
-Minerals	5 years
-Alumina/Bauxite	5 years
-Fertilizer	5 years
-Coal	5 years
-Grain	5 years

Passenger

-General	5 years
-Rail	
-General	5 years
-Impact of Air Deregulation	5 years
-Montreal/New York TGU	5 years
-Trans Continental Review	5 years
-TGV Forecasting Methods	5 years
-Ottawa/Toronto Rail Survey	5 years after concluded
-Rail Passenger Costs/ Subsidies	6 fiscal years
-Rail Issues	5 years
-Urban Traffic Modelling	5 years

-Bus Project	5 years after concluded
-Bus/Rail Competition	5 years
-Forecasting Updates	
-PERAM Forecasts	5 years
-Socio-Economic Inputs	5 years
-Forecast Comparisons	5 years
-Canada/US Air Fare Comparisons	5 years
Passenger (Continuation)	
-Passenger Economic Regional Analysis Model (PERAM)	
-Value of Time	5 years
-Methodology	5 years
-Data	5 years
-Forecasts	5 years
-Auto O/D Estimation	5 years
-Air Data	5 years
-VIA Rail Strategic Planning Study	5 years after concluded
Electronic Data Processing	
-General	5 years
-Local Area Networks	5 YEARS NON ARCHIVAL
-Hardware	5 YEARS NON ARCHIVAL
-Software	5 YEARS NON ARCHIVAL
-AES Equipment	5 YEARS NON ARCHIVAL
-Needs & Acquisitions	
-General	5 YEARS NON ARCHIVAL
-Invoices	6 FISCAL YEARS NON ARCHIVAL
-Computer Transportation Information System (CTIS)	
-General	5 YEARS NON ARCHIVAL
-Briefing Notes/Presentation	5 YEARS NON ARCHIVAL
-Federal/Provincial Committee	5 YEARS NON ARCHIVAL
-Reports & Articles	5 YEARS NON ARCHIVAL
-Transport Canada Computer Centre	5 YEARS NON ARCHIVAL
Deregulation	
-General	5 years
-US Experience	
-General	5 years
-Air/Rail/Trucking/Marine	5 years
-Impact on Other Modes	5 years
-Canadian	
-General	5 years
-Air/Rail/Trucking/Marine/ Bus/Multimodal	5 years
-Studies of US/Canadian Experience	5 years after concluded
-Briefing Notes	5 years
-Proposed Simulation by TIM	5 years
-Monitoring of NTA	5 years

Regional Analysis	
-Intergovernmental Agreement on Regional Development	5 years after concluded
-Atlantic	
-Individual Location File	5 years
-Nova Scotia Rail Development Study	5 years after concluded
-Atlantic Region Transportation Study	5 years after concluded
-Atlantic Provinces Economic Council (APEC)	5 years
-Quebec-Montreal	5 years
-Ontario	5 years
-West	
-Individual Location File	5 years
-Western Issues	5 years
-Marine Forecasts-Portbof, Vancouver	5 years
-Transportation & Regional Development-Theory	5 years
-Seminars	
-All Files	5 years
Free Trade	
-All File	5 years
Transportation University Program	5 years
Data Statistics	
-All Files	5 years
Administrative Statistical Projects	
-All Files	5 years after concluded
External Forecast	
-All Files	5 years
Regional Contacts	
-All Files	5 years
Air/Marine/Rail/Trucking	
-All Files	5 years
Economic Regulatory Reform	
-All Files	5 years
Legislative/Policy	
-All Files	5 years
Organization for European Co- operation & Development OECD	
-All Files	5 years
Commodity Forecasts	
-All Files	5 years

Price Indices in Transportation	5 years
General Transport Data Requests	5 years
IEA Survey of Canada's Energy	5 years after concluded
Dangerous Goods	5 years
Miscellaneous Requests	5 years
Montreal Area Transport	5 years
Intermodal Transport	5 years
Contracts	
-General	5 years
-All Other Files	5 YEARS AFTER CONCLUDED NON ARCHIVAL
Economic Research-Framework, Work Program, Activities	5 years
University Research	5 years
Bilateral Studies Between Canada & Individual Countries	5 years after concluded
Canada/South America (Part 2) Ocean Shipping Trades	
-All Files	3 years
Consultants/Contracts	
-General	5 years
-Individual Contract	5 YEARS AFTER CONCLUDED NON ARCHIVAL
-Invoices	6 FISCAL YEARS NON ARCHIVAL
Exchange of Information	
-All Files	5 years
Quebec Consultants Trucking Study	5 years after concluded
Alberta Consultants Trucking Study	5 years after concluded
Beneficial Ownership	5 years
Inquiry Under Section 27; Acquisition of Fricker's Truck Service Ltd. by Lynden Transport Inc.	5 years after concluded

Investigation Under Section 27; Acquisition of Delivro (Canada) Inc. by UPS Ltd.	5 years after concluded
Private Trucking	5 years
The Effects of Regulation on the Canadian Trucking Industry: Some Empirical Results	5 years
Cost Structure of the Canadian Trucking Industry	5 years
The Dominance of Large Carriers in the Canadian For-Hire Trucking Industry	5 years
Feasibility Study concerning Intercity Transport of Small Parcels	5 years after concluded
Determining Canadian Companies Owning Merchant Ships	5 years
Competition/Regulation in Marine Transport	5 years
Rate Structure of Canadian For-Hire Trucking- Effects of Economic Regulation	5 years
State-Owned Shipping Companies Operated by Developing Countries	5 years
Trucking Industry in the Atlantic Provinces	5 years
Mackenzie River Study	5 years after concluded
Research Relating to the Shipping Conference Exemption Act	5 years
The Movement of Dangerous Commodities by Water	5 years
Churchill/Keewatin Transport Study Pricing in Liner Shipping Industry	5 years after concluded 5 years
Private Trucking & Government Legislation	5 years
Capacity Analysis of Liner Shipping	5 years
Eastern Canada's Coastal Trade	5 years
Analysis of the Level & Structure of Liner Conference Freight Rates	5 years after concluded
Lake Athabasca Hearing	5 years after concluded
Contestability Theory & the Shipping Industry	5 years

Multimodal Inquiry	5 years
Canadian Seaborne Trade by Flag of Carriage	5 years
Motor Carrier Jurisdiction	5 years
Liner & Intermodal Shipping-5 Research Papers	5 years
Passenger & Luggage	5 years
Marine Insurance	5 years
Unitization	5 years
Unit Values of Commodities in Canadian Trade -All Files	5 years
Maritime Claims	6 fiscal years
International Maritime Statistics	5 years
Value of Liner Cargo	5 years
Examination of Conference Agreement Filed with the Water Transport Committee	5 years
Transport Symposium in Paris	5 years after concluded
Liner Freight Index	5 years
Code of Conduct	5 years
Hazardous Pollution Substances	5 years
ITR/Ad-Hoc Studies	5 years after concluded
Conditions of Trade	5 years
Unit of Account	5 years
International Bulk Carriage	5 years
Various Economic Issues Related to the Draft Convention on International Multimodal Transport	5 years
Limitation of Shipowner's Liability for Passenger & Luggage (Study Revision)	5 years after concluded
Package Values in Canadian Trade	5 years
Impact of the Proposed Convention on International Multimodal Transport	5 years

Study on Passenger Transport Between Montreal & Quebec City		5 years after concluded
International Conventions	Checklist	5 years
International Maritime & Practices	Shipping: Structure	5 years
Use of Multimodal Transport in International Trade	Canadian	5 years
MT Services in Canada		5 years
Origin/Destination of Canadian Commerce & Modes of Transport Used	Maritime	5 years
Canadian International Bulk Arrangements	Shipping	5 years after concluded or cancelled
Conferences on Freight Trends Exports	in Canadian	5 years
Cargo Sharing		5 years
Transport to Canada by Water Analysis	1973/76	5 years after concluded
Data Base-Canadian Seaborne	Shipping	5 years
Advanced Maritime Economics	Seminars	5 years
The Return on Investment in	Liner Shipping	6 fiscal years
Impact on National Merchant Balance of Payments	Marine for the Exploration Stage	5 years
Studies Done for Vice-President General	Research-	5 years
Supply Characteristics of MTO	in Canada	5 years
Canadian Deep Sea Fleet	Employment	5 years
Cargo Diversion		5 years
Research Framework on MT		5 years
North Atlantic Container	Shipping Industry	5 years
Canada & International Maritime Transport		5 years
Economic Impact of the Hamburg Rules		5 years
Container & piggyback Rail	Movement	5 years

North Atlantic Container Shipping Costs	6 fiscal years
Tramp Market Report	5 years
Rates setting in Intermodal Transport	5 years
Service Contract with Sepulveda Whittle	5 years after concluded
Commercial Intermodal Rates setting (P. Church's Contract)	5 years after concluded
Impacts of US Intermodal Development	5 years
Cost Structure of Maritime Transport	5 years
Diversion-Special Project for WTC	5 years after concluded
Economic Analysis of Maritime Transport in Canada	5 years after concluded
Canadian Trade Through USA	5 years
Bulk Shipping (Georges Contract)	5 years after concluded
Impact of Taxation of the Financial Structure of Transportation Sector	5 years
Transportation & Free Trade	5 years
Maritime Transport Monitoring	5 years
Container Ship Operating Costs (North Atlantic Routes)	6 fiscal years
Transportation Cost Recovery	6 fiscal years
Regulation of Liner Conference in Canada	5 years after superseded
Importance of International Traffic by Mode	5 years
Locational Determinence of Inland Load Centres	5 years
ST. Lawrence Seaway Study	5 years after concluded
Shipping Agents in Canada	5 years
Taxation in Transportation	5 years
Second Vessel Registry for Canada	5 years

Transportation Survey of Northern Canada The Role of Alberta Intermodal Services in the Intermodal Chain	5 years after concluded 5 years
Deep-Sea Dry Bulk Shipping Phase 2: Performance of Close Market	5 years
Economic Analysis of Transportation Safety: A Review	5 years after concluded
Road-User Charges-"NIX"	5 years
Review of Capital Cost Allowances	5 years
Passenger Transport Between Toronto & Montreal and Potential for High Speed Rail Service	5 years
The Cruise Industry in Canada	5 years
Canadian Transport Policies, Issues, Challenges & Responses: A History	5 years
Transportation Research Projects & Dissemination: A Canadian Inventory	5 years after concluded
VIA Remote Services	5 years
Impacts of Free Trade	5 years
Privatization Experiences	5 years
Comparison of CN & CP Efficiency & Financial Performance	5 years
High Speed Rail	5 years
Legislation & Regulatory Provisions Against Unfair Pricing in the Transportation Sector	5 years
Liner Shipping Update	5 years
Rationalization in the Supply of Liner Services to Canada	5 years
Impact of Transport Deregulation on Labour	5 years
Canadian Cargo Transhipped Through USA Ports-Trends & Characteristics-1986	5 years
Market Shares by Flag in the USA/Canada	5 years

Transborder Trades

Deep-Sea Traffic Through BC Marine Terminal: Trends & Projects	5 years after concluded
Unsolicited Proposals	5 years
National Transportation Framework	5 years
Preservation of Historic Railway Stations	5 years
Oil & Gas	5 years
Special Employment Initiatives Program	
-General	5 years
-Status Reports	5 years
-Individual Location File	2 YEARS AFTER FINALIZED NON ARCHIVAL
Freight Transportation & Handling-General	5 years
Urban Transportation Research & Development	5 years
Department of Regional Economic Expansion- Special Area Program	
-Individual Location File	5 years
Quebec Transportation Study	5 years after concluded
James Bay Development Project	5 years after concluded
Transport of Coal-General	5 years
Lands & Bridges in the Province of Quebec	5 years
Federal Budget Implications	
-General	5 years
-Economic Development	5 years
-Regional Economic Development	5 years
Technology Policy	
-General	5 years after superseded
-Assessment	5 years
-Biotechnology-An Approach to National Development	5 years
-Task Force on Federal Technology Policy	5 years
-Manufacturing & Productivity Institute	5 years
-Public Awareness Campaign	3 years after concluded
Taxation & Incentives Policy	
-All Files	5 years after superseded
Technology Transfer	
-General	5 years
-Contracting In or Out	5 years

Science & Technology Policies of the Federal Government	
Transportation Safety	5 years
Alternatives to Direct Project Involvement	5 years
Establishment of a Canadian Institute of Marine Technology	5 years after concluded
Science & Technology-General	5 years
Mobile Grain Elevators	5 years
Beyond the Consideration of Research & Development as a Structural Policy	5 years
Sypher Report Towards a Research & Development Policy for Transport Canada	5 years after concluded
Scope & Management of Transportation Research & Development in Transport Canada	5 years
Policy Monitoring System (PMS)	5 years
Telecommunications-Research & Development	5 years
University Liaison Program	5 years
Intermodal Freight	5 years
Productivity in Research & Development	5 years
Ageing & Availability of Scientific Personnel	5 years
Assistance to Business in Canada	6 fiscal years
Industrial Leverage	5 years
Transport Canada Safety Policy	5 years after superseded
Review of Telecommunications Policies	5 years after concluded
Comprehensive Research & Development Plans	5 years
Technology Forecasting	5 years
Tourism	5 years
Transportation of Dangerous Goods	5 years

Transportation of Liquid Natural Gas	5 years
International Transportation Institute	5 years
Requests for Information	
-General	5 years
-All Other Files	2 YEARS NON ARCHIVAL
Exchange of Information Within Policy & Co-ordination	2 YEARS NON ARCHIVAL
Logistics	
-General	5 years
-All Other Files	5 YEARS NON ARCHIVAL
Family Orders & Agreements-Enforcement Assistance	5 YEARS NON ARCHIVAL
Crombie Commission	5 years after concluded
Canada 125	5 years after concluded

REGIONAL FILES

TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"

Policy	5 years after superseded
General	5 years
Pipelines	5 years
Containers	5 years
Transportation Planning Overview for the Province of BC	5 years
Crude Oil & Petroleum Products Transportation	5 years
Grain Transportation	5 years
Regional Input Into Policy	5 years
Associations-Transportation- General	5 years
Labour	5 years
Vancouver Gateway Project	5 years after completed

Coal Transportation	5 years
Policy Development -All Files	5 years
Federal/Provincial Agreements -All Files	5 years after concluded or cancelled
Economic Regional Development Agency (ERDA) -All Files	5 years
Interport Rivalries	5 years
Environment-Transport Related Issues	5 years
Cottagers' Issues	5 years
Churchill Rocket Range	5 years
Yellowhead Highway Improvement Program Transportation Association of Canada	5 years 5 years
International Trade Corridors	5 years
Liaison & Agreement -General -Individual Agreement File	5 years 5 years after concluded
Canadian Wheat Growers Association	5 years
Canada Grains Council	5 years
Pioneer Grain Company	5 years
Agricultural Diversification Alliance	5 years
Cargill Limited	5 years
Weyburn Inland Terminal	5 years
Quebec Regional Economic Development Project -General -Development of the whole of Monteregie -Development Plan for the Est of Quebec -Development Plan for Quebec Metropolitan	 5 years 5 years 5 years 5 years
Privatisation of Crown Corporations -General	 5 years
Public Gallup Poll -General	 5 years

Transportation of Wheat/Grains		
-General		5 years
Uninterrupted Studies		
-General		5 years
Air		
-General		5 years
-Agreement Canada/Quebec- North	Airports in the	5 years after concluded
-Advisory Group for Montreal	Int'l Airport	5 years
-Landing Rights-Mirabel & Surface	Montreal Airports	5 years
-General		5 years
-VIA Rail		5 years
-Canadian National & Pacific		5 years
-Routes Infrastructure		5 years
-Railway Lines Abandonment		5 years after abandoned
-Relocation of Railway	Installations	5 years
-Railway Contracts		6 years after concluded
-Vehicle Suitable for the and/or the Elderly	Handicapped	5 years
-High Speed Trains		5 years
-Agreement Canada/Quebec & 50	Highways 13	5 years after concluded
-Use of Branch-Line/Right of Rail, Innotermodal, Rail BEC...)	Way (M.O.Q.	5 years
-Suburban Trains		5 years
-Agreement Canada/Manitoba on Transportation	Surface	5 years after concluded
-Railway Transportation Study Temiscaminge	in Abitibi-	5 years after concluded
-Regulations/Deregulations		5 years after superseded
-Bridges		
-General		5 years
-Individual Bridge		5 years after completed
-New Railway Carrier		5 years
-Railway Bridge		5 years
Maritime Policy		5 years after superseded
Marine		
-General		5 years
-Old Port of Montreal		5 years
-Old Port of Quebec		5 years
Peace Time Federal Emergency Quebec Region-	Procedures- General	5 years after superseded
Agreements Canada/Quebec on Transportation 1985/90		
-All Files		5 years after concluded
Lucien Picard Report-General		5 years after completed

Surface	5 years
Ferries	5 years
Canada/Nova Scotia/Highway Improvement Agreement	5 years after concluded
Canada/New Brunswick/Highway Improvement Agreement	5 years after concluded
ERDA Management Report	5 years after concluded
Individual Province -All Files	5 years
Subsidies	6 fiscal years
Corporate Directives	5 years after superseded
Air	5 years
Marine	5 years
All Other Regional Files	5 YEARS NON ARCHIVAL
4002 - Handicapped-General	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK NON ARCHIVAL
General	5 years
Funding -General	10 years
Accessibility Standards -All Files	5 years after superseded
Accessible Vehicle Acquisition Program	
-Public Affairs	5 years
-Financial matters	10 years
-Status Reporting	3 YEARS NON ARCHIVAL
-Individual File by Year	
-General Files	5 years
-Recipient Files	3 YEARS NON ARCHIVAL
-Application Files	3 YEARS NON ARCHIVAL
Complaints/Correspondence -General	5 years

-Air/Airports	5 years
-Rail/Passenger	5 years
Consumers	5 years
Human Rights	
-Constitution & Charters	5 years after superseded
-Canadian Human Rights Act	5 years after superseded
-Adaptation Planning	5 years
-Complaints	2 YEARS NON ARCHIVAL
Industry	5 years
Conferences & Committees	
-General	5 years
-Individual Conference & Committee File	5 years then transfer to Historical Archives if the Department is primarily responsible for the organization.
	OR
	2 years if the Department is not primarily responsible for the organization. NON ARCHIVAL
Public Education	
-General	5 years
-Requests for Information/ Publication	2 YEARS NON ARCHIVAL
-Mobility Plus	3 YEARS NON ARCHIVAL
-Regional Workshops	3 YEARS NON ARCHIVAL
-New & Amended Publications	2 YEARS NON ARCHIVAL
Administrative Circulars	2 YEARS NON ARCHIVAL
Research & Development	
-All Files	5 years
Consultants	5 years
Old Handicapped Program	
-General Files	5 years
-Records of Decisions	5 years
-All Other Files	5 YEARS NON ARCHIVAL
Senior Citizens	5 years
Access Awareness Week	5 years after concluded
Institutes & Associations	
-General	5 years

-All Other Files	5 YEARS NON ARCHIVAL
Accessible Taxi	
-General	5 years
-All Other Files	5 YEARS NON ARCHIVAL
Accessibility Aids	5 years
Ferries	5 years
Vehicle Acquisition	5 years
Associations, Councils & Coalitions	5 years
Handicapped-General	5 years
National Transportation Agency	
-General	5 years
-All Other Files	5 YEARS NON ARCHIVAL
Contracts	
-Open-Order	5 years
Purchase Orders for Elderly & Handicapped	5 YEARS NON ARCHIVAL
Wheelchair Materials	5 YEARS NON ARCHIVAL
Accessibility Issues	5 years
Canadian Winter Games	5 years
Accessible Vehicle Manufactures	5 years
Royal Commission/Accessibility	5 years
Memorandums to Cabinet	5 years
Computerized Status Reports	5 years
USA Legislation	5 years after superseded
History & Development of Transportation of Disabled Person's Program	5 years
Office Automation	
-General	5 years
-All Other Files	5 YEARS NON ARCHIVAL
Federal Initiatives-Enhanced Strategy	
-General	5 years
-Federal/Provincial MOU	
-General	5 years
-Files by Province	5 years after concluded
-Modal Training	
-General	5 years

-All Other Files		5 YEARS NON ARCHIVAL
Federal Initiatives-Enhanced Strategy (Continuation)		
-Communications		
-General		5 years
-All Other Files		5 YEARS NON ARCHIVAL
-Program Evaluation		
-General		5 years
-Baseline Study		5 years after concluded
-Mid Term Review (EKOS)		5 years
-Assistance to Bus Operators		
-General		5 years
-Miscellaneous Files		5 years
-Applications		
-General		5 years
-Individual Applicant Files		5 YEARS NON ARCHIVAL
-Ground Transportation to Airport Terminals		
-General		5 years
-Miscellaneous Files		5 years
-Applications		
-General		5 years
-Individual Applicant Files		5 YEARS NON ARCHIVAL
-Airport Rental Cars		
-General		5 years
-Miscellaneous Files		5 years
-Applications		
-General		5 years
-Individual Applicant Files		5 YEARS NON ARCHIVAL
-Technology Transfer		
-General		5 years
-All Other Files		5 YEARS NON ARCHIVAL
-Outreach		5 years
-Boarding Systems-Air		
-General		5 years
-Requests for Information		2 YEARS AFTER ALL ACTION COMPLETED NON ARCHIVAL
-Individual Applicant Files		5 YEARS NON ARCHIVAL
-Type Trials		5 YEARS NON ARCHIVAL
-Boarding Systems-Rail		
-General		5 years
-Requests for Information		2 YEARS AFTER ALL ACTION COMPLETED NON ARCHIVAL
-Individual Applicant Files		5 YEARS NON ARCHIVAL
-Inventory of Training Materials		
-All Files		5 years
-Royal Commission on National Passenger Transportation- Disability		5 years

4006 - Crown Corporations-	General	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF
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THOSE MARK "NON ARCHIVAL"

Policy	5 years after superseded
General	5 years
Administered Prices	5 years after replaced
Joint & Mixed Enterprises- General	5 years
Corporate Plan Guidelines	5 years after superseded
Legislation	5 years after superseded
Procurement	5 years
Employment Equity-General	5 years
Human Resources Planning Conference Contract- Professional Associates in Continuing Education Inc.	2 YEARS AFTER SUPERSEDED OR CANCELLED
Legal Opinions & Progresses	5 years
Finance	6 fiscal years
Financial Guidelines	5 years after superseded
Annual Reports-General	5 years
Role Statements	5 years after superseded
Privatization	5 years
Regulatory Reform	5 years
Compensation for Executive Position	5 years
Official Language Policy	5 years after superseded
Adaptation-General	5 years
Access to Information & Privacy Act	5 years after superseded
Toronto Federal Land Study	5 years after concluded
Appointments-General	5 years
Air Canada	
-Policy	5 years after superseded
-General	5 years
-Auditors	5 years after replaced
-Acquisitions	
-General	5 years
-Individual Acquisition File	5 years after concluded

-Subsidiary Companies-General	5 years
-Capital Requirements-Interest	6 years
-Guinness Peat Aviation Group Ltd.	5 years
-Board of Directors	
-General	5 years
-Appointments	5 years after replaced
-Minutes of Meetings	5 years
-Reports of Chairman	5 years
-Corporate Plans	10 years
-Legislation	
-General	5 years
-By-Laws	5 years after superseded
-Employment Equity	5 years
-Official Languages	5 years
-Finance	
-General	5 years
-Capital Budget	10 years
-Equity & Recapitalization	6 fiscal years
-Dividend Policy	5 years after superseded
-Financing	
-General	6 years
-Danish Data Transport Network	6 fiscal years
-Sterling Bulldog Bond Issue	6 fiscal years
-Annual Reports	10 years
-Role Statements	5 years after superseded
-Privatization	5 years
-Deregulation	5 years
-Ontario Regional Air Services	5 years
-Monthly Financial Statement	2 YEARS NON ARCHIVAL
-Equity Financing	6 years
-Budgets	
-General	6 years
-Five Year Plan	5 years
-Individual Budget by Year	6 fiscal years
-Contingent Liabilities	5 years
-Municipal Grants	6 fiscal years
-Organization	5 years
-Quarterly Financial Reports	2 YEARS NON ARCHIVAL
-Monthly Bank & Cash Balance	2 YEARS NON ARCHIVAL
-Winnipeg Hangar	5 years
-Quebecair-Air Canada	5 years
-Nordair	5 years
-Loans from Government	6 years after repayment
-Air Canada Services Inc.	5 years
-Air Canada Position Paper on Lease Financing	5 years
Air Canada (Continuation)	
-Air Nova	5 years
-Enroute Card	5 years
-Air Ontario	5 years
-Air BC/Air Ontario/Austin Airways	5 years
-100 Million Deutschmarks Bond Issue	10 years
-100 Million Swiss Francs Bond Issue	10 years
-Longterm External Financing	6 years

-US Bank Loan		6 years after repayment
-Euro-Canadian/Euro-US Bond Issue		10 years
-Euro Sterling Bond Issue		10 years
-Japanese Yen Bon Issues 15 Billion		10 years
-Insurance		5 years
-AC/Rail Common Reservation Acquisition	System B-767	5 years after concluded
-Quebecair-Petition to Gin C		5 years after finalized
-Merger Austin Airways/Air Global Travel Comp. Hold	Ontario Purchase	5 years after concluded
-Shares Acquisition Air Nova/	GPA Group	5 years
-Debt Conversion to Equity		6 fiscal years

Canadian National Railway

-Policy		5 years after superseded
-General		5 years
-Auditors		5 years after replaced
-Budgets		
-General		6 years
-Individual Budget File by	Year	6 fiscal years
-Contingent Liabilities		5 years
-Municipal Grants		6 fiscal years
-Legal		5 years
-Organization		5 years
-Board of Directors		
-General		5 years
-Appointments		5 years after replaced
-Minutes of Meetings		5 years
-Corporate Plans		10 years
-Legislation		5 years
-Real Estate		
-General		5 years
-Toronto Railway Lands (Dome Stadium)		5 years
-Official Languages		5 years

Canadian National Railway (Continuation)

-Finance		
-General		5 years
-Budgets		6 fiscal years
-Equity & Recapitalization		6 fiscal years
-Taxation		6 fiscal years
-Securities & Exchange Commission		5 years
Quarterly Reports		
-Annual Reports		10 years
-Privatization		5 years
-Entrusted Properties		5 years
-Employment Equity		5 years
-Pension Plan		5 years
-Divisions		
-General		5 years
-CN Rail		
-General		5 years

-Terra Transport	5 years
-Canada Southern Railway	5 years
-Pathology Holdings Associated Ltd.	5 years
-CN Non Rail-General	5 years
-CN Enterprises	
-Communications	
-General	5 years
-CN/CP Interconnected Agreement	3 years after concluded
-Hotels & Towers	
-General	5 years
-Hotels & Towers	
-Toronto Convention Centre	5 years
-CN Explorations Inc.	5 years
-CN Marine Inc.	5 years
-CNM Inc.	5 years
-Eurocanadian Shipholdings Ltd.	5 years
-Grand Trunk Corporation Milwaukee	5 years
Road	
-Quarterly Financial Reports	2 YEARS NON ARCHIVAL
-Monthly Bank & Cash Statements	2 YEARS NON ARCHIVAL
-Subsidiary Companies-General	5 years
-By-Laws	5 years after superseded
-Acquisition-NAR	5 years after concluded
-Eurocanadian Shipholdings Ltd.	5 years
-Subsidy Payments	6 fiscal years
-Securities Trust	6 fiscal years
-Securities & Exchange Comm.	5 years
-Debt/Equity Conversion	6 fiscal years
-Debenture Financing	6 fiscal years
-CGR Lands & Assets	5 years
-Manchester Liners	5 years
-Newfoundland Rail Payments	6 years after repayment
-Loans from Government	6 years after payment of loan
Canadian National Railway (Continuation)	
-Investment by Government	6 fiscal years
-Overpayment to CN	6 fiscal years
-Milwaukee Road Acquisition	5 years after concluded
-CN/CP Conrail Acquisition	5 years after concluded
-Toronto Dome Stadium	5 years
-100 Million Bond Issue/Swiss Francs	10 years
-200 Million US Debenture Issue	10 years
-CN/CP Partnership	5 years
Telecommunications	
-200 Million US Bond Issue May 1981	10 years
-150 Million US Bond Issue May 1981	10 years
-ICR & PEI Employees Provident Fund-General	6 years
-Crown Corporations Policy Role & Relationship	5 years
-Special Examination-FAA	5 years
-Crown Corporations-Legislation	5 years subject to review
-Crown Corporation Bill	5 years after superseded
-Crow Nest Rate Restructuring	5 years after finalized
-Canartic Shipping Co. Ltd.	5 years
-Crown Corporations Expenditure by Province	6 fiscal years

-Taxation Issues	5 years
-CN Issue 150 Million US/Euro Market	10 years
-CN Debenture issue 200 Million US	10 years
-Newfoundland Railway Service	5 years
-Bell Canada Offer	5 years
-Box Car Acquisition	5 years after concluded
-Subsidiaries-Privatization	5 years
-Dividend Payments	6 fiscal years
-Financial, Viability	6 years
-Investment Tax Credit Transfer	6 fiscal years
-Corporate Plans	
-General	10 years
-By Year	10 years
Northern Transportation Co. Ltd.	
-Policy	5 years after superseded
-General	5 years
-Auditors	5 years after replaced
-Budgets	
-General	6 years
-Individual Budget File by Year	6 fiscal years
Northern Transportation Co. (Continuation)	
-Acquisitions	
-General	5 years
-Individual Acquisition File	5 years after concluded
-Board of Directors	
-General	5 years
-Appointments	5 years after replaced
-Minutes of Meetings	5 years
-Corporate Plans	10 years
-Legislation	5 years
-Operation	
-General	5 years
-Individual Company File	5 years
-Regulations & Licensing	5 years after superseded
-Corporate Matters	5 years subject to review
-Finance	
-General	5 years
-Capital Budgets	6 fiscal years
-Dividend Policy	5 years after superseded
-Audits	7 years after audit
-Financial Structure	5 years
-Loans, Advances & Release of Monies	6 fiscal years
-Financing	6 years
-Role Statements	5 years after superseded
-Privatization	5 years
-Pension Plan	5 years
-Contingent Liabilities	5 years
-Quarterly Reports	5 years
-Municipal Grants	6 fiscal years
-Organization	5 years

-Great Bear Lake		5 years
-Keewatin Re-Supply		5 years
-Dividend Policy		5 years after superseded
-Annual Reports		5 years
-Subsidiary Companies		5 years
-By-Laws		5 years after superseded
-Loans from Government		6 years after payment of loan
-External Borrowing		6 years
-Reports		5 years

Canada Ports Corporation

-Policy		5 years after superseded
-General		5 years
-Auditors		5 years after replaced
-Budgets		
-General		6 years
-Harbour Dues		6 fiscal years
-Five Year Plan		5 years
-Individual Budget File by	Year	6 fiscal years

Canada Ports Corporation (Continuation)

-Finance		
-General		5 years
-Dividend Policy		5 years after superseded
-Board of Directors		
-General		5 years
-Appointments		5 years after replaced
-Minutes		5 years
-Corporate Plans		10 years
-Legislation		5 years subject to review
-Contingent Liabilities		5 years
-Municipal Grants		6 fiscal years
-Annual Reports		5 years
-By-Laws		5 years after superseded
-Quarterly Public Accounts	Reporting	2 YEARS NON ARCHIVAL
-Loans-General		6 years after payment of loan
-Individual Location File		5 years
-Loans From Government		6 years after payment of loan
-Ridley Terminal Inc.		
-General		5 years
-Renegotiation of RTI	Agreement	5 years after finalized
-Loan Guarantees		6 years
-Individual Location File		5 years
-Cash Recovery		6 fiscal years
-Harbours & Public Wharfs		5 years
-Saint John Harbour Bridge	Authority	6 years
Debenture		

Local Port Corporation

-Individual Location File		5 years
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Non Corporate Port

-Individual Location File	5 years
ST. Lawrence Seaway Authority	
-Policy	5 years after superseded
-General	5 years
-Budgets	
-General	6 years
-Individual Budget File by Year	6 fiscal years
-Role Statements	5 years after superseded
-Corporate Plans	10 years
-Toll Policy	5 years after superseded
-Finance	
-General	5 years
-Capital Budget	6 fiscal years
-Annual Reports	10 years
-Thousand Island Bridges	
-General	5 years
-Contingent Liabilities	5 years
ST. Lawrence Seaway Authority (Continuation)	
-Legal	5 years
-Financial Reports	5 years
-Loans Deadlines	5 years
-Loans From Government	6 years after payment of loan
-Jacques Cartier & Champlain Bridges	
-General	5 years
-Corporate Plans	10 years
-Safety Program	5 years
-Finance	6 fiscal years
-Tolls	6 fiscal years
-Divestiture	5 years
-Rehabilitation of the Welland Canal	5 years
-The Seaway International Bridges Inc. Ltd.	5 years
VIA Rail Canada Inc.	
-General	5 years
-Role Statements	5 years after superseded
-Employment Equity	5 years
-Corporate Plans	10 years
-Financial Planning	
-Policy	5 years after superseded
-General	5 years
-Planning Cycle	5 years
-Main Estimates (By Year)	6 fiscal years
-Five Year Plan	5 years
-Income Tax	6 fiscal years
-VIA Reporting	
-Policy	5 years after superseded
-General	5 years
-Annual Reports	5 years
-Quarterly Reports	5 years
-Budgets & Payments	
-General	6 years
-Capital Budget	
-Policy	5 years after superseded

-General		6 years
-Payments		6 fiscal years
-Individual File by Year		6 fiscal years
-Operating Budget		
-Policy		5 years after superseded
-General		6 years
-Payments		6 fiscal years
-Individual File by Year		6 fiscal years
-Subsidiary Service Request		
-Policy		5 years after superseded
-General		6 years
VIA Rail Canada Inc.	-Budgets &	
Payments	(Continuation)	
-Individual Files by Year		6 fiscal years
-Railway Charges to VIA		
-General		6 years
-CN & CP Charges to VIA		6 fiscal years
-CN/CP Anticipated Cost	Statements	6 years
-Specially Founded Projects		
-General		6 years
-Payments		6 fiscal years
-Monthly Financial Statements		2 YEARS NON ARCHIVAL
-Individual File By Year		6 fiscal years
-Labour Assistance		
-Policy		5 years after superseded
-General		6 years
-Payments-CN/CP/VIA		6 fiscal years
-Contribution Audits-	Operating	7 years after audit
-Audits		
-Policy		5 years after superseded
-General		5 years
-Individual Audit File		7 years after audit
-Contracts		
-General		5 years
-Individual Contract or	Agreement File	6 years after concluded
-Contingent Liabilities		5 years
Pilotage Authorities		
-General		5 years
-Individual Authority File		5 years
-Corporate Plans		10 years
Canada Harbour Place Corp.		
-General		5 years
-Budget-General		6 years
-Organization		5 years
-Quarterly Financial Reports		5 years
-Annual Reports		5 years
-Board of Directors-Minutes		5 years
-Legal		5 years

Canadian National (West Indies) Steamships
Ltd.

-General	5 years
-Corporate Plans	10 years
-Annual Reports	5 years
-Budgets	
-General	6 years
-Individual Budget File by Year	6 fiscal years

Canadian National Marine (Marine Atlantic
Inc.)

-General	5 years
-Budgets	
-Individual Budgets File by Year	6 fiscal years
-Legal	5 years
-Monthly Financial Statements	2 YEARS NON ARCHIVAL
-Board of Directors	
-Appointments	5 years after replaced
-Ferry Services	5 years
-Acquisition of CN Shares	10 years
-Gulf Span	5 years
-CN Marine Spin-Off From CN	5 years
-CN Marine-Vessel Acquisition	6 years after finalized

Northern Pipeline Agencies

-General	5 years
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Correspondence with Regional Directors

-Maritime	5 years
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Make or Buy Policy

5 years after superseded

Canartic Shipping Co. Ltd.

5 years

4030 - EMERGENCY PLANNING-
GENERAL

General

5 YEARS NON ARCHIVAL

Special Legislation- Requisitioning
Transportation Resources During Gulf Crisis

5 YEARS NON ARCHIVAL

Government Emergency Book

3 YEARS AFTER REPLACED NON
ARCHIVAL

4034 - NATO-General

General

5 YEARS NON ARCHIVAL

4040 - SECURITY-GENERAL

General	5 YEARS NON ARCHIVAL
Intelligence Reports	3 YEARS NON ARCHIVAL
Wintex-Cimex	5 YEARS NON ARCHIVAL

4100 - RESEARCH & DEVELOPMENT-
MULTIMODAL
TRANSPORTATION-GENERAL

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

H.Q. FILES

Policy		7 years after superseded
General		5 years
Industry		
-General		5 years
International Relations		
-General		5 years
-Canada/US Enhanced Trade		7 years
-European Community		7 years
-Economic Commission for	European	7 years
-Technology Inflow Program		7 years
-Organization for Economic	Cooperation &	
Development		
-General		5 years
-Miscellaneous Documents		5 years
-Reports		5 years
-Environment Committee		5 years
-Road Research		5 years
-Group on Energy & the	Environment	5 years
-Individual Location File		5 years
-International Energy Agency		
-General		5 years
-Survey		5 years after concluded
-Informal Canadian Sub-	Committee on	5 years
Methanol		
Institutes & Associations		
-General		5 years
-Individual Institute or	Association File	5 years
Arctic Marine		
-General		5 years
-Discussion Papers		5 years
-Memo to Cabinet		5 years
Provincial Relations		
-General		5 years

-Individual Province File	5 years	
Interdepartmental Relations		
-General	5 years	
-Federal Policy Initiatives	5 years	
-Individual Department or Agency File	5 years	
Patent Information	5 years	
Traffic Safety		
-General	5 years	
Economic Regional Development Agreements		
-General	7 years	
-Quebec		
-Management Committee Approval Projects	7 years	
-Minutes of Meetings	5 years	
-Status Reports	5 years	
-TC Approval Projects	7 years	
-General Correspondence by Year	5 years	
-Manitoba		
-General	5 years	
-Urban Bus Industrial Development Sub-Committee		
-General	5 years	
-Management Committee	5 years	
-Project Proposals	5 years	
Microelectronics in Transportation	5 years	
Applications of Export Systems to Transportation	5 years	
Ownership of Intellectual Property	5 years	
Transportation Development Centre-General		
-Projects		
-General	5 years	
-Lists	5 years after replaced or	obsolete
-Justification	5 years	
-Completion Memoranda Report	5 years	
-Summaries	5 years	
-Final Reports	5 years	
-Implementation Plan	5 years	
-Operational Plan		
-Individual File by Year	5 years	
-Project Directory	5 years	
-Annual Review	5 years	
Cost Recovery Policy	5 years after superseded	

Annual Regulatory Plan		5 years
Tax Reform		5 years
University-Industry Cooperation		
-General		5 years
-Publications from Universities		5 years
-Transport University Program		5 years
-Centre of Excellence		5 years
-Opportunities Book on D	Transportation R & D	5 years
Economic Research		5 years
Free Trade		5 years
Federal Regulatory Process		5 years
Air Canada Newsletter Ninnescah		5 years
Pearson Fellowships		5 years
Intercity Passenger -General	Transportation	5 years
REGIONAL FILES		TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General		5 years
Royal Commission on Passenger Transportation		5 years after concluded
Transportation Planning & Co- ordination- MOU's		5 years after concluded
International North-South Corridor	Transportation	5 years
Western Coal		5 years
Industry Government Advisory Forum	Transportation	5 years
Grain Transportation		5 years
Western Economic Office	Diversification	5 years
Northern Transportation	Strategy-N.W.T.	5 years
Yukon Infrastructure Study		5 years after concluded

All Other Regional Files	5 YEARS NON ARCHIVAL	
4106 - Plans & Programs-General	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years	
Transport Research & Development Sector Profile	5 years	
Planning Framework	5 years	
Industrial & Innovation Opportunities Study	5 years after concluded	
Procurement (ASAP Related Research & Development)	5 years	
Major Capital Projects	7 years after concluded	
Funding Policy		
-General	5 years after superseded	
-R & D Guidelines	5 years after superseded	
Capital Programs	7 years	
Microwave Landing System	5 years	
Artificial Intelligence-Expert Systems	5 years	
New Frontier Strategy Plan	5 years	
Annual Science & Technology Plan	5 years	
Microelectronics Technology		
-General	5 years	
-Monolithic Microwave Integrated Circuits (MMIC)	5 years	
Technology Innovation/Diffusion		
-General	5 years	
-Laser Technology	5 years	
Technology Forecasting		
-General	5 years	
-Information Technology Systems Plan	5 years	
Urban Transportation	5 years	
Air		

-General	5 years
-Cabinet Submission on the Canadian Airspace System Plan (CASP)	7 years
Highways	7 years
Safety	7 years
AIM's	7 years
Radio Navigation Plan	7 years
Aeronautics	7 years
Rail	
-General	5 years
-Memo's to Cabinet	5 years
-Faisy Report	5 years
-Advance Train Control System	5 years
-Electrification	
-General	5 years
-Synthesis Report & Presentation Package	5 years
-Passenger	5 years
-Freight	5 years
-Safety	5 years
Strategic Planning for Information Technology	5 years
Marine	5 years
LORAN-C (Long Range Area Navigation)	
-General	5 years
-Cost Benefit Analysis	5 years
-Canadian Navigation Radio Plan (CRNP)	5 years
Regulatory Reform/Freedom to Move	5 years
Computerized Information System	5 years
Western Diversification Initiative	5 years
Diffusion Study	5 years after concluded
Study on the Impact of Deregulation in the Transportation Industry	5 years after concluded
Global Positioning System	5 years
Freedom to Innovate/ a Transportation Science & Technology Program	5 years

Research Program Development	
-General	7 years
-Transportation R & D Technical Investigation & Engineering Support	7 years
-Rail/Truck Freight Transportation	7 years
-Impact of Uniform Truck Weight & Dimension Regulations	7 years
-Airports	7 years
Emergency Locator Transmitters	7 years
Information Management	7 years
USA Polar Class Program	7 years
4108 - Energy Programs	TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General	7 years
Fuels-General	7 years
Conservation Program	7 years
New Liquid Fuels Program	7 years
Conventional Energy Resources Program	7 years
Coal Supply Program	7 years
Transportation Development Centre	
-General	5 years
-Expenditure Reports	6 fiscal years
-Projects-General	5 years
-Individual File on Project, Study, Survey, etc.	3 YEARS AFTER CONCLUDED NON ARCHIVAL
Traffic Safety	
-General	5 years
-Expenditure Reports	6 fiscal years
-Projects-General	5 years
-Individual File on Project, Study, Survey, etc.	3 YEARS AFTER CONCLUDED NON ARCHIVAL
Marine Administration	
-General	5 years
-Expenditure Reports	6 fiscal years

-Projects-General		5 years
-Individual File on Project, Study, Survey, etc.		
-With Project Numbers		3 YEARS AFTER CONCLUDED NON ARCHIVAL
-Without Project Numbers		5 years after concluded
Research Program Development		
-General		5 years
-Expenditure Reports		6 fiscal years
-Projects-General		5 years
-Individual File on Project, Study, Survey, etc.		3 YEARS AFTER CONCLUDED NON ARCHIVAL
Surface		
-General		5 years
-Projects-General		5 years
-Individual File on Project, Study, Survey, etc.		3 YEARS AFTER CONCLUDED NON ARCHIVAL
Air		
-General		5 years
-Projects-General		5 years
Energy Research & Development Commitment Certificates		
		2 YEARS AFTER REPLACED OR CANCELLED NON ARCHIVAL
Energy Research & Development Plans & Priorities		
-General		7 years
-Energy Strategy Paper		7 years
-Contingency Planning		7 years
-Individual File on R & D Plans or Priorities		7 years
Commercialization Strategies		
Energy Monitoring Reports		5 years
Renewable Liquid Fuels		
		5 years
Environment Canada- Correspondence		
-General		5 years
-Heavy Duty Engines/Alternative Fuels Testing Facility Upgrading		5 years after concluded
National Research Council		
		5 years
Energy, Mines & Resources		
-General		5 years
-Efficiency & Diversity		5 years
Energy R & D Annual Status Report		
		5 years
Energy R & D Program Contractor's Addresses		
		2 YEARS AFTER REPLACED OR CANCELLED NON ARCHIVAL

4110 - Disabled Programs		TRANSFER ALL FILES TO HISTORICAL ARCHIVES WITH THE EXCEPTION OF THOSE MARK "NON ARCHIVAL"
General		5 years
TDPP Status Report		5 years
Technical Aids-General		5 years
Program Workplan		7 years
Safety Issues		5 years
Commitment Certificates for Elderly	Disabled or	2 YEARS AFTER REPLACED OR CANCELLED NON ARCHIVAL
Transport Canada-General		5 years
Transportation Development -General	Centre	5 years
-Expenditure Reports		6 fiscal years
Airports -General		5 years
-Expenditure Reports		6 fiscal years
Road Safety -General		5 years
Surface Policy & Programs -General		5 years
Coordination -General		5 years
Motor Carriers Policy & Programs -General	Programs	5 years
Industry		5 years
International Relations		5 years
Media		3 YEARS NON ARCHIVAL
Distribution List		2 YEARS AFTER REPLACED OR CANCELLED NON ARCHIVAL
Projects-General		5 years
Handicycle		5 years

Student Projects-General	5 years
Proposed & Future Projects	5 years
Human Factors	5 years
Work Plan	5 years
Driving Simulator	5 years
Transfer Chair	5 years
Pedestrian Crosswalk System	5 years
Kingston Transfer Chair	5 years
Transfer Shell	5 years
Multi-Purpose Vehicles	5 years
Provosl Mirage	5 years
Modular Transfer	5 years
Disabled & Elderly Files	5 years
Evaluation of Wheelchair Loaders	5 years
Individual File on Project, Study, Survey, etc.	5 years after concluded

5150 - AIRPORTS-GENERAL

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

Airports-National

-General	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Individual Airport Location File	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Satellite (Reliever) Airports Policy	5 YEARS AFTER SUPERSEDED NON ARCHIVAL
-Surface Access to Airports	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Security	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Airports Financial Assistance	6 FISCAL YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Airport Crash Fire Rescue Service	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Airport Classification System	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Hours of Work	3 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Airport Capacity Management	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Land Use Policy	5 YEARS AFTER SUPERSEDED NON ARCHIVAL

-Zoning & Off-Site Land Use		5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
International Airports		
-General		5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-Individual Airport Location	File	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
Cost Recovery		6 fiscal years subject to review
Designation of Airports to	International Status	5 years subject to review
Traffic		5 years subject to review
Transportation Tax		6 fiscal years subject to review
In-Transit Facilities		5 years subject to review
Development		5 years subject to review
Sites		5 years subject to review
Joint Air Services Planning & Review	Evaluation	5 years after concluded subject to review
Falta Report		5 years subject to review
TC/Federal Airport Devolution		5 years subject to review
Toronto Terminal 3 Project		5 years after completed

5200 - AIR TRANSPORTATION-
 GENERAL

TRANSFER ALL FILES TO
 ARCHIVES

HISTORICAL

Air Fares & Tariffs

- General
- Frequent Flyer Program
- Joint Fare Policy
- 6% & 5% Administered Prices Program
- Individual File on Fare & Tariff

- 5 years subject to review
- 5 years subject to review
- 5 years after superseded
- 5 years subject to review
- 3 years after replaced or
to review

cancelled subject

Air Services

- General
- Individual Location File
- Specialty Air Services
- Suspensions/Deletions
- Financial Assistance
- Quality of Services & Complaints
- Notification of Discontinued Domestic
Services
- General
- Individual Location
- Study on Air Services in Quebec

- 5 years subject to review
- 5 years subject to review
- 5 years subject to review
- 3 years subject to review
- 6 fiscal years subject to
5 years subject to review
- 5 years
- 5 years after finalized
- 5 years after concluded

review

Transport Policy

- All Files

5 years after superseded

Arctic Air Facilities

- General
- Monitoring of Air Services in Northern &
Remote Areas

- 5 years subject to review
- 5 years subject to review

-Access to & from Isolated Communities	5 years subject to review	
-Transfer of the Arctic B & C Program	5 years after concluded	subject to review
-Sites	5 years subject to review	
Transportation of the Elderly & Handicapped		
-Policy	5 years after superseded	
-General	5 years subject to review	
-Accessibility		
-All Files	5 years subject to review	
-Committees	5 years subject to review	
-International Civil Aviation Organization (ICAO)-General	5 years subject to review	
Canadian Aviation Safety Board		
-General	5 years subject to review	
-Memorandum of Understanding	5 years after replaced or to review	cancelled subject
-Fort Franklin, NWT	5 years subject to review	
CATA Responsibility Matrix	5 years subject to review	
Aviation Industry Information	5 years subject to review	
Press Releases	5 years subject to review	
Canadian Air Navigational System	5 years subject to review	
Air Traffic Operation Corporate Structure	5 years subject to review	
Airports Authority Group (AAG)		
-Memorandum of Agreement	5 years after concluded	subject to review
Radar Modernization Project	5 years after concluded	subject to review
Federal Policy Issues Impacting on the Transport Sector	5 years subject to review	
Linkage Between Traffic Rights & Non-Traffic Issues	5 years subject to review	
Statistics & Forecasts		
-General	5 years	
-Individual File on Statistic or Forecast	5 years	
Aviation Statistics & Forecasts		
-General	5 years	
-Individual File on Statistic or Forecast	5 years	
5210 - Foreign Aviation	TRANSFER ALL FILES TO	HISTORICAL

ARCHIVES

Policy		5 years after superseded	
General		5 years subject to review	
Consultations on Pre-Clearance Facilities		5 years subject to review	
Korean Airline Tragedy		5 years after finalized	subject to review
United Kingdom		5 years subject to review	
International Air Policy Review		5 years after concluded	subject to review
Commonwealth Caribbean Countries			
-General		5 years subject to review	
-Leeward Island Air Transport Services Ltd.		5 years subject to review	
-Development of Airports & Related Facilities		5 years after concluded	subject to review
Air Rights & Air Relations			
-General		5 years subject to review	
-Cabotage		5 years subject to review	
-Change of Gauge		5 years subject to review	
-Authorization Procedures for Canadian Carriers		5 years after superseded	
-Bilateral Air Negotiation Status Report		5 years subject to review	
-Capacity/Frequency		5 years subject to review	
-Detention Costs		6 fiscal years subject to	review
-Federal/Provincial		5 years subject to review	
-Gateways		5 years subject to review	
-IASTA		5 years subject to review	
-Negotiations		3 years after terminated	subject to review
-Security Articles of Bilateral Agreements		5 years subject to review	
-STOP-OVEAS		5 years subject to review	
-Technical Articles of Bilateral Agreements		5 years subject to review	
-Technical Stops		5 years subject to review	
-Transit Rights		5 years subject to review	
-World Market Study		5 years after concluded	subject to review
International Competition Study		5 years after concluded	subject to review
Soviet Block Countries		5 years subject to review	
United States of America		5 years subject to review	
New Zealand Air Policy		5 years after superseded	
Australian Air Policy		5 years after superseded	
5212 - Foreign Aviation-	Agreements	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL

General	5 years subject to review	
Bilateral Air Negotiation Status Report	5 years subject to review	
Notes & Agreements Between Canada & Foreign Countries	5 years after concluded or subject to review	cancelled

5250 - AIR TRAFFIC-OPERATIONS-
GENERAL

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF

THOSE MARK "NON ARCHIVAL"

Policy	5 years after superseded	
Air Carriers-National Services -All Files	5 years subject to review	
Air Carriers-International Services -All Files -Excet Air Canada Annual Reports	5 years subject to review 3 YEARS NON ARCHIVAL	
Transborder Services -General	5 years subject to review	
Aircraft Emissions	5 years subject to review	
Aircraft Operating Cost	6 fiscal years subject to	review
Airline Investment Activity	6 fiscal years subject to	review
Computerization-Air	5 years subject to review	
Co-Operatives Arrangement	5 years after concluded	subject to review
Alliances, Mergers & Acquisitions	5 years after finalized	subject to review
Leasing	10 years subject to review	
Maintenance & Overhaul	5 years subject to review	
Sales	5 years after finalized	subject to review
Scheduling, Ticketing, Etc.	5 years subject to review	
Service on Board	5 years subject to review	
Supersonic	5 years subject to review	
Air Carrier Financial Requirements	6 fiscal years	
Merges & Acquisitions -Canadian -USA & Foreign -Notices of Proposed Acquisitions Pursuant to NTA 1987, Section 252	5 years after finalized 5 years after finalized 5 years subject to review	subject to review subject to review
Arctic Air Facilities Policy	5 years after superseded	
Assessments of United States Deregulation	5 years subject to review	
Economic Regulatory Reform	5 years subject to review	

Subsidies	6 fiscal years subject to	review
Transportation of the Disabled	5 years subject to	review
Smoking in Aircraft	5 years subject to	review
Travel Agents	5 years subject to	review
Cross Border Traffic Diversion	5 years subject to	review
Local Air Transport Development Policy	5 years after superseded	
Aviation Insurance		
-All Files	5 years subject to	review
Cargo Air		
-General	5 years subject to	review
-Studies/Regulations-Canadian	5 years after concluded	subject to review
-United States-Studies	5 years after concluded	subject to review
-Trans Border Trucking of Air Cargo	5 years subject to	review
-Cargo Facilities-Policy	5 years after superseded	
Safety	5 years subject to	review

5300 - ASSOCIATIONS-GENERAL	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General	5 years subject to	review
Individual File on Association, Committee, Conference, etc.	5 years subject to	review
Individual Study File	3 years after concluded	subject to review

6600 - AVIATION-GENERAL

REGIONAL FILES

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

Regional State of the Industry Report/Aviation
Industry Information

5 years

All Other Regional Files

5 YEARS NON ARCHIVAL

6604 - Research and Development

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

Department of Regional Industrial Expansion
Federal Economic Development Co-ordinator

5 years

All Other Regional Files

5 YEARS NON ARCHIVAL

8100 - MARINE-GENERAL

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

Policy

5 years after superseded

General

5 years

Interdepartmental Relations

-Policy

5 years after superseded

-General

5 years

-Individual Department File

-All Files

5 years

Federal/Provincial Relations

-General

5 years

-Individual Province File

5 years

National Sale Tax

-General

5 years

-Application to Ferries

6 fiscal years

Container	
-General	5 years
-Transborder Container Movement	5 years
-Diversion	5 years
-West Coast/East Coast Container Studies	5 years after concluded
-Clause	5 years
-Interdepartmental Committee	5 years
Intermodal	
-General	5 years
-Individual Location File	5 years
St. Lawrence Seaway Authority	
-General	5 years
-Tolls	6 fiscal years
-Rehabilitation Program Welland Canal	5 years
Pilotage	
-Policy	5 years after superseded
-General	5 years
-Individual Pilotage Authority	5 years
-Policy Review	5 years after concluded
Maritime Subsidies	6 fiscal years
Canadian Merchant Marine	5 years
Companies & Industries	
-General	5 years
-Individual Company or Industry File	5 years
Conferences, Committees & Associations	
-General	5 years
-Individual Conference & Committee File	5 years then transfer to Historical Archives if the Department is primarily responsible for the organization.
	OR
	2 years if the Department is not primarily responsible for the organization NON ARCHIVAL.
-Individual Association File	5 years
Great Lakes & St-Lawrence River	
-General	5 years
-Analysis Toll	5 years after concluded
Arctic	
-All Files	5 years

Casualty Investigations- Accident-Enquetes	5 years after concluded
Economic Regulatory Reform	5 years
Cruise Ships	5 years
Freight Rate	5 years after replaced or cancelled
Defensive Legislation	
-General	5 years
-Interdepartmental Working Group	5 years
Federal Archaeological Heritage Protection (FAHP)	5 years
Chartering	
-Withholding Tax	6 fiscal years
-Seminars	3 YEARS NON ARCHIVAL
Coasting Trade	
-General	5 years
-Ownership Requirements	5 years after superseded
-Application for Temporary Entry	5 years
-Interdepartmental Committee on Foreign Vessel Participation	5 years
Marine Insurance	
-All Files	5 years
Commodities	
-Grain	
-General	5 years
-Crisis	5 years
-Western Grain Transportation Act (WGTA)	5 years after superseded
-Grain Transportation Agency (GTA)	5 years
-Coal	5 years
-Aluminium (Alumax)	5 years
-Prairie (Barley) Malt	5 years
National Emergencies Transportation Regulations	5 years after superseded
Maritime Code	5 years after superseded
Shipping Conference Exemption Act (SCEA)	
-General	5 years
-Interdepartmental Committee	5 years
-Correspondence Between the Conferences & Canadian Shippers Council	5 years

Risk Analysis & Contingency Planning	5 years
Regulatory Impact Analysis	
-General	5 years
-Regulatory Agenda	5 years
-Regulatory Reform	5 years
Deep Sea Shipping	
-Policy	5 years after superseded
-General	5 years
-Meetings	5 years
-Comments	5 years
-Training & Development for Commercial Shipping & Marine Management	5 years
Nielsen Task Force Legislative Reform	5 years after concluded
-All Files	5 years
Safety	
-All Files	5 years
Research & Development	
-General	5 years
-Resource Allocation Methodologies	5 years
Canadian National Purchase of CAST	5 years after finalized
Dredging	
-General	5 years
-Individual Location File	5 years after concluded
Cost Recovery	6 fiscal years
Communications & Electronics	5 years
Ship Simulators	5 years
Ocean Management & Law of the Sea	5 years
Shipbuilding	
-All Files	5 years
Land Use Policy	
-All Files	5 years after superseded
Handicapped Programs	5 years
War Risk Insurance	5 years
Canadian Laws Offshore	
-All Files	5 years
Aids & Waterways	

-All Files		5 years
Fleet		
-All Files		5 years
Search & Rescue		
-All Files		5 years
Contracts/Studies/Consultants		
-General		5 years
-Individual File on Contract, Study, etc.		5 years after concluded
Table de Concertation Maritime		
		5 years after superseded
Canada Ports Corporation		
-General		5 years
-Ports Container Competitiveness Committee (Study)		5 years after concluded
-Corporate Plans, Operational Plans Budgets		6 fiscal years
-Notification to Minister on Tariffs		5 years
Non-Corporate Ports		
-General		5 years
-Individual Location File		
-General		5 years
-Individual Study Files		5 years after concluded
-Import & Export Statistics		5 years
-Newspaper Articles, etc.		2 YEARS NON ARCHIVAL
-All Other Files		5 years
Local Port Corporations		
-General		5 years
-Individual Location File		5 years
-Import & Export Statistics		5 years
Harbour Commissions		
-General		5 years
-Individual Location File		
-General		5 years
-Budget/Operational Plan		6 fiscal years
-Import & Export Statistics		5 years
-Annual Meetings		5 years
-All Other Files		5 years
Public Harbours & Ports		
-General		5 years
-Annual Reports/Budget/ Operational Plan		6 fiscal years
-Public harbour Advisory Council		5 years
-Individual Region File		
-General		5 years
-Plans & Projects		3 years after concluded
-Location Files		5 years

Ports General	
-Rail/Ports Interface	5 years after concluded
-Interface of Port System	
-Interport Competition	5 years
-BC Lower Mainland	5 years after concluded
-Studies	
-Individual Study File	5 years after concluded
-International	
-General	5 years
-Implementation	5 years
Provincial/Municipal Ports	
-All Files	5 years
Private Ports	5 years
Foreign Ports	5 years
Freedom to Move	5 years
Hazardous Wastes	5 years
National Passenger Transportation System (Royal Commission)	5 years
Logistics	5 YEARS NON ARCHIVAL
Interdepartmental Advisory Committee on Coasting Trade	5 years

8130 - MARINE-INTERNATIONAL
RELATIONS

TRANSFER ALL FILES TO HISTORICAL
ARCHIVES WITH THE EXCEPTION OF
THOSE MARK "NON ARCHIVAL"

General	5 YEARS NON ARCHIVAL
International Visits	2 YEARS AFTER VISIT NON ARCHIVAL
Cargo Reservation	
-General	5 YEARS SUBJECT TO REVIEW NON ARCHIVAL
-FOC Countries	3 YEARS NON ARCHIVAL
European Conference of Ministers of Transport (ECMT)	5 years
European Economic Community (EEC)	
-General	5 years
-Competition Policy Rules	5 years after superseded
Economic Commission for Europe (ECE)	5 years
Canadian Custom Fees	6 fiscal years
General Agreement of Trade & Tariffs (GATT)	
-General	5 years
-Trade-in Services	5 years
-United Nations Convention Against Illicit Traffic in Narcotic Drugs & Psychotropic Substances	3 years after concluded
European Inland Water Transport	5 years
Dredging	5 years
Organization for Economic Cooperation & Development (OECD)	
-General	5 years
-Committee on Capital Movements & Invisible Transactions	
-All Files	5 years
-Work Program & Budget	6 fiscal years
-Working Party #6 on Shipbuilding	5 years
-Common Shipping Policy	5 years after superseded

Organization for Economic Cooperation & Development (OECD) (Continuation)	
-Maritime Transport Committee	
-General	5 years
-Agenda/Summary Records	3 years
-Directorate for Financial, Fiscal and Enterprise Affairs Documents (DAFFE)	
-General	5 years
-Documents	3 years
-Annual Reports	3 years
-Special Group on International Organization	
-General	5 years
-Agenda/Summary Records	3 years
-Maritime Transport Committee Working Group	
-General	5 years
-Agenda/Summary Records	3 years
-Documents	3 years
United Nations Conferences on Trade & Development (UNCTAD)	
-All Files	5 years
International Ship Registers	5 years
United Nations	
-International Development Strategy	5 years
-Conference on Law of the Sea	5 years
Agreements Between Canada & Other Countries	
-All Files	5 years after concluded
North American Free Trade Agreement (NAFTA)	5 years after concluded
UNIDROIT	
-Convention on International Leasing	5 years after concluded
UNCITRAL	
-Convention on Terminal Operators	
-All Files	5 years
International Relations	
-All Files	5 years
Organizations & Associations	
-All Files	5 years
Foreign Shipping Policy	
-All Files	5 years after superseded
Bilateral Shipping Relations	
-All Files	5 years

South America Study -All Files		5 years after concluded	
Shipping Companies -All Files		5 years	
International Convention, Maritime Law -All Files	Marine Insurance,	5 years	
Freight Forwarding/Transborder -All Files		5 years	
Pacific RIM Study		5 years after concluded	
8141 - United States		TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
United States/Maritime Reform		5 years	
8144 - International Maritime (IMO)	Organization	TRANSFER ALL FILES TO ARCHIVES	HISTORICAL
General		5 years	
Associated Studies Done by Agencies -All Files	Other UN	5 years after concluded	
Secretariat		5 years	
Sub-Committee on Carriage of Goods	Dangerous	5 years	
Programme of Meetings		3 years	
Council Meetings		5 years	
Marine Safety Committee		5 years	
Relations with UN et AL		5 years	
Conventions & Status		5 years after concluded	
Legal Committee Reports to	Council	5 years	
Legal Committee Work Program		5 years	

Assembly Meetings	5 years
Hazardous & Noxious Substances Convention -All Files	5 years after concluded
Salvage Convention -All Files	5 years after concluded
Convention on Civil Liability & International Fund -All Files	5 years after concluded
Limitation of Liability for Maritime Claims -All Files	5 years
Convention on Liability for Carriage of Passengers & Their Luggage by Sea -All Files	5 years after concluded

9000 - SHIPPING-CONTROL OF

TRANSFER ALL FILES TO
ARCHIVES

HISTORICAL

Ports General

5 years

Organization for Economic Cooperation &
Development (OECD)
-Trade-in Services

5 years

Retention periods: SECURITY

RDIMS# 162074

3200 - SURFACE TRANSPORTATION

General	5 years
Anticipated Oral Questions	3 years
Accident/Incident Reports	3 years

3500 - RAILWAY-GENERAL

General	5 years
Railway Regulations	5 years after superseded
Incident Reports	3 years
Security Plans	5 years

4200 - SECURITY OPERATIONS - GENERAL

Policy	5 years after superseded
General	5 years
Committees, Workshops, Working Group, Conferences -All Files	5 years then transfer to Archives if Department primarily responsible for the organization
	OR
	2 years if Department is primarily responsible for the organization.
Delegation of Authority	5 years
Security & Emergency Planning	5 years

Chiefs Working Group

Federal Law Enforcement Under Review	5 years
Litigation	
-General	5 years
-Air India	5 years after concluded
-Contingent Liabilities	5 years
Legal Opinions	
-All Files	5 years
Legislation	
-All Files	5 years
Briefing & Briefing Notes	
-All Files	3 years
Access to Information & Privacy	
-General	5 years
-Access Register	2 years after replaced
-Information Package & ATIP	5 years
-Privacy Requests	2 years after all a concluded
-Memo to Cabinet	5 years
Sea born Report	3 years
TC Annual Report on Civil Aviation Security in 1988 to the Prime Minister	3 years
Media	
-General	5 years
-Analysis Report	3 years
Threat Assessment	
-All Files	5 years
Research & Development	5 years
Roles & Responsibilities	
-General	5 years
-Individual Files	5 years after superseded
Cost Recovery	6 fiscal years
Bilateral Agreements, Conference/Consultations	
-General	5 years
-Individual Files	3 years after conclude cancelled

Conferences/Consultations	5 years
Memo of Understanding/ Agreements	
-General	5 years
-Individual Files	3 years after concluded cancelled
Dangerous Goods	5 years
Audits	
-General	5 years
-Individual Files	7 years
Statistics	3 years
Air Navigation Systems (ANS)	5 years
Regulations	
-General	5 years
-Individual Files	5 years after superseded cancelled
Counter-Terrorism	5 years
Disclosure of Threat Information	5 years
Omnibus Submission Distribution List	5 years 2 years after replaced
TC Annual Report-DGSEP Group	3 years
United Nations	5 years
Security Manual	2 years after replaced
Intelligence-General	
-Reports & Bulletins	
-All Files	3 years
-Countries Presenting Special Security Concerns	
-Policy	5 years after superseded
-General	5 years
-Exchange Visits & Contacts	3 years
-Request for Materials from Scheduled Countries	3 years
Intelligence-Committees	SEE FIRST PAGE "COMMITTEE"
Intelligence-Liaison	
-All Files	5 years

Canadian Coast Guard Enhanced Role	5 years
Government Security Policy Forms	3 years
Monitoring & Compliance -General	5 years
Electronic Security & Intelligence Network (ESIN)	5 years
TC/DND Communications Security Establishment	10 years
Clearances-Non TC Personnel	
-General	5 years
-Visits/Requests	2 years
-Appointments by Orders in Council	2 years after no 1 active
-All Other Files	3 years
Training-General	
-Policy	5 years after superseded
-General	5 years
-Individual Files	3 years
Training-Other than TC Employees	
-Policy Files	5 years after superseded
-General Files	5 years
-All Other Files	3 years
Training Security Co-Ordinators	
-General	5 years
-Course or Seminar	3 years
Security Information Bulletins	2 years
Security Clearances/Reliability	
-Checks Control System	5 years
Privy Council Office-Memoranda/ Directives	5 years after superseded cancelled
Contingency Planning	
-All Files	5 years
List & Amendments of Dept's/ Agency Security Officers	2 years after replaced

Incidents	
-General	5 years
-Statistics	3 years
-Individual Incident File	3 years after all action concluded
Royal Commission on Security	5 years after concluded
Bomb Threats	
-General	5 years
-Response Studies	3 years after concluded
Protective Security NCR	
-All Files	5 years
Buildings	
-All Files	5 years
Access Control	
-Policy	5 years after superseded
-General	5 years
-Identification Cards	3 years after expired
-Building Passes	3 years after expired
Equipment (All Types Ex. X-Ray Machine, Baggage Lockers, Metal Detector, etc.)	
-All Files	5 years
Information Security	
-All Files	5 years
Guards Services	
-General	5 years
-Contracts	3 years after conclude cancelled
-Canadian Corps of Commissionaires	
-General	5 years
-Post Orders	5 years after superseded
-Promotions & Discipline	5 years
-Training	3 years
-Contract	3 years after conclude cancelled
-Budget	6 fiscal years
-Contract Call-Ups	3 years
Investigations	
-Policy	5 years after superseded
-General	5 years
-Complaints	2 years
-All other Files	5 years
Unlawful & Illegal Acts/	

Criminal Acts/Reporting of -All Files	3 years
Security Survey Manual/Guide	2 years after replaced
Security Awareness Program	5 years
Olympics Files	3 years after concluded
Daily Occurrence Reports -All Files	3 years
Vital Points -All Files	5 years
Situation Centre Operations (OPS Manual)	2 years after replaced
Terrorism/Experts	5 years
Unscheduled Landings (Sensitive Flights)	5 years
Physical Security	5 years
Security of Mail in Air Transportation	5 years
Duty Officer Roster	3 years
Request for Equipment	3 years
Designated Security Officer	2 years after replaced
Automated Access Control Systems	5 years
Pass Control Operations Airports	5 years
Computer Pattern Recognition Project	3 years after concluded
ION Mobility Spectrometry (IMS) R & D Project	3 years after concluded
Security Barriers/Fencing	5 years
Acoustic Detection Concepts	5 years
COMSEC-General	
-General	5 years
-Committees	SEE FIRST PAGE "COMMITTEE"
-Enhanced Security	
-All Files	5 years

-Encryption	5 years
-Technical	
-All Files	5 years
Telecommunications-General	
-All Files	5 years
Explosives Bomb Data	5 years
Surveys/Inspections/Review of Sites (Non-Airports)	3 years after concluded
Drug Interdiction Program	
-General	5 years
Prosecutions	5 years
R & D Contracts	
-General Files	5 years
-Individual Contract File	3 years after conclude cancelled
Security & Enforcement Management Information System (SEMIS)	5 years
Alert Conditions	5 years
EDP-General	
-Policy	5 years
-General	5 years
-Committees	SEE FIRST PAGE "COMMITTEE"
-Bulletins	2 years
-Facilities-Private Sector	5 years
-Projects	
-All Files	3 years after concluded
-Microcomputers	
-Policy	5 years after superseded
-General	5 years
-Site Visits	
-All Files	2 years
-Cargo Security Course	2 years
-Security Incident	
-General	5 years
-Flight Data Modernization Program	5 years
-Network Access Facility	
-Policy	5 years after superseded
-General	5 years
EDP-RCMP Evaluations & Inspections	

-All Files	5 years
<u>4201 - AERODROMES (Security Operations)</u>	
Policy	5 years after superseded
General	5 years
Restricted Area Passes	3 years after expired
Airport Restricted Area Access Clearance Program	
-General	5 years
-Executive Correspondence	5 years
-Legal Cases	3 years after concluded
-Access Clearance Reduction Project	3 years after concluded
Security Controls for Parcel/Baggage Storage Facilities	5 years
Access Control Systems	5 years
-Jetaway Doors	5 years
Airport Security Services Bulletins	2 years
Aerodromes Security Measures	
-General	5 years
-Waivers	5 years
ARAACP-Search of Persons & Vehicles Entering Restricted Areas	5 years
Enforcement	5 years
Civil Aviation Security Alert Condition & Response System	5 years
Airport Transfer/Devolution	5 years after concluded
Canadian Airports Council	5 years
Aerodrome Security-Airport Classification Review	5 years
-Minutes	3 years
Site Security Clearance	5 years
Programs & Regulations/Plans	5 years

Aerodrome Security Regulations	5 years after superseded or cancelled
-Waivers	5 years
Individual Location Files	
-General	5 years
-Security Program	5 years
-Incidents	3 years after all a concluded
-Inspections	3 years after concluded
-Passenger Screening	3 years
-Exercises	3 years after concluded
-Devolution of	3 years after concluded
Airport Security Plans & Programs	5 years
Airport Security & Policing Inspections	
-General	5 years
-Equipment at Screening Points (Missing)	5 years
-Weapon Tests	3 years
Airport Authority Group-Establishment	5 years
Passenger Screening	
-All Files	5 years
Exercises-General	5 years
Audits & Review	7 years
Surveys (Airports)	3 years after concluded
Contingency Plans	5 years
Passenger in Transit Service	5 years
Illegal & Undesirable	5 years
Restricted Area Pass System	5 years
Aerodrome Operator & Tenant (Civil Aviation) Security Alert Condition Response System	5 years
Canadian Aviation Safety Board (CASB) Communiqués, etc.	3 years
Aerodrome Security Plans	
-General	5 years

Intrusion & Metal Detectors	5 years
Strikes	3 years after concluded
Complaints & Enquiries	2 years
Rationalization-On-site Police	5 years
Inspections at Canadian Airports	5 years
British Security Inspections at Canadian Airports	5 years
Lockers	5 years
RCMP (Airport Security & Policing)	
-Policy	5 years after superseded
-General	5 years
-Memo of Understanding	3 years after superseded cancelled
-Monthly & Annual Reports	3 years
-Briefing Notes, Inquiries, Complaints	3 years
-Treasury Board Submissions & Memoranda to Cabinet	5 years
-Security Alert Condition & Responses System	5 years
-Meetings Between RCMP/TC	3 years
-Random Searches	5 years
-Plan of Operations Major Domestic	5 years
-Plan of Operations/International	5 years
-Pre-Board Screening Monitoring/Two Minutes Response	5 years
-Lost & Found	3 years
-Handling of Incidents (Bomb Threats, Hijacking, etc.)	5 years
-Training	3 years
-Accommodation	3 years
-Enforcement of Regulations	5 years
Airport Signage	5 years
Devolution (Transfer) of Airports	3 years after concluded
Foreign Airports	
-General	5 years

Incidents	3 years after concluded
Passenger Screening	5 years
Foreign Airports Inspections -All Files	5 years

4202 - AVIATION (INCLUDING AIR CARRIERS)

Security Policy	5 years after superseded
General	5 years
Procedures & Guidelines	5 years after superseded cancelled
Enhancement (Civil Aviation Security) Program	5 years after concluded
Deregulation	5 years
Clearances	5 years
Baggage & Cargo Screening	5 years
Boarding Passes	5 years
Statistics	3 years
Threat Assessment	5 years
Notice of Approved Security Measures	3 years
Air Carrier Security Regulations	
-General	5 years
-Waivers	5 years
Inspections/Monitoring-Concept Paper	5 years
Air Carrier Security Measures	
-General	5 years
-Waivers	5 years
Security Measures	
-Foreign Air Carriers	
-Individual Airline Carriers (Alpha Split)	5 years

Response Procedures	5 years after superseded cancelled
Escorting Prisoners & Carriage of Firearms	5 years
Civil Aviation Security Alert Condition & Response System	5 years
Positive Aviation Security	5 years
Hijacking Procedures	5 years after superseded cancelled
Civil Aviation Security Measures/Regulations	5 years after superseded cancelled
Domestic Air Carriers-General	
-General	5 years
-Individual Airline File	5 years
Domestic Air Carriers-	
Passenger Screening	
-General	5 years
-Individual Airline File	5 years
Domestic Air Carriers-Audits	
-General	5 years
-Individual Airline File	7 years
Domestic Air Carriers-	
Incidents	
-General	5 years
-Terrorists Acts International	5 years
-Individual Incident File	3 years after all a concluded
Domestic Air Carriers-Licence & Applications	
-Alpha Split	3 years after expired
Domestic Air Carriers Security Programs	
-All Files	5 years
Domestic Air Carriers-	
Enforcement	
-All Files	5 years
Domestic Air Carriers-	
Inspections/Assessments	
-General	5 years
-Individual Airline File	3 years after concluded

Foreign Air Carriers	
-General	5 years
-Individual Airline File	5 years
Foreign Air Carriers-Passenger Screening	
-Individual Airline File	5 years
Threat to Aircraft (All Occurrences) Air Canada	5 years
Foreign Air Carriers-Incidents	
-General	5 years
-Individual Incident File	3 years after all a concluded
Foreign Air Carriers-Licence & Applications	
-Alpha Split	3 years after expired
Foreign Air Carriers Security Programs	
-All Files	5 years
Foreign Air Carriers- Enforcement	
-All Files	5 years
Foreign Air Carriers- Inspections	
-General	5 years
-Individual Airline File	3 years after concluded
Air Carrier Security Measures & Regulations	5 years after supersede cancelled
Aerodrome Security Measures & Regulations	5 years after supersede cancelled
Civil Aviation Security Enhancement	
-All Files	5 years after concluded
Positive Target Identification	5 years
Pre-Boarding Screening	
-All Files	5 years
Cargo Screening	5 years
Customs Pre-Clearance	5 years

Checked Baggage Security	
-General	5 years
-Screening	5 years
Air Carrier Security Measures	5 years after superseded
Catering	5 years

4210 - SECURITY REGULATORY
AFFAIRS - GENERAL

General	5 years
Monitoring	5 years
Contracts	3 years after conclude cancelled
SPIN Notices	2 years
Committees	
-General	5 years
-Individual File	5 years
Security Manual TP 789	
-Individual Chapter	5 years after superseded
-Amendments/Revisions	3 years after superseded
-Bulletins	2 years
-Distribution Lists	2 years after replaced
Security Forms	3 years
Crown Corporations & Agencies	5 years

4215 - CATSA ACT REVIEW
SECRETARIAT

All files	5 years subject to review and then transfer to Library and Archives Canada
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4230 - EMERGENCY PREPAREDNESS

Policy	5 years after superseded
General	5 years
Memorandum to Cabinet	5 years
Canadian Institute for Strategic Studies	5 years
Canada/United States	
-General	5 years
-Federal Emergency Management Agency (FEMA)	5 years
-US/Canada Consultative Group	5 years
-TC/DOT Emergency Planning Committee for Civil Transportation	5 years
-Permanent Joint Board of Defence (PJBD)	5 years
-Civil Emergency Preparedness Exercise Working Group	5 years
-TC/DOT Emergency Planning & Training Conference	3 years
Conferences & Committees	
-All General Files	5 years
-Individual Conference or Committee file	5 years then transfe Archives if Departme primarily respon for the organizatio
	OR
	2 years if the Departme not responsible for organization.
Counter Terrorism	
-General	5 years
-Hostage Taking	5 years
-TC Air (Threat Categories) & Alert Conditions for Terrorist Activity	5 years
Federal Policy Issues	5 years
Communications	
-All Files	5 years
Continuity of Government	
-All Files	5 years
Departmental Plans	
-All Files	5 years

DND Plans	
-All Files	5 years
Joint Emergency Planning Program	5 years
Emergency Planning Resources	
-All Files	5 years
Emergency Planning Orders	
-General	5 years
-Individual Order File	5 years after superseded cancelled
Emergency Preparedness Legislation	
-General	5 years
-Regulations & Orders	5 years after superseded cancelled
-Emergency Powers Legislation	5 years after superseded
Federal Nuclear Emergency Response Plan	5 years
Nuclear Winter Study	3 years after concluded
Memo of Understanding	3 years after conclude cancelled
Government Emergency Book	
-General	5 years
-Measures	5 years
-Alert Systems	5 years
Line Load Control	5 years
National Emergency Agencies	
-All Files	5 years
Public Protection	
-General	5 years
Vital Points Program	
-All Files	5 years
National Exercises	
-General	5 years
-Individual Exercise File	3 years after concluded
National Shelter Plan	5 years
Emergency Contact List	2 years after replaced
Emergency Planning Canada	

Bulletins, Documents, Circulars, etc.	
-General	5 years
-Weekly Information Summary	2 years
-Documents Identification List	2 years after replaced
-Nominated Officials & Emergency Call List	2 years after replaced
Emergency Planning Exercises	
-General	5 years
-TC Exercises Program Report	3 years
Emergency Training Exercises	
-General	5 years
-Individual Exercise	3 years after concluded
Transport Canada Centre Crisis TCCC Policy	5 years after superseded
General	5 years
Emergency Response Capabilities	
-General	5 years
-Standard Operating Procedures	3 years after superseded cancelled
Progress Reports	3 years
Wire Services	2 years
Information Handling System	
-General	5 years
-Videodiscs	3 years
Security	5 years
Information Flow-TC Accident/ Incident Report	3 years
Canadian Forces Warning & Reporting System Operating Instructions	5 years after superseded cancelled
Crisis	
-General	5 years
-Native Interruptions	2 years
-Persian Gulf	
-All Files	2 years
-Truckers	2 years

4231 - NATO

General	5 years
List of Personnel Authorized to Handle NATO Documents	2 years after replaced
Cosmic Indoctrination List	2 years after replaced
Long Term Defence Program (LTDP)	5 years
NATO Defence Expenditures	6 fiscal years
Civil Emergency Planning Questionnaire	3 years
Senior Civil Emergency Planning Committee-General -All Files	5 years
Senior Civil Emergency Planning Committee-Sub-Committee -All Files	3 years
Senior Civil Emergency Planning Committee-NATO Civil Wartime Agencies -All Files	5 years
Planning Board for European Inland Surface Transportation	5 years
Exercises General	3 years
3 Years Exercise Cycle	3 years
Individual Exercise File	3 years after concluded

4290-Office of Reconsideration

General inquiries from public	2 years after the last administrative action destroyed
Application of passengers who have been denied boarding an aircraft	5 years then transfer to LAC

**4291 - Marine Transportation
 Security Clearance**

General inquiries from public	2 years after the last administrative action destroyed	last then
Application of passengers who have been denied boarding an aircraft	5 years then transfer to LAC	

**4292 - Passenger Protection
 Program**

General inquiries from public	2 years after the last administrative action destroyed	last then
Application of passengers who have been denied boarding an aircraft	5 years then transfer to LAC	

5001 INTERNATIONAL AVIATION

Foreign aviation Policy	5 years after superseded	
General	5 years	
Notice of Proposed Rule-making	3 years	
Regulations	5 years after superseded	
Bonn Declaration	5 years	
Foreign Governments	5 years	
Anti-Terrorist Program	5 years	
FAA Security Bulletins	3 years	
FAA Reports to Congress	3 years	
Foreign Aviation	5 years	
Federal Aviation Administration	5 years	
Foreign Aviation Agreements	5 years	
General		
Individual Agreement File	3 years after conclude cancelled	

Canada/US Security Procedures 5 years after superseded
cancelled

5004 ORGANIZATIONS &
ASSOCIATIONS

Icao General	5 years
Assembly	5 years
ICAO-Assembly -SCIA (Steering Committee)	3 years
Council	5 years
Air Navigation Commission	5 years
Incorporating Security in Aircraft Design (ISAD)	5 years
Aviation Security Panel	5 years
Unlawful Interference Committee	3 years
Individual Convention File	3 years after concluded
Facilitation	5 years
International Air Law Activities	5 years
Transportation of Dangerous Goods	5 years
ICAO Security Manual Document	5 years
Reports of Unlawful Acts & Committee on Unlawful Interference	3 years
Visits by ICAO Representatives/ Fellowship Program Seminars	3 years
Seminars	3 years
Committees/Conventions/	3 years

Planning Committee (SCEPC)-All
 Files

Rapid Reinforcement

-General 5 years

-Executive Working Group 5 years

Civil Emergency Planning 6 years after completed
 Questionnaire

NATO Communications & 5 years
 Automated Data Processing

NATO Civil Wartime Agencies 5 years
 (NCWA)

United Nations Inland 3 years
 Transport Committee

**3250 - ROAD & MOTOR VEHICLE
TRAFFIC SAFETY**

General 5 years *

Public Information-Daytime 3 years
 Running Lights

Objectives, Goals & Programs- 5 years *
 All Files

Correspondence with 3 years *
 University, Institutes &
 Established Schools

Correspondence with Public-All 3 years *
 Files

Correspondence with 3 years *
 Associations, Companies &
 Corporations-All Files

Correspondence with Provincial 3 years *
 Governments & Agencies

Trip Reports 3 years *

Safety Campaigns 3 years *

Films 2 years *

Model Years Problems 5 years *

Correspondence with Federal 3 years *

Governments & Agencies-All
Files

Correspondence Re: Insurance	3 years *
Road Safety Public Hearing	5 years after concluded
Quarterly Reports of Activities Traffic Safety-All Files	3 years *
TC Road Safety Unit DCIEM-All Files	5 years *
Correspondence Re: Mopeds (Except Public Complaints)	3 years *
Transportation Safety	5 years
ASFAB-Annual Report-By Year	3 years
Economic Research Program	5 years
Correspondence Re: Innovations	3 years
North American Free Trade Agreement (NAFTA)-All Files	5 years
Mandatory Seat Belt Litigation	5 years
Monthly Reports -ASFAAA/By Year	3 years
Corporate Sponsorship of Road Safety Public Education Promotion Material	3 years
Media	3 years
Programs General	5 years *
Federal Programs	
-General	5 years *
-Individual Campaign File	2 years after concluded *
-Individual Program File	3 years after completed *
-Individual File on Training, Seminar & Film	2 years *
Provincial Documentation-All Files	5 years *
Foreign Countries Documentation-All Files	3 years

3261 - MAJOR PROJECTS

General	5 years *
Individual File on Project, Study, Survey, etc.	
-All General Files	5 years *
-Proposed	3 years after refusal *
-Approved	5 years after concluded
Countermeasures Development	5 years *
General	
ASFB Information Management Plan	5 years
Consulting Services	3 years after terminated
Equipment for Research	5 years
Programs-General	5 years *
Computer Equipment	5 years

3262 PROGRAMS

Environmental General	5 years *
Individual Program File	5 years after concluded
Human Aspects General	5 years *
Individual Program File	5 years after concluded
Vehicle aspects General	5 years *
Individual Program File	5 years after concluded

3280 - MOTOR VEHICLES

INVESTIGATIONS

General	10 years *
Legal Correspondence	10 years *
Manufacturers-All Files	5 years
Vehicle Fires	10 years
Accidents General	5 years *
Coroners Reports	3 years
Crash Investigation Techniques	5 years *
Accident Indices-Damage & Injuries	
-General	5 years *
-Seat Belt Injuries	5 years *
Reports	
-General	5 years *
-Individual Report File	3 years *
Accident Investigation Teams- Organization-Operation & Training	5 years
Contracts	
-General (Policy & Guidance)	5 years after superseded
-Individual Contract File	6 years after terminated cancelled
Enquiries for Accident Data	2 years
Trucks	5 years *
Level two Accident, Light Trucks	5 years +
Child Restraint Systems	5 years +
Gaseous Fuelled Vehicles	5 years +
Components & Classifications of Seat Belt	5 years +
Advanced Engineering & Special Projects	
-General	5 years +
-Individual Project File	5 years after concluded

Defects Major Investigations	5 years +
General	
Vehicle Defect Analysis Support-A.S.E	
-General	10 years
-Defect Investigation Procedures	5 years after superseded cancelled
Vehicle Steering Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Service Braking Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Parking Brake Systems	5 years
Vehicle Suspension Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Fuel Supply Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Motor Vehicle Engines	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Power Trains	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Body Structures	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Electrical Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Visual Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Lighting & Communication System	
-General	5 years
Vehicle Interior Systems	

-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Heaters, Air Conditioners & Ventilation Systems	
-General	5 years
-Individual Investigation File	10 years after concluded
Vehicle Accessories	
-General	5 years
-Individual Investigation File	10 years after concluded
Contract-Defect Investigations	
-General	5 years
-Individual Contract File	6 years after terminate cancelled
Aftermarket Component Problems	
-General	5 years
-Individual Investigation File	10 years after concluded
Engineering Service Contracts	
-General	5 years
-Individual Contract File	6 years after terminate cancelled
Vehicle & Component Test Programs	
-General	5 years
-Individual Test Program File	10 years
Defect Investigation Submission to and Participation in Road Safety Regulations Steering	
-General	5 years
Legal Correspondence-Non Investigation	10 years
A.P.A. Correspondence	5 years
Provincial Associations	5 years
Motor Vehicle Extended Warranty or Special Manufacturers Programs	5 years after concluded
Defect Investigation Access to Information	5 years
Vehicle VIN Information	5 years

Vehicle Test Equipment	Information		10 years
Ministerial Correspondence	Defect Related-No Log Number		5 years
NHTSA (Monitoring)	Investigations		
-General			5 years
-Court Decision			5 years after finalized

3284 - COMPLAINTS

General			5 years
Motor Vehicles			
-Buses			5 years
-Trucks			5 years
-Motorcycles			5 years
-Snowmobiles			5 years
-Multi-Purpose Vehicle	Passenger		5 years
-Passenger Cars			
-General			5 years
-Firenza			5 years
-Automobile Association	Protection		5 years
-Enquiries GM "X" Wheel Lock-Up	Body Rear		3 years
-Alpha Split			5 years
-Trailers			5 years
-Motor Homes			5 years
-Mopeds			5 years
Tires			
-General			5 years
-Individual Company File			5 years
Fuel Economy			
-General			5 years
-Reports			3 years
Individual Complaint	File		15 years after finalized :
Alpha-Numeric			

3285 - RECALL CAMPAIGNS

Policy & Procedures			5 years after superseded cancelled *
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General	5 years *
Representations on Defect Notifications	5 years +
Chrysler-General	5 years +
Defective Tires-General	5 years +
European-General	5 years +
Ford-General	5 years +
General Motor-General	5 years +
Japanese-General	5 years +
Motorcycles & Minibikes- General	5 years +
North American Manufacture- General	5 years +
Snowmobiles-General	5 years +
American Motor of Canada- General	5 years +
Bus, Trucks & Trailers-General	5 years +
Reports/Monthly & Quarterly (Including Division Influenced Recalls-Service & Special Campaigns)	5 years
Tires Manufacturer Recall Procedures	5 years after superseded cancelled
Request for Information on Recall Campaigns	2 years
Recall Audits	
-General	5 years
-Individual Audit File	7 years after concluded
Recall of the Month	5 years
Korea-General	5 years +
Foreign Countries-All Files	5 years +
Child Car Seats-Non-Safety	5 years +

Public Restraints	Notices-Child	3 years
Individual File	Recall Campaign	15 years after all a completed

**3300 - ORGANIZATIONS &
ASSOCIATIONS-
CANADIAN**

General		5 years *
The Infant & Toddler Safety Association		5 years
Canadian Safety Council (CSC)		
-General		5 years *
-Proposals		5 years *
-National Police Award for Traffic Safety		3 years
Canadian Automobile Association of Canada		
-General		5 years *
-Provincial & Local Clubs		
-General		5 years *
-School Safety Patrol		5 years
-Child Restraint Network		
-General		5 years +
-Press Releases		3 years
Traffic Injury-Research Foundation of Canada		5 years *
Trauma Association of Canada		5 years
Canadian Trucking Association		
-General		5 years +
-Canadian Trucking Research Institute		5 years
Canadian Urban Transit Association		5 years
Standard Council of Canada		
-General		5 years
-GATT Notifications		3 years
Canadian General Standard Board		

-General	5 years
-Sub-Committee on Gasoline & Alternative Fuels	3 years
Institute of Transportation Engineers	5 years
Provincial & Municipal Safety Organizations	5 years
Consumers Association of Canada	5 years *
Rubber Association of Canada	5 years +
Canadian Truck Body & Equipment Association	
-General	5 years
-Excise Tax Matters	5 years
Automotive Industries Association of Canada	5 years
Association of International Automobile Manufacturers of Canada & America	5 years
Canadian Acoustical Association	5 years
Canadian Motor Coach Association	5 years
Motorcycle & Moped Industries Council	
-General	5 years +
-TC/MMIC-CATV Legislative Committee	3 years
Canadian Council of Snowmobile Organizations	5 years
Canadian Association of Chiefs of Police	5 years
Canadian School Trustees Association	5 years
Canadian Gas Association	
-General	5 years *
-Individual Committee File	3 years *
Canadian Tire Dealers & Retreaders Association	5 years +

Electric Vehicle Association of Canada	5 years *
Canadian Association of Road Safety Professionals -Individual Conference File	3 years
National Public Safety Organizations/Transport Canada Meetings	3 years
Automobile Dealers-General	5 years
Selective Traffic Enforcement Program	5 years after concluded
Human Factors Association of Canada	5 years
Motorcycle Rider Safety Council	5 years
Canadian Recreational Vehicle Association	5 years
Canadian Petroleum Products Institute	5 years
The Canadian Medical Association	5 years
Canadian Association of Technical Accident Investigators & Reconstructionists	5 years
Propane Gas Association of Canada	5 years
Canadian Association of Japanese Automobile Dealers	5 years
Federation of Automobile Dealer of Canada	5 years
Canadian Transportation Equipment Association	5 years
Quebec Association of Transportation & Road Inc.	5 years
Technical & Research Committee	3 years +

Dangerous Goods Signing Committee	3 years
Editing & Publishing Committee	3 years
Canadian standards General	5 years *
Individual Committee File	3 years
Motor Vehicle Manufacturing Association of Canada General	5 years *
Individual Committee File	3 years
Vehicle Identification Number	5 years
Roads & transportation General	5 years +
Finances	6 fiscal years
Technical Council	5 years +
Council on Cooperative Research	5 years +
Editorial Board	5 years
Board of Directors	3 years after replaced
Research & Development Council	5 years
Uniform Vehicle Classification System for Canada	5 years
Individual Committee File	3 years
3320 - <u>ORGANIZATIONS & ASSOCIATIONS-INTERNATIONAL</u>	
General	5 years
Individual File on Committee, Conference, Group, etc.	
-If the Department is Primarily Responsible for the Organization	5 years then transfer to Historical Archives
-If Department is not Primarily Responsible for the Organization	2 years

Organization for Economic Cooperation & development SAME AS 3320 Series

United Nations Inland Transport committee SAME AS 3320 Series

International Standards Organization SAME AS 3320 Series

3330 - ORGANIZATIONS & ASSOCIATIONS-UNITED STATES

General 5 years

Individual Association File 5 years

Individual Committee, Conference, etc. 3 years

National Highway Traffic General 5 years #

Office of Defect Investigations -General 5 years #
-Monthly Case Reports 3 years
-Case Studies 3 years after concluded

Office of Accident Investigation -Reports & Studies 3 years after concluded

Visits 2 years

Press Releases-General 2 years *

Office of Safety Compliance 5 years

Canada/USA Road Safety Research Meeting 3 years

3340 - RULES & REGULATIONS-DEPARTMENTAL

Policy	5 years after superseded
All General Files	5 years *
Individual Regulation & Amendment File	5 years after Replaced or cancelled *
Regulatory Reform	
-General	5 years +
-Individual Project File	3 years after concluded +

**3342 - Motor Vehicle Safety
Regulations-
Enforcement**

General	5 years *
Violations Under the Motor Vehicle Safety Act & Regulations-All Files	5 years *
Exemptions from Compliance Under the Motor Vehicle Safety Regulation-All Files	5 years *
Manufacturers Markings & Identifications for Brake Hoses End Fittings & Assemblies	5 years *
Code Marking for Glazing Materials-Authorization	5 years *
Noise Emission Investigation- All Files	5 years after concluded
Compliance Under the Motor Vehicle Safety Act & Regulations-All Files	5 years *
Federal Offences Act	5 years after superseded

**3343 - Motor Vehicle Safety
Rules & Regulations-
Importation Compliance**

Procedures-General	5 years after superseded or
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	cancelled *
Inquiries-All Files	5 years
Vehicle Entry for Exhibitions & Demonstrations or by Visitors	5 years *
Non-Complying Entries-All Files	5 years *
Wrecked Vehicle Importation- All Files	5 years
Key Entry Services-Importation Data	5 years
Private Importation Procedures/ USA Specification Vehicles-All Files	5 years
The "electronic data" entered into the Inter Provincial Records Exchange (IRE) system.	15 years
Used Vehicle Importation Study	3 years after concluded

**3370 - TRAFFIC SAFETY
DOCUMENTATION DATA &
ANALYSIS**

General	5 years
Enquiries for Data & Analysis- All Files	3 years
Documentation General	5 years
Automobile Gasoline Sales in Canada	3 years
Documentation of Seat Belt Failure Modes	3 years
Statistic Canada	3 years
Cost of Road Accidents & Injuries	3 years
United States Road Accident Data Systems	5 years

Data Systems General	5 years +
Individual Systems File	5 years +
Statistical Analysis General	5 years +
Evaluation of Daytime Running Lights Standards	5 years
Accident & Vehicle Cost & Accident Countermeasures Cost- Effectiveness	5 years
Early Fatalities Reporting -General	5 years
-Individual Location File	3 years
Seasonality Patterns in Traffic Statistics	3 years
Fuel Consumption Technology Trends	5 years
Cost-Effectiveness/Cost Benefit-All Files	5 years
Canadian Vehicle In Operation Census	5 years
3380 - <u>MOTOR VEHICLE TEST CENTRE</u>	
General	5 years
Increase Private Centre Use	5 years
Vehicle Assessment Unit	5 years
Information on Test Centre	5 years
Test Centre Privatization	5 years
Rates	3 years after replaced
Motor Vehicle Test Centre Study	3 years after concluded
Test Programs & Contracts General	5 years

Property & Buildings General 5 years

Equipment & Instrumentation 5 years
General

Motor Vehicle Test Centre 3 years after concluded
Equipment & Instrumentation
Study, Acres Consulting
Service Ltd.

3500 - RAILWAY-GENERAL

General 5 years

Request for Information 2 years

Railway Safety-General 5 years

Programs-All Files 5 years

Substance Use 5 years

Emission of Smoke from Diesel 5 years
Engines Pollution

Storage of Dangerous Commodity 5 years
Cars

Canadian Standards Association 3 years
Sub-Committee-All Files

Railway Works Filing of 5 years
Affidavits

Frequencies-CN 5 years

Use of Railway Consulting 5 years
Firms

Program Implementation Group 5 years
Activities

Terminals-All Files 5 years

Railway Service Monitoring 5 years
Function

Systems-All Files

Non Regulated Railway Operating Over Federally Regulated Railway Trackage	5 years
Railway Cars Rolling Unattended Runaway Cars	5 years
Locomotive Data Event Recorder System-All Files	5 years
Train Length Restrictions- General	5 years
Handling of Dimensional Loads	5 years
Train Handling-General	5 years
Crew Size-General	5 years
Train Radios Communications- All Files	5 years
Train Marshalling-All Files	5 years
Track Units Rules	5 years after superseded cancelled
Railway Employees	
-Mandatory Rest	
-All Files	5 years
-Qualification Standards (Training)	3 years
-Complaints	2 years
-First Aid Emergency Training	3 years
-Medical Examination	
-All Files	5 years
-Hours of Duty	5 years
Arnaud Junction Railway	5 years
Railway Supervision of Train Operating Crews	5 years
Securement/Protection of Unattended Motive Power Units	5 years
Train Operations MOQ Rail -Innotermodal System	5 years

Noise/Locomotive Cars	5 years
Railway Employee Fitness	5 years
Instructions to Railway Employees Information Dissemination	5 years after superseded cancelled
Railway General Operating Instructions	5 years after superseded cancelled
Canadian Rail Operating Rules	
-All General Files	5 years
-Training	3 years
-Reports	3 years
-Individual Rule File	5 years after superseded cancelled
Railway Rule Violations	5 years
Leases & Running Rights General	5 years

**3520 RAILWAY OCCUPATIONAL
SAFETY AND HEALTH**

General	5 years
Canada Labour Code	
-General	5 years
-American Railway	5 years
-Draft Bills	3 years
-Hours of Service Part III	5 years
-Application for Exemption to Section 92(3) of Part IV of the CLC	3 years
-Operations Program Directive	5 years after superseded
Committees, Conferences & Meetings	
-General	5 years
-Individual Files on Committee, Conference & Meeting	3 years
Complaints/Inspections/ Compliance	
-General	5 years
-Individual Case File	3 years after finalized
Decisions & Orders	

-General	5 years
-Individual File	5 years after finalized
Hazardous Occurrences	
-General	5 years
-Annual Reports	3 years
-By Month & Year	3 years
-Individual Case File	3 years after finalized
Information Services	
-General	5 years
-Promotional Activities	3 years
-Publications	3 years
-Canadian Occupational Health & Safety Week	3 years after completed
-Briefing Notes for Minister of Labour	3 years
-Audio-Visual Catalogue	2 years after replaced
-Alertogram Mineral Lubricating Oil	5 years
-Canadian Centre for Occupational Health & Safety	5 years
-Reports	3 years
Information Systems	
-General	5 years
-Labour Operations Information System (LOIS)	5 years
-Computer Equipment	5 years
Memorandum of Understanding	
-General	5 years
-Individual MOU File	3 years after superseded cancelled
Regulation	
-General	5 years
-Individual Regulation File	5 years after superseded cancelled
Right to Refuse to Work	
-General	5 years
-Individual Case File	3 years after finalized
Occupational Safety & Health	
-General	5 years
-Mailing Lists	2 years after replaced
-Private Members Bill C-229	5 years after superseded cancelled
-Program Evaluation	Performance 5 years
-Resource Requirements	Assessment/ 5 years

-Safety Officers	3 years after replaced
-Technical Equipment	5 years
-Training	3 years
-Reports	3 years
-Work Place Hazardous Materials Information System	5 years
-Reports	3 years
-Legal	5 years
Opinions/Interpretations	
-Operation Program Directives	5 years after superseded or cancelled
-Atlantic Region Review Project	3 years after concluded
Occupational Health & Safety (Continuation)	
-Interpretation Policy/ Guidelines	5 years
-First Aid Kits on Locomotives	3 years
Railway Official & Employee General	5 years
Disciplinary Action	5 years

3525 - LEGISLATION

General	5 years
Railway Safety Act	
-Policy	5 years after superseded *
-General	5 years
-Railway Safety Inspectors	
-General	5 years
-Application	2 years
-Association Representing Interests of Employees & Owners or Lessees of Railway Equipment	5 years after replaced
-Order Under Section	5 years after superseded or cancelled
-Delegation of Authority	5 years after replaced
-Regulatory Impact TP/10199	3 years after replaced
-Review by Senate Standing Committee	3 years after finalized
-Review by House of Commons Standing Committee on Transportation	3 years after finalized
-Exemption to the Railway Safety Act	5 years after superseded
-Prosecution	5 years
Transportation of Dangerous	5 years after superseded

Goods Act-General

Nation Transportation Act-General	5 years after superseded
Jurisdiction Over Railway	
-General	5 years after superseded
-Individual Railway File	5 years after superseded
Transportation Safety Board of Canada	5 years after superseded
United States National Transportation Policy	5 years after superseded
Notices & Orders	5 years after superseded or cancelled
Provincial Highway Traffic Act	5 years after superseded
Lease, Purchase or Sale General	5 years
Lease by CN to Goderich Exeter Rly. Co. of the Exeter Subd. & Goderich Sub. Railtex	6 years after terminated or cancelled

3531 - PLANNING

General	5 years
CN Corporate Plan	5 years
Rail Bus Development	5 years after concluded
Meeting with Railways & Unions	3 years
Surveys & Studies	
-General	5 years
-Individual Survey or Study File	3 years after concluded
Funding of Railway Safety Programs	
-Policy	5 years after superseded
-General	5 years
-Funding of Grade Separations	6 fiscal years
-Funding of Crossing Improvements	6 fiscal years
-Grade Separation Refusals for Funding	3 years after refusal
-Retro Active Wage Settlements	5 years after finalized
Cost of Living Allowance	

-Outstanding Billing	
-All Files	6 after all action concluded
-Evaluation of Funding for Crossings at Grade	5 years
-Contributions	
-All Files	6 fiscal years
Operation of Rail Diesel Cars Over Electrically Signalled Grade Crossing & Track	5 years
Railway Safety	
-Policy	5 years after superseded
-Correspondence on Letters & Memorandum	5 years
-Committees	
-All Files	3 years
-Slow Orders Imposed by Train Order	5 years
-Derailments-General	5 years
-Drugs & Alcohol-Railway	
-General	5 years
-Booklets	2 years
-Surveys	3 years after concluded
-Labour	5 years
-Medical	5 years
-Statutory Speed	
-All Files	5 years
-Consolidated Rail Corporation Compliance to Safety Related Orders	5 years
-Inspections	3 years
-Emergency Response	5 years
-Working Group on Railway Crossing Safety	5 years
-Inquiries	2 years
-Legislation	5 years
Working Group on Land Transport Standards Harmonization	5 years
ISO Technical Committee-All Files	3 years
Railway Planning Project Development	5 years after concluded
North East BC Coal Management Committee Meetings	3 years
North Western Railway Development	5 years after concluded

3532 ACCIDENTS

General	5 years
Individual Derailment File	3 years after all a completed
Individual Collision File	3 years after all a completed
Individual Crossing Accident File	3 years after all a completed
Individual Trespassing File	3 years after all a completed
Individual Employee Injuries File	3 years after all a completed
Report of Fires-General	5 years
Individual Leakages File	3 years after all a completed
Individual Incident File	3 years after all a completed
Section 229 of the Railway Act-All File	5 years
Summary of Railway Accidents/ Incidents as Reported to NTA or TSB-All Files	5 years
Handling of Railway Pipeline Investigation Directorate Accident Reports	3 years
Accident Investigation Records	5 years
Accident Site Protection	5 years
Guidelines on Railway Accidents, Incidents, Investigations & Inspections by Regulators	5 years after superseded cancelled
M-Track Appeal to Governor in Council RE: Delay of TSB in Making Public Reports of Rail Accident	3 years after finalized

Accident Statistics	3 years
Equipment Related Accidents-By Year	3 years
Derailments/Collisions/ Leakages/Crossing Accidents- General by Year	5 years
Initial Occurrence Report-By Month & Year	3 years
Canutec-By Month & Year	3 years
Trespassers	5 years
Alerts General	5 years
Individual Location File	5 years
RCPIB & TSB Safety Advisory- All Files	3 years after concluded

3535 - RULES AND CONTROLS

General	5 years
Individual Rule, Regulation or Standard File	5 years after superseded cancelled
-Exemptions	3 years after expired
-Reports	3 years

3540 - RAILWAY EQUIPMENT

General	5 years
Stem Engines Inspection & Maintenance-All Files	10 years
Work Equipment-All Files	5 years
Locomotive-All Files	10 years
Freight Equipment-All Files	10 years
Passenger Equipment-All Files	10 years

Technical Documentation-All Files	10 years
Air Reservoirs Other than Motive Power	5 years
Train Brakes-All Files	10 years
Container Inspections	6 years
Safety Glazing-General	5 years
Dangerous Commodities-General	5 years
Complaints-All Files	5 years
Waste Discharge onto Railway Right of Way-General	5 years
Boilers & Appurtenances-All Files	5 years
Maintenance Regulations	5 years after superseded
Movement of Defective Cars & Motive Power	3 years

3545 LANDS

General 5 years

3550 - ENGINEERING

General 5 years

Track

- All General Files 5 years
- Individual Construction File 5 years after completed :
- Individual Condition File 5 years
- Individual Relocation File 5 years after relocated :
- Individual Defect File 5 years
- Jurisdiction Over Private Railway Tracks 5 years

Right of Way

- All General Files 5 years
- Individual Fencing File 5 years
- Fires

-Policy	5 years after superseded #
-General	5 years
-Protection	5 years
-Fire Guards	
-All Files	5 years
-Instructions	5 years after superseded or cancelled
-Inspections & Reports	
-All Files	3 years
-Statistics	3 years
-Instructions to Employees	5 years after superseded #
-Railway Safety Fire	3 years after expired
Inspector Cards	
-Directives Patrol	
-All Files	5 years
-Drainage	
-All Files	5 years
-Maintenance	
-All Files	3 years after concluded #
-Trespassing	
-All Files	5 years
-Encroachment	
-All Files	5 years
Speed Limitation	
-General	5 years
-Individual Location File	5 years
Grade Stabilization	
-General	5 years
-Individual Location File	3 years after concluded :
Rehabilitation-Prairie Branch	
Line	
-Policy	5 years after superseded
-General	5 years
-Reports	3 years
-1981 Program, etc.	3 years after concluded :
-Agreements & Amendments	3 years after superseded cancelled
-Work Program	5 years
-Inspection	3 years
-Project Meetings	3 years
-Progress Reports	3 years
-Final Reports	5 years
-Reid Crowther Report	5 years
Clearances	
-All Files	5 years after cancelled :
Signals & Communications	
-Interlocker	
-All Files	5 years after removed

-Switch Locks	5 years after removed
-Block Signals	
-All Files	5 years after removed
-Signals Inspections Program	5 years
-Switches in Non Signalled Territory Passenger	5 years after removed
Mainline Tracks	
Reflective Markings on Railway Equipment-All Files	5 years

3554 ABANDONNEMENT
RELOCATION/SPURS & SIDINGS

Individual Construction File	5 years after concluded
Abandonment General	5 years
Conformation of Abandonment	3 years
Construction (Track)	
Individual Construction File	3 years after abandoned
Diversion & Relocation Policy	5 years after superseded
General	5 years +
Expenditures Funding	6 fiscal years +
Meetings, Committees	3 years
Studies	3 years after concluded
Consulting Services RE: Urban Rail Relocation-Solicitations	2 years
Railway Relocation & Crossing Act Financial Statements-Reports	3 years +
Individual Diversion or Relocation File	5 years after concluded

3555 - RIGHT OF WAY

Standard Conditions & Specifications for Wire Crossing & Pipe Under Tracks 5 years after superseded

Drainage-General 5 years

3566 CROSSINGS/GRADE SEPARATIONS

General 5 years

List of Projects Financed Under Urban Transportation Assistance 2 years after replaced #

Complaints 2 years

Farm Crossing on Railway Lines 5 years
Grade Separations Contracts 3 years after terminated

Railway Grade Crossing Manual 2 years after replaced #
Location File By Province
-All General Files 5 years
-Individual Crossing or Grade Separation File 3 years after abandoned demolished

Highway
-General 5 years
-Change of Mileage 5 years
-Crossing Surface 5 years
-Crossing Inspection Program 5 years
-Railway Works at Crossings
-Project Contribution Agreements 5 years after concluded :
-Road Authorities Works at Crossings
-Project Contribution Agreements 5 years after concluded :
-Model Rules of the Road 5 years
-Crossing Safety
-General 5 years
-All Other Files 5 years
-Crossing Protection
-General 5 years
-All Other Files 5 years
-Highway Crossings Priority of Improvements Funding Program 5 years
-Grade Separations Priorities 5 years
-Crossing Maintenance Standard 5 years after superseded
-Crossing Construction Specifications 5 years after superseded
-Crossing Hazard Index 5 years
-Proximity of Highway Stop 5 years

Signs to Railway Crossing	
Trailer Trains	
-Bikeway Crossings	5 years
-Widening of Crossings	5 years
-Local Roads Boards &	5 years
Unsanctioned Rail Crossings	
-Guidelines on Cost Sharing	5 years after superseded #
Formula for Highway/Railway	
Crossing Improvements	
-Crossing Closures	5 years
-Crossing Sightlines	5 years
-Individual Location File	5 years after abandoned or demolished
 Pipe	
-General	5 years
-Individual Location File	5 years after abandone demolished
 Wire Crossings-General	5 years
 Private or Farm	
-General	5 years
-Individual Location File	5 years after abandone demolished
 Anti-Whistling	
-General	5 years
-Individual Location File	5 years after abandone demolished
 Cattle Guards	
-Policy	5 years after superseded
-General	5 years
-Individual Location File	5 years after abandone demolished
 Schedule "A" Directives for	5 years after superseded
Preparation of Accounts &	
Rental Rates for Railway-Owned	
Equipment	
 Highway Crossing Passive	5 years
Protection-General	

3568 BRIDGES/TUNNELS/CULVERTS

General	5 years
 Individual Construction or	3 years after abandoned
Abandonment file	

Bridges Policy	5 years after superseded
Bridges General	5 years
Regulations RE: Bridges, Clearances Etc.	5 years after superseded
Canso, N.S.-Causeway Over Strait of -Share of Construction Cost by Province of N.S.	6 fiscal years
Cape Tormentine, N.B.-Borden, P.E.I. Proposed Causeway	3 years
Inspection & Maintenance of Bridges	5 years
Catwalks on Railway Bridges	5 years
Standard Plans - All Files	5 years
Canadian Standards Association Specifications for Railway Bridges	5 years after superseded
Bridges Owned by railway Companies Operating over same	5 years
Construction & Alterations to railway bridges	5 years after concluded
Standard Specifications for Bridges CP	5 years after superseded
Standard Plans for Bridges	5 years after superseded
CP Tell Tales at Bridges	5 years
Bridges Reconstructed without Prior Approval	5 years
Bridge Work over Navigable Waters Circular 93	5 years
Standard Plans of Metal Bridge Warning Signs "Tell Tale"	5 years after superseded
Inspection of Bridges Tunnels	

Before the Issuance of an
Order Authorizing its use 5 years

Individual Bridge Construction
Or reconstruction file 3 years after abandoned

3570 PASSENGER SERVICES

General 5 years

Montreal/Deux Montagnes 5 years
Commuter Services
-Reports 3 years

Passenger Safety 5 years

Steam Locomotives 5 years

Privatization of Selective
Passenger Rail Service in
Ontario 5 years after finalized

**3600 - HIGHWAY MOTOR CARRIERS-
BRIDGE & TUNNEL**

International O.E.C.D.-Working 5 years
Documents

Motor Carriers

Regulations Individual 5 years after supersec
Regulations Files

**4000 - TRANSPORTATION-MULTI
MODAL - GENERAL**

General 5 years

4050 - DANGEROUS GOODS-GENERAL

General 5 years

Transportation of Dangerous
Goods Program 5 years

Dangerous Goods in Urban Areas	5 years
Research & Development	5 years
NATO	5 years
Inquiries on Movement of Dangerous Goods	2 years
Dangerous Goods Abandoned in Airports	5 years
Substance Abuse in Transportation Project	5 years
National Exercises	3 years

**4052 - Evaluations & Analyses-
General**

Policy	5 years after superseded
General	5 years
Regulations Evaluation	
-Socio-Economic Impact Analysis	
-All Files	5 years
Electronic Data Processing	
-General	5 years
-Dangerous Goods Information System	
-All Files	5 years
-Other Data Processing System	
-All Files	5 years
-Computer Acquisitions	
-All Files	5 years
-Information System Group Work plans	5 years
-Database System	
-All Files	5 years
TDG Registry	
-General	5 years
-Non Listed Companies	3 years
Placards-Retro-Reflective	3 years

Risk Assessment in the Transport of Dangerous Goods	
-General	5 years
-CSA Standard on Risk Assessment	5 years after superseded
-Risk & Insurance Management Society (RIMS)	5 years
-Residential Areas	5 years
-Evaluation	3 years after concluded
Industry Awareness Program	5 years
Studies & Proposals	
-All General Files	5 years
-Individual Study, Survey, Etc.	3 years after concluded
Containers & Packaging	5 years
Canutec-Survey & Report	3 years after concluded
Industries-All Files	5 years
Registry Forms	3 years
Inquiries Regarding: Regulations	2 years
Hazardous Material Intelligence Report (HMIR)-All Files	3 years
Emergency Response Activities	5 years
Routing of Dangerous Goods	5 years
International Conventions for Safe Containers	
-General	5 years
-Reports & Incidents	3 years
Ruling: Legal Interpretations & Instructions RE: Jurisdiction & Policy Matters	5 years after finalized
4053 - <u>Evaluations & Analyses-</u> <u>Accidents</u>	
RPID/TSB	
-General	5 years
-Reports	3 years

Dangerous Occurrence Reporting-All Files	5 years
Dangerous Occurrence/Risk Assessment-Modal Groups	
-General	5 years
-Individual Assessment File	3 years after concluded
Dangerous Goods/Risk Assessment Classes-All Files	5 years
Accident-Risk Assessment-Data Hazardous Waste-All Files	5 years
Commodities-All Files	5 years
Empty Tank Cars	5 years
Coroners Reports	3 years
4054 - <u>Liaison & Agreements-General</u>	
General	5 years
Intradepartmental Agreements & Liaison	
-General	5 years
-Individual Agreement/Liaison File	3 years after terminate cancelled
International Agreements & Liaison	
-General	5 years
-Individual Agreement/Liaison File	3 years after terminate cancelled
Interdepartmental Agreements & Liaison	
-General	5 years
-Individual Agreement/Liaison File	3 years after terminate cancelled
Provincial Agreements & Liaison	
-General	10 years
-Individual Agreement/Liaison File	3 years after terminate cancelled
Liaison with Organizations & Associations	

-General	5 years
-Individual Liaison File	3 years after terminated or cancelled
Federal/Provincial Memorandum of Understanding	
-General	10 years
-Individual MOU File	3 years after terminated cancelled
Surveillance Activities	
-General	5 years
-Individual Location File	3 years
Bilateral Federal-Provincial/ Territorial Administration Agreements-All Files	3 years after terminated cancelled

4056 COMMITTEES & WORK GROUPS

All Policy Files	5 years after superseded
All General Files	5 years
Individual File on Committee, Meeting, Conference, Work Group, etc.	
-If Department is Primarily Responsible for the Organization	5 years then transfer Historical Archives
-If the Department is not Primarily Responsible for the Organization	2 years
Committees & work Groups International	Same as 4056

4060 - DANGEROUS GOODS-ACTS & REGULATIONS -GENERAL

General	5 years
Review of Evaluation & Analysis Report of Branch	3 years after finalized
Training-TDG	3 years

United States Regulations-All Files	3 years after superseded
Compliance-All Files	5 years
Dangerous Goods Pipelines	5 years
Tunnels & Bridges-All Files	5 years
Placards & Labels, etc.-All Files	5 years
Interpretation & Clarification of TDG Regulations	5 years
Documentation	5 years
Accidents & Incidents	
-General	5 years
-Individual Accident or Incident File	3 years after finalized
Carloads of Dangerous Commodities Hazard Information-All Files	3 years
Departmental Policy	5 years after superseded
General	5 years
Regulation Review	
-General	5 years
-Regulation Filter Project	3 years after concluded
Comments on Regulations-All Files	3 years
CTC Regulations Background-All Files	5 years
Individual Regulation & Amendment File	5 years after superseded cancelled
Individual Study File	3 years after concluded
Amendments General	5 years
Comments on Amendment Schedule-All Files	5 years
Codes Comments-By Year	5 years
Regulated Commodities General	5 years

Commodities of Miscellaneous Category	5 years
Outside Classification Requests	3 years
Classes of Dangerous Goods-All Files	5 years
Test Methods-All Files	5 years
Hazardous Waste-All Files	5 years
Modes of Transportation-All Files	5 years
Asbestos	5 years
Pesticide Registration Policy for Biotechnology	5 years after superseded
Biomedical Waste	5 years
<u>4067 - ENGINEERING & SAFETY STANDARDS</u>	
General	5 years
Competent Authority Approvals	
-General	5 years
-Individual Company File	3 years after no 1 approved
Transportation of Dangerous Goods Regulations-All Files	5 years after superseded
Cylinders	
-General	5 years
-Individual Standard File	5 years after superseded cancelled
Packaging	
-General	5 years
-Accessories	3 years
-Containers & Packaging	3 years
-Notes of Meetings	3 years
-Background Packaging Information	
-All Files	3 years
-Miscellaneous Information	3 years
-Notes on Regulations/Standards	3 years

-International Specifications	5 years after superseded
-United Nations-General	5 years
-American Society for Testing & Materials	5 years
-Intermediate Bulk Containers	
-General	5 years
-Standard CGSB 43-GP-146MP- IBC	5 years after superseded or cancelled
-CGSB Standards	
-General	5 years
-Individual Standard File	5 years after superseded or cancelled
 Technical Inquiries	 2 years
 Technical Information-All Files	 3 years
 Accidents-All Files	 5 years
 Research & Development	
-General	5 years
-Individual Contract, Program, Project, etc.	3 years after concluded
 Information on Commodities-All Files	 3 years
 Statistics-General	 3 years
 Standards	
-General	5 years
-Individual Standard File	5 years after superseded cancelled
 Tie-Down Mechanisms	 5 years
 Highway Tanks	
-General	5 years
-Vehicle Inspections	3 years
-Technical Information	3 years
-USA Regulations for Highway Tanks	5 years after superseded cancelled
-CSA Technical Committee on Highway & Portable Tanks	
-All Files	3 years
-Fibreglass Reinforcement Plastic	5 years
-Cargo Tanks on Rail Cars	5 years
 Portable Tanks	
-General	5 years
-Multi-Modal Containers- Catalogues	2 years after replaced

-Multi-Modal Tank Containers				
-All Files	5 years			
-Approval of Portable Tanks	5 years			
-Flexible Bladders	5 years			
-CFR Exemption-Specifications 56 & 57	5 years			
-Intermediate Bulk Containers				
-All Files	5 years			
Railway Tanks-All Files	5 years			
Codes				
-General	5 years			
-Individual Code File	5 years after superseded cancelled			
Regulatory Containment Approvals				
-General	5 years			
-Individual Approval File	3 years after no 1 approved			
Engineering Comments on Permits				
-General	5 years			
-Individual Comment File	3 years			
Manufacturing Symbol Registration				
-General	5 years			
-Individual Symbol File	3 years after no 1 registered			
Regulatory Containment Compliance-All Files	5 years			
Registration with TC Pursuant to CSA B620				
-General	5 years			
-Individual Company File	3 years after no 1 registered			
Registration to CSA B339				
-All General Files	5 years			
-Individual Company File	3 years after no 1 registered			
Company Reports	5 years			
Tank Owner/Lessee Symbol Registration				
-General	5 years			
-Individual Company File	3 years after no 1 registered			
Tank Container Impact Approval				

-General	5 years
-Individual Tank Owner File	3 years after no longer approved
Drum Reconditioning Facilities	
-General	5 years
-Individual Company File	3 years after no longer active
Rail Bulk Storage	
-General	5 years
-Individual Site File	3 years after no longer active
Impact Test Facility Approvals	
-General	5 years
-Individual Company File	3 years after no longer approved
Railway Vehicles-All Files	
	5 years
 4069 - <u>PERMITS</u>	
Policy	5 years after superseded
General	5 years
User Fee for Permits	3 years after replaced
Permits Ministerial Dockets	5 years
Correspondence on Permits (Newsletter)	2 years
Computerization of Permits	5 years
Publishing in Canada Gazette & Newsletter	2 years
Legal Services	5 years
Environmental Assessment	5 years
Permit Newsletter Monthly Report	2 years
Special Permits	
-General	5 years
-Radioactive Material	5 years
-Individual Special Permit File	3 years after expired
Individual Permit File	3 years after expired

**4070 - DANGEROUS GOODS
COMPLIANCE-GENERAL**

Policy	5 years after superseded
General	5 years
Explosives Transportation Permits	
-General	5 years
-Individual Company File	3 years after expired
Situation Reports (SITREP)	
-General	5 years
-By Year	3 years
Verbal Directives	
-By Year	3 years
TDG Compliance Program Strategy	5 years

4071 - REMEDIAL MEASURES

General	5 years
Remedial Measures Specialist- Investigation	
-General	5 years
Inspections	
-All Files	3 years
Research & Projects	
-All Files	3 years after completed
RMS Operation Manual	
-General	5 years
Monthly Reports	
-General	5 years
-Individual Report	3 years
ERAP Numbers	
-General	5 years
-Individual Location File	3 years
-Amendments	5 years after superseded

-Temporary	cancelled 3 years after expired
Inspectors	3 years after replaced
Remedial Measures Advisors	
-Propane Gas Association of Canada	
-General	5 years
-Applications	2 years
-Individual Advisor File	2 years after replaced
Work plans	3 years
RMS-Accident Report	
-General	5 years
-Location	
-Individual Report	3 years
-Exercise	
-Individual Report	3 years

4072 INSPECTIONS

General	5 years
Tainted Fuel Program	3 years
Field Offices-Establishment	3 years after completed
Inspectors Manuals	3 years after replaced
Regions (Files at HQ)	
-General	5 years
-Individual File	3 years
Inspection Reports	
-All Files	3 years
Accidents Reports	
-All Files	3 years
Tank Car Inspection Program	5 years
PCB Shipment	3 years
Road Check	3 years
Accident & Violation	
-All General Files	5 years
-Individual File	3 years

Inspector Application
 -General 5 years
 -Memorandum to Minister 3 years
 -Individual Application File 2 years

4074 - ENFORCEMENT

Policy 5 years after superseded
 General 5 years
 Regions (Files at HQ)
 -All Files 5 years

4076 - TRAINING AND CERTIFICATION

Policy 5 years after superseded
 General 5 years
 Activity Reports 3 years
 Public & Private Courses
 -General 3 years
 -Individual Training Institute File 2 years
 Certification 3 years
 Industry & Associations 3 years
 Training Aids & Material
 -General 3 years
 -Purchase 3 years
 -Manuals 2 years after replaced
 -Audio Visual 3 years
 Inspector Training Program
 -Policy 5 years after superseded
 -General 5 years
 -Training Inventory 2 years after replaced
 -Annual Report 3 years
 -Module
 -All Files 3 years
 -Individual Course File 3 years
 Individual Training File 3 years

4078 - AWARENESS & INFORMATION

General	5 years
Placards, Labels & Posters -All Files	3 years
Displays -All Files	3 years
Awareness Program -All Files	5 years
Audio-Visual -All Files	3 years
Communications Plan	5 years
Mailing Lists -All Files	2 years after replaced
Resource Material-Industry/ Government -All Files	3 years
Resource Material-Carrier -All Files	3 years
Contact Lists	2 years after replaced
Creative Resources	5 years

4080 - DANGEROUS GOODS
RESPONSE & OPERATIONS

Policy	5 years after superseded
General	5 years
Evaluation of Emergency Response Shippers	5 years after finalized
Canadian Centre for Occupational Health & Safety	3 years
Branch Meetings	3 years
Emergency Hazard Information	3 years
Classes of Dangerous Goods	

-All Files	5 years
Emergency Response Plans	
-General	5 years
-Refusal of a Reference Number	5 years
-Issue of a Temporary EARP Number	3 years after expired
-Reference Plans	
-Individual Company File	3 years after no 1 active
Presentation by Capt. Billy Poe	2 years after concluded
Research & Development	5 years
Miscellaneous Information	
-All File	3 years
Emergency Response Equipment	5 years
Hazardous Information Response Form	2 years after replaced
Federal Role in Emergency Response to Dangerous Goods Accidents	5 years
BHOPAL Follow-up Review-W.G. #3	3 years after finalized
Accidents & Incidents	
-All Files	5 years after finalized
Education & Awareness	
-General	5 years
-Course Material	
-All Files	3 years
-Dangerous Goods Emergency Response Awareness Seminar	
-General	5 years
-Individual Seminar File	3 years after concluded
Operational Programs	
-Remedial Measures Workshop	
-Individual Workshop File	3 years after concluded
Symposiums	
-General	5 years
-Expo 86	3 years after concluded
-Seminars	3 years
Awareness Programs	
-General	5 years

-Response Video Distribution	3 years
Emergency Response Awareness with the Provinces	5 years
Displays	3 years
<u>4086 - CANUTEC (EMERGENCY CENTRE)</u>	
General	5 years
Canadian Companies	
-All Files	3 years after no 1 active
Musat-Multi-Purpose UHF Satellite	5 years
International Companies	
-All Files	3 years after no 1 active
Emergency Response Centre (Excluding Canutec)	
-All Files	5 years
Contingency Plans	5 years
Electronic Data Processing	
-All Files	5 years
International Emergency Response Systems-General	5 years
Contact Lists	
-General	5 years
-Individual List	2 years after replaced
Reports & Statistics	
-General	5 years
-Request for Canutec Reports & Statistics	2 years
-Compliance Inspectors Reports	3 years
-Situation Reports	
-General	5 years
-By Year	3 years
-Ministerial Reports	
-General	5 years

-By Year	3 years
-Call Reports-Monthly	
-By Year	2 years
-Call Reports-Annual	
-By Year	3 years
-Transport Dangerous Goods Emergency Report	3 years
Classes of Dangerous Goods	
-Individual Class File	3 years
Accidents & Incidents Reporting & Notification	5 years
Monthly Statistics on Companies Registered with Canutec	3 years
Privatization of the Canadian Transport Emergency Centre (Canutec)	5 years after finalized
Incidents not Reported to Canutec	5 years
Canadian Centre for Occupational Health & Safety	5 years
Canutec Video	3 years
Canutec Simulations	3 years
Geomatic Hazards Simulation Workstation/EPC	3 years
Non-Registered Companies -Alpha Split	3 years
Special Permits-Canutec Information	3 years after expired

4200 SECURITY OPERATIONS -
GENERAL

Policy	5 years after superseded
General	5 years
Illegal Acts	5 years
Security Briefing-All Files	3 years

Safety Monitoring Proposal for TMX	5 years
Security Courses/Seminars/ Conferences	3 years
Request for Access Control Documents	2 years
Security Infractions	5 years
Surface Security Coordination Committee Minutes	3 years
Security Coordination Reports -General	5 years
-Annual Report	3 years
Security Sweeps in Surface	5 years
Security Clearance Review Board	5 years
Screening Requirements of Positions	3 years
Government Security Policy Governing Other Institutions	5 years

4230 EMERGENCY PREPAREDNESS

General	5 years
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DESCRIPTION	RETENTION
Fire protection for passenger ships	10 yrs subject to review then transfer to Historical Archives
Water supply	5 yrs subject to review then transfer to Historical Archives
Construction & inspection of tankers regulations (tank barges)	10 yrs subject to review then transfer to Historical Archives
<u>Societies-Inspections & Regulations</u> (9458)	10 yrs subject to review then transfer to Historical Archives
<u>Small Vessels</u> (9460)	
Policy & procedures	15 yrs subject to review then transfer to Historical Archives
General	5 yrs then transfer to Historical Archives
Inquiries	5 yrs
Agreements between USA & Canada	15 yrs after replaced or terminated subject to review then transfer to Historical Archives
Testing-capacity & horsepower plates -Companies	10 yrs subject to review then transfer to Historical Archives
-Individuals	5 yrs then transfer to Historical Archives
-Legal case including file for Jean Tellier	10 yrs subject to review then transfer to Historical Archives
Capacity plates exemptions	5 yrs
Canada certification programme	5 yrs then transfer to Historical Archives
Licensing of pleasure boat operators	10 yrs after superseded subject to review then transfer to Historical Archives

DESCRIPTION

RETENTION

Lists of temporary masters

5 yrs then transfer to
Historical Archives

Inspections

5 yrs

Canoe safety

5 yrs subject to review
then transfer to
Historical Archives

Regulations for small boats on the
Niagara River

5 yrs subject to review
then transfer to
Historical Archives

DESCRIPTION

CONSERVATION

Pollution des eaux d'égouts-eaux
canadiennes autre que les Grands Lacs
-Toute la correspondance

10 ans sujet à révision
ensuite transférer aux
Archives historiques

Protection contre le feu pour les
navires de passagers

10 ans sujet à révision
ensuite transférer aux
Archives historiques

Approvisionnement d'eau

5 ans sujet à révision
ensuite transférer aux
Archives historiques

Construction et inspection des
bateaux-citernes (chalands citernes)

10 ans sujet à révision
ensuite transférer aux
Archives historiques

Sociétés-inspection et réglementation
(9458)

10 ans sujet à révision
ensuite transférer aux
Archives historiques

Petits navires
(9460)

Politique et méthodes

15 ans sujet à révision
ensuite transférer aux
Archives historiques

Généralités

5 ans ensuite transférer
aux Archives historiques

Demandes de renseignements

5 ans

Accords entre les Etats-Unis et
le Canada

15 ans après remplacement
sujet à révision
ensuite transférer aux
Archives historiques

Epreuves-plaques de capacités et
de puissance
-Sociétés

10 ans sujet à révision
ensuite transférer aux
Archives historiques

-Particuliers

5 ans ensuite transférer
aux Archives historiques

-Cas juridiques y compris le dossiers
de Jean Tellier

10 ans sujet à révision
ensuite transférer aux
Archives historiques

<u>DESCRIPTION</u>	<u>CONSERVATION</u>
Exemptions au sujet des plaques de capacité	5 ans
Programme canadien relatif aux certificats	5 ans ensuite transférer aux Archives historiques
Délivrance de permis aux conducteurs de bateaux de plaisance	10 ans après remplacement sujet à révision ensuite transférer aux Archives historiques
Listes de capitaines temporaires	5 ans ensuite transférer aux Archives historiques
Inspections	5 ans
Canot de sauvetage	5 ans sujet à révision ensuite transférer aux Archives historiques
Règlements pour les petits bateaux sur la rivière Niagara	5 ans sujet à révision ensuite transférer aux Archives historiques

Assemblies

Association General	5 years
Individual Association File	3 years
Bonn Declaration	5 years
Associations Committees	5 years
General	
Individual Association or	3 years
Committee File	
5425 - <u>ANS PROJECT MANAGEMENT</u>	To be determined
6000 - <u>AIR TRANSPORTATION</u>	To be determined
 6600 - <u>ANS TRANSFER</u>	
General	5 years
Aeronautics Act Task Force	5 years
6631 - <u>Canadian Automated Air</u>	
<u>Traffic System</u>	
<u>(CAATS)</u>	
General	5 years
7150 - <u>AIRPORTS-GENERAL</u>	
General	5 years
8000 - <u>MARINE SAFETY</u>	To be determined
 8006 -ORGANIZATIONS &	
ASSOCIATIONS	
 8007- INTERNATIONAL MARINE	
ORGANIZATION (IMO)	
General	5 years

Maritime Security Convention	3 years after concluded
Maritime Safety Committee -Piracy	3 years
Security Measures	5 years after supersede cancelled
Facilitation	5 years

8015 - SECURITY

General	5 years
Marine-Legislation	
-General	5 years
-International	5 years
-Regulations	5 years after supersede cancelled
Security Measures	
-All Files	5 years after supersede cancelled
Coast Guard-Roles	5 years
Marine-Reports	3 years
Ports	
-General	5 years
-Security Surveys	3 years after concluded
Vessels	
-General	5 years
-Cruise Vessels	5 years
-Security Surveys	3 years after concluded
-Associations	5 years
Port & Travel Security	5 years
Policing (Port Canada)	5 years
Security Surveys Facilities	5 years
Incidents	3 years after concluded

8016 MARINE OCCUPATIONAL
SAFETY AND HEALTH

Port Security Working Group

5 years

Retention Periods - SURFACE

Rdims # 162075

3200 - SURFACE TRANSPORTATION

General	10 years *
Relations & Agreements with Other Departments & Agencies	
-General	10 years *
-Individual Department or Agency File	10 years after concluded or cancelled *
Special Projects	
-General	10 years *
-Individual Project File	10 years after concluded *
Airport Access	10 years *
Canada/USA Transport Consultive Forum	10 years
Provincial Agreements & Liaison	10 years after concluded or cancelled
Trade	10 years
Minister's of Transport Safety Strategy	10 years +
Major Issues	10 years +
Activities Report	10 years
Research & Development	
-Policy	10 years after superseded
-General	10 years
-Individual R & D File	10 years after concluded
China Strategy	10 years
Correspondence to as from Other Groups within TC-All Files	10 years +
International Relations	10 years after concluded
Surface Mission & Values	10 years

Government Information Centres 10 years

3210 - EMERGENCY PLANNING

Policy 5 years after superseded

General 5 years

Canada/United States

- General 5 years
- Joint Exercises & Conferences 3 years
- Military Traffic Management Command 5 years
- American Defence Industrial Base (NADIB) 5 years
- Emergency Planning Committee for Civil Transportation (EPCCT) 5 years
- Railway Transport Working Group (RTWG) 5 years
- United States Federal Highway Administration 5 years
- Consultative Group on Comprehensive Civil Emergency Planning & Management 5 years

Conferences & Committees

- General 5 years
- Individual Conference or Committee File 3 years

Communications 3 years

Continuity of Government

- General 5 years
- Essential Records Program 5 years

Departmental Plans

- General 5 years
- Satellite Re-Entry Contingency Plan 5 years after replaced
- Transport Canada Emergency Book 3 years after replaced
- Transport Canada Alert Book 3 years after replaced

Federal/Provincial Relations

- General 5 years
- Individual Location File 5 years after concluded

Joint Emergency Planning 5 years

Program (JEPP)	
Emergency Planning Orders & Legislations	5 years after superseded
Federal Nuclear Emergency Response Plan (FNERP)	5 years after replaced
Emergency Planning Resources	6 fiscal years
Government Emergency Book	
-General	5 years after replaced
-Alert System	5 years after replaced
National Emergency Agencies-All Files	5 years
Public Protection	3 years
Vital Points Program	
-General	5 years
-Advisory Committee on Vital Points	3 years
National Exercises	
-General	5 years
-Individual Exercise File	3 years after concluded
Line Load Control	5 years
Emergency Contact List	2 years after replaced
6th Floor Facilities	3 years
Emergency Response Capacity	
-General	5 years
-Contingency Plan for Railway Disruption	3 years after replaced
Secure Information Handling System	3 years
Force Deployment Working Group-All Files	5 years
Director General Transportation War Book	3 years after replaced
Bridges	5 years
Port & Travel Security Control Service (Road & Rail)	5 years
Government Liability-Private	5 years

Sector Employees Insurance
Coverage

DND Contingency/Operational Plan	3 years after replaced
Surface Operation Centre	
-General	5 years
-Reports	3 years
-Persian Gulf Crisis	5 years
-Concept of Operations	5 years
Ferry Transport-All Files	5 years
Container Study-General	5 years
Railway Transport-All Files	5 years
MOU on Vehicle Weights & Dimensions	3 years after concluded
Canadian For-Hire Motor Carriers	5 years
Earthquake Planning-All Files	5 years
International Relations	5 years
Business Resumption Plan	5 years
NATO General	5 years
(PBEIST) Planning Board for European Inland Surface Transport	
-All General Files	5 years
-All Agenda Files	5 years
-All Document Files	5 years
-All Decision Sheet Files	5 years
-All Notice Files	5 years
-All Working Papers Files	5 years
Exercises-General	5 years
Wintex/Cimex Exercises	
-General	5 years
-Individual Exercise File	3 years after concluded
High Level Exercises	
-General	5 years
-Individual Exercise File	3 years after concluded
Senior Civil Emergency	5 years