

SECTION 1

ADMINISTRATION

1000 - 1999

Section 1, Administration organizes records related to administrative subjects. It includes records related to acts and legislation, agreements, committees and commissions, cooperation and liaison with associations, businesses, organizations, external agencies, corporations, provincial and territorial governments and the federal government. *Administration* also organizes records related to conferences, meetings, office support services, reports and statistics, postal services, protocol issues, risk management, security and the delegation of authority.

**LIST OF PRIMARIES
ADMINISTRATION SECTION**

- 1000 Administration - General
 - 1015 Departmental Meetings
 - 1025 Planning and Organization
 - 1027 Access to Information / Protection of Privacy - Administration
 - 1029 Access to Information / Protection of Privacy - Requests
 - 1040 Acts and Regulations - Government of the Northwest Territories
 - 1045 Acts and Regulations - Federal / Provincial / Yukon / Nunavut
 - 1055 By-laws / Resolutions - Municipal
 - 1080 Agreements - Federal / Provincial / Yukon / Nunavut
 - 1085 Agreements - Northwest Territories
 - 1090 Agreements - Land Claims and Land Settlements
 - 1097 Agreements - Municipal / Hamlet / Settlement / Band Council
 - 1100 Appreciation / Complaints
 - 1115 Associations / Clubs / Societies
 - 1145 Committees - Government of the Northwest Territories
 - 1155 Committees - Federal / Provincial / Territorial
 - 1165 Committees - International
 - 1170 Committees - Division of the Northwest Territories
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**LIST OF PRIMARIES
ADMINISTRATION SECTION**

- 1185 Conferences / Seminars / Workshops
 - 1200 Information Exchange - International
 - 1210 Information Exchange - Federal / Provincial / Yukon / Nunavut
 - 1225 Information Exchange - Government of the Northwest Territories
 - 1230 Information Exchange - Non-GNWT Organisations
 - 1255 Intellectual Property
 - 1275 Directorate
 - 1280 Division of the Northwest Territories
 - 1285 Emergency Services / Disaster Planning
 - 1290 Executive Council (Cabinet)
 - 1300 Government Initiatives
 - 1305 Legal Matters
 - 1310 Legislative Assembly
 - 1315 Licenses and Permits
 - 1320 Mail, Freight and Courier Services
 - 1329 Official Languages
 - 1343 Protocol
 - 1344 Regional Operations
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**LIST OF PRIMARIES
ADMINISTRATION SECTION**

1350 Reports and Statistics

1390 Security

Records that are created as a result of general administrative functions and activities of the Department and **that do not fit elsewhere in the 1000 Section**. The primary includes chronos, which are copies of records created for the convenience of the Department/Division. The official record must always be filed under the appropriate subject.

For Ministerial, Deputy Minister and Assistant Deputy Minister chronos, see *Primary 1275*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
30	Chronos	2	nil	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to internal Division or Department meetings, working groups, and committees. Included are policies, procedures, notices of meetings, agendas, minutes, information items, reports and any other material generated as a result of the meetings.

- Secondary 25 is used for staff meetings, working groups and internal committees.
- Secondary 50 is used for meetings of the Department’s senior management. Senior management includes the Deputy Minister, Assistant Deputy Minister, President, directors, and regional superintendents.

For committees involving other departments, governments, or organizations, see *Primaries 1145-1165*.

For conferences/seminars/workshops, see *Primary 1185*.

For records related to the organization and/or reorganization of the Department/Division, see *Primary 1025*.

For committee records related to Division of the NWT and the creation of Nunavut, see *Primary 1170*.

For non-committee records related to Division of the NWT and the creation of Nunavut, see *Primary 1280*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
25	Meetings	2	5	D	2	nil	D
50	Departmental Senior Management Meetings	2	5	AS/D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Contains records relating to planning for the department, the organization of the department, and evaluations of departmental programs. Includes information about departmental planning and strategic planning; reorganizations; and changes to the department’s mandate, objectives, functions, and reporting relationships, including privatization of government programs. Also includes information about the implementation of departmental programs, evaluations of departmental programs, and other information used to evaluate the efficiency and effectiveness of departmental programs. Use for studies, surveys and evaluations of the effectiveness of department programs, and for measurement of the department’s performance. Also use for department and division work plans. Examples of records include plans, program evaluation reports, studies, surveys, organizational and functional charts, proposals.

For information related to human resource planning, see *Primary 5200*.

For records related to Division of the Northwest Territories and the creation of two new territories, see *Primary 1280*.

For committee records related to the Division of the Northwest Territories and the creation of two new territories, see *Primary 1170*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	2	nil	D
01	General	2	nil	D	2	nil	D
20	Department / Division Strategic Planning / Organization / Reorganization	S/O*	7	AS/D	S/O	nil	D
22	Management Studies and Surveys	S/O**	7	AS/D	S/O	nil	D
32	Performance Measurement	S/O**	7	AS/D	S/O	nil	D
40	Program Implementation / Evaluation	S/O	7	AS/D	S/O	nil	D
45	Work Plans	2	5	D	2	nil	D

S/O* = retain on-site until reorganization is completed

S/O** = retain until the project, study, or survey research is completed, replaced or cancelled

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the *Access to Information / Protection of Privacy Act*. This includes the right to access Government information by individuals, groups and organisations as specified under the *Act*. It also includes records on the collection, use, disclosure and protection of personal information.

For access to information requests, see *Primary 1029*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records co-ordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Access to Information / Protection of Privacy	S/O	10	AS/D	S/O	nil	D

42

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to **requests** under the *Access to Information/Protection of Privacy Act*. It includes all information related to a request, including the original request, notice of change (scope of request), collection fees, acknowledgement of receipt of request, follow up letters and transmittal memos, access request review, request for extension, third party notification, access request review recommendations and summaries, and request response package, including any severed information.

If access is denied notification of a review or complaint request from the Commissioner should be included, along with mediation authorisation and settlements, representations from parties and reports, recommendations, and *Orders* issued by the Commissioner.

Also contains requests for correction of personal information by individuals under the provisions of the *Act*, including the original request, request response package, and any severed information.

For other records related to the Act but not dealing with requests, see Primary 1027.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Access to Information / Protection of Privacy Requests	S/O*	10	AS/D	S/O	nil	D
25	Access Commissioner - Orders / Recommendations	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until all actions related to each request are completed (including decisions on appeals)

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

**ACTS AND REGULATIONS -
GOVERNMENT OF THE NORTHWEST TERRITORIES**

1040

Records related to the enactment and amendment of bills, acts and regulations of the Northwest Territories. It includes correspondence, working papers and any other records pertaining to the amendment or enactment of Territorial legislation. The primary includes records where administrative responsibility for administering acts or regulations is assigned to one Department. It also includes records where administrative responsibility for administering acts or regulations is assigned to more than one department.

For federal, provincial, Yukon or Nunavut acts and regulations, see *Primary 1045*.

For by-laws and resolutions of cities, towns, villages, hamlets, settlements and charter communities, see *Primary 1055*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	NWT Government Acts and Regulations	S/O*	6	D	S/O	nil	D
25	Department Specific Legislation / Regulations	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until the act or regulation is superseded, amended or cancelled

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

**ACTS AND REGULATIONS –
FEDERAL / PROVINCIAL / YUKON / NUNAVUT**

1045

Records related to the enactment and amendment of acts, bills or regulations by the federal government, provincial governments, and **Yukon and Nunavut Governments**. Included are individual bills, acts and regulations, as well as working papers, correspondence, and any other records dealing with federal/provincial/territorial legislation.

For NWT acts and regulations, see *Primary 1040*.

For by-laws and resolutions of cities, towns, villages, hamlets, settlements and charter communities, see *Primary 1055*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
10	Federal	S/O	nil	D	S/O	nil	D
20	Alberta	S/O	nil	D	S/O	nil	D
25	British Columbia	S/O	nil	D	S/O	nil	D
30	Manitoba	S/O	nil	D	S/O	nil	D
35	New Brunswick	S/O	nil	D	S/O	nil	D
40	Newfoundland and Labrador	S/O	nil	D	S/O	nil	D
45	Nova Scotia	S/O	nil	D	S/O	nil	D
50	Nunavut	S/O	nil	D	S/O	nil	D
55	Ontario	S/O	nil	D	S/O	nil	D
60	Prince Edward Island	S/O	nil	D	S/O	nil	D
65	Quebec	S/O	nil	D	S/O	nil	D
70	Saskatchewan	S/O	nil	D	S/O	nil	D
75	Yukon Territory	S/O	nil	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition D = Destroy
S/O = Superseded/Obsolete AS = Archival Selection nil = no assigned retention period FR = Full Retention

Records related to the enactment and amendment of by-laws that fall under the jurisdiction of cities, towns, villages and hamlets. Also includes the enactment and amendment of resolutions that fall under the jurisdiction of settlements and charter communities.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	By-Laws / Resolutions	S/O	6	D	S/O	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to all formal **non-financial** federal/provincial/territorial agreements, memoranda of understanding and protocols between the Department and one or more of: the federal government, a provincial government, the **Yukon Government**, or the **Nunavut Government**. It includes all draft agreements, approved agreements, negotiations, working papers, and all other documentation leading to the development, formation and approval of federal/provincial/territorial agreements.

For **financial** agreements and arrangements, see *Primary 4110*.

For non-financial agreements between the Department and another GNWT department or an NWT organization, see *Primary 1085*.

For non-financial agreements between the Department and municipal authorities, hamlets, settlements, and band councils, see *Primary 1097*.

For agreements that relate to land claims or land settlements, see *Primary 1090*.

NOTE: Agreements are administrative records, even though they have considerable operational impact. A copy should be placed on the appropriate subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Individual Agreements	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until agreement is cancelled or amended

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to all formal **non-financial** territorial agreements, memoranda of understanding, and protocols between the Department and other GNWT departments, or NWT associations or organisations. Includes draft agreements, approved agreements, negotiations, working papers and all other documentation leading to the development, formation and approval of agreements.

For **financial** agreements and arrangements, see *Primary 4110*.

For agreements that relate to land claims or land settlements, see *Primary 1090*.

For non-financial agreements between the Department and the federal government, the Yukon Government or a provincial government, see *Primary 1080*.

For non-financial agreements between the Department and municipal authorities, hamlets, settlements and band councils, see *Primary 1097*.

NOTE: Agreements are administrative records, even though they have considerable operational impact. A copy should be placed on the appropriate subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	NWT Agreements	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until agreement is cancelled or amended

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records **related to the preparation and compilation of land settlement agreements in the NWT**. Contains draft agreements, approved agreements, negotiations, implementation records and all other documentation leading to the development, formation, approval and implementation of land claim and land settlement agreements.

For **financial** agreements and arrangements, see *Primary 4110*.

NOTE: Agreements are administrative records, even though they have considerable operational impact. A copy should be placed on the appropriate subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Land Claims / Settlement Agreements	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until termination of formal agreement

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

**AGREEMENTS -
MUNICIPAL / HAMLET / SETTLEMENT / BAND COUNCIL**

1097

Records related to all formal **non-financial** agreements, memoranda of understanding, and protocols **between the Department and municipal authorities, hamlets, settlement and band councils**. Includes draft agreements, approved agreements, negotiations, correspondence, working papers and other records leading to the development and approval of agreements.

For financial agreements and arrangements, see *Primary 4110*.

For agreements related to land claims or land settlements, see *Primary 1090*.

NOTE: Agreements are administrative records, even though they have considerable operational impact. A copy should be placed on the appropriate subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Agreements	S/O*	10	AS/D	S/O	nil	D

S/O* = retain on-site until agreement is cancelled or amended

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records include general letters of praise, appreciation, courtesy or complaint, received or sent by the Division/Department. It includes congratulatory notes, letters of appreciation, messages of condolence and holiday greetings.

NOTE: Records related to a specific program or function should be placed on the appropriate administrative or operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Congratulations, Complaints, Greetings, Invitations, etc.	2	nil	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Correspondence between the Department and **non-program specific associations, clubs, federations, foundations, leagues, orders, societies** and other groups that Departmental staff interact with professionally. An example is the Purchasing Management Association of Canada (PMAC). It includes proceedings, minutes, annual reports, financial statements and membership fees.

For general exchanges of information between the Department and non-GNWT organisations such as municipalities, institutes, schools, universities, etc., see *Primary 1230*.

NOTE: Records related to associations, etc., which a Department corresponds with as part of the Department 's operational mandate, are considered to be operational. These records should be filed on the operational subject file. For example, in the Department of Education, Culture and Employment, the NWT Teachers Association (NWTTA) would be considered a program specific association.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Individual Associations, Clubs, Societies, etc.	2	nil	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Discontinued. Use 6040-00 (was Policy and Procedures)	--	--	--	--	--	--
01	Discontinued. Use 6040-01 (was General)	--	--	--	--	--	--
30	Discontinued. Use 6040-25 (was Development Files)	--	--	--	--	--	--

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

COMMITTEES - GOVERNMENT OF THE NORTHWEST TERRITORIES

1145

Records related to committees, commissions, councils, boards, groups, panels, secretariats, sub-committees, task forces or working groups involving the Department and another GNWT department, board or agency, or a non-government organization. Examples of records include letters of appointment, agendas, notices, minutes, and reports.

- Secondary 25 is used for committees on which the Deputy Minister is a member. Includes the GNWT Senior Management Committee of Deputy Ministers.
- Secondary 30 is used for committees, councils, boards, etc., involving other GNWT departments, boards, or agencies, and committees involving non-governmental organizations operating in the GNWT.

For committees involving other Canadian governments and organizations, see *Primary 1155*.

For international committees, see *Primary 1165*.

For committees on Division of the NWT, see *Primary 1170*.

For Executive Council (Cabinet) committees, see *Primary 1290*.

For Legislative Assembly committees, see *Primary 1310*.

For meetings that are internal to the Department, see *Primary 1015*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
25	Deputy Minister Committees	3	4	AS/D	2	nil	D
30	Interdepartmental Committees	3	4	AS/D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete Retention	AS = Archival Selection	nil = no assigned retention period	FR = Full

GNWT Administrative Records Classification System
Records Disposition Authority 1995-32
1000-1999 Administration

Records related to commissions, committees, councils, boards, groups, panels, secretariats, sub-committees, task forces, and working groups involving the federal government, a provincial government, another territorial government, or a national organization. Examples of records include agendas, notices, minutes, and reports.

For committees that originate within the GNWT, see *Primary 1145*.

For international committees, see *Primary 1165*.

For committees on Division of the NWT, see *Primary 1170*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Intergovernmental Committees	3	4	AS/D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete Retention	AS = Archival Selection	nil = no assigned retention period	FR = Full

GNWT Administrative Records Classification System
 Records Disposition Authority 1995-32
 1000-1999 Administration

Records related to commissions, committees, councils, boards, groups, panels, secretariats, sub-committees, task forces, and working groups involving a foreign government or a foreign organization. Examples of records include agendas, notices, minutes, and reports.

For committees that originate within Nunavut, Yukon, a provincial or federal government, see *Primary 1155*.

For committees that originate within the GNWT, see *Primary 1145*.

For committees on Division of the NWT, see *Primary 1170*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	International Committees	3	4	AS/D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete Retention	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

GNWT Administrative Records Classification System
 Records Disposition Authority 1995-32
 1000-1999 Administration

COMMITTEES - DIVISION OF THE NORTHWEST TERRITORIES 1170

Records related to commissions, committees, councils, boards, groups, panels, secretariats, sub-committees, task forces, and working groups which are involved in the Division of the Northwest Territories. Examples of records include agendas, notices, minutes, and reports.

For non-committee planning records related to Division of the NWT, and the creation of Nunavut and a new Western Territory, see *Primary 1280*.

For committees that originated within the GNWT, but which are not involved in the division of the NWT, see *Primary 1145*.

For committees that originate within Nunavut, Yukon, a provincial or federal government, and which are not related to the division of the NWT, see *Primary 1155*.

For international committees, see *Primary 1165*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Constitutional Development Steering Committee (Western Arctic)	4	10	AS/D	S/O	nil	D
25	Division Review Committee	4	10	AS/D	S/O	nil	D
30	Nunavut Implementation Committee	4	10	AS/D	S/O	nil	D
35	Special Joint Committee on Division	4	10	AS/D	S/O	nil	D
40	Committees - Other	4	10	AS/D	S/O	nil	D

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = no assigned retention period

D = Destroy
FR = Full Retention

GNWT Administrative Records Classification System
Records Disposition Authority 1995-32
1000-1999 Administration

Records related to the establishment, organization, planning, participation in, and function of conferences, workshops, seminars and symposiums. Examples of records include agendas, participation lists, presentations, minutes, handouts, conference papers, conference proceedings, and reports.

- Secondary 10 is used for information about conferences, etc., attended by the Department or in which the Department was a participant. Note: information about conferences which were not attended by the Department is reference material and may be removed from the conference files.
- Secondary 20 is used for records about conferences, etc., organized by the Department. Used for all records created in order to establish, plan, and put on an event.

For associations, clubs and societies, see *Primary 1115*.

For committees and commissions, see *Primaries 1145-1170*.

For training seminars and courses, see *Primary 5205*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
10	Conferences Attended by the Department	2	5	D	2	nil	D
20	Conferences Organized by the Department	2	5	AS/D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the general exchange of information and liaison activities between the **Department and a foreign government or an international organization**. It includes the routine exchange of information and unsolicited offers of service.

For information exchange between the Department and other GNWT departments, boards and agencies, etc., see *Primary 1225*.

For information exchange between the Department and non-GNWT organisations, see *Primary 1230*.

For information exchange between the Department and the federal, provincial, Yukon or Nunavut Government, see *Primary 1210*.

NOTE: Records related to a specific subject or function should be placed on the appropriate administrative or operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	International Governments / Organisations	2	4	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the general exchange of information and liaison activities **between the Department and the federal government, a provincial government, or the Governments of Yukon or Nunavut**. It includes the routine exchange of information and unsolicited offers of service.

For information exchange between the Department and other GNWT departments, boards and agencies, etc., see *Primary 1225*.

For information exchange between the Department and non-GNWT organisations, see *Primary 1230*.

For information exchange between the Department and foreign governments or international organisations, see *Primary 1200*.

NOTE: Records related to a specific subject or function should be placed on the appropriate administrative or operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Federal Government	2	4	D	2	nil	D
25	Provincial / Yukon / Nunavut Government	2	4	D	2	nil	D

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = no assigned retention period

D = Destroy
FR = Full Retention

Records related to the general exchange of information and liaison activities **between the Department and all other GNWT departments, boards, agencies, councils, etc.** It includes the routine exchange of information and unsolicited offers of service.

For information exchange between the Department and foreign governments or international organisations, see *Primary 1200.*

For information exchange between the Department and non-GNWT organisations, see *Primary 1230.*

For information exchange between the Department and a federal, provincial, Yukon or Nunavut government, see *Primary 1210.*

NOTE: Records related to a specific subject or function should be placed on the appropriate administrative or operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Individual GNWT Departments, Boards, Agencies, Councils, etc.	2	4	D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition D = Destroy
 S/O = Superseded/Obsolete AS = Archival Selection nil = no assigned retention period FR = Full Retention

Records related to granting and obtaining copyright and trademarks. Includes information about the GNWT’s Visual Identity Program. Used for information about the use of GNWT trademarks, and copyrighted materials and photographs. It includes general information related to trademarks and copyright, such as the *Copyright Act* and copyright collectives.

For Ceremonies, Events and Tours, see *Primary 1343*.

For Publications, see *Primary 6040*.

NOTE: A copy should be placed on the appropriate subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
40	Copyright	S/O*	10*	D	S/O	nil	D
55	Trademarks	S/O*	10*	D	S/O	nil	D
60	Visual Identity Program	S/O	5	D	S/O	nil	D

S/O* = retain on-site until all actions related to the granting of copyright or trademark or obtaining permission for use are complete

10* = retain as semi-active in storage for 10 years and then review status - if evidence of authorisation of copyright is required, retain record and review every 10 years

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the Division of the NWT, the creation of Nunavut, and the creation of a new Western Territory. It includes planning for the new Territories and the division of assets.

For committees and commissions, etc., related to Division of the NWT, see *Primary 1170*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	2	nil	D
01	General	2	nil	D	2	nil	D
20	Creation of Nunavut	S/O	10	AS/D	2	nil	D
25	Creation of a New Western Territory	S/O	10	AS/D	S/O	nil	D
30	Planning for Division	S/O	10	AS/D	S/O	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the continuation and resumption of the Division=s/Department=s operations in the event of an emergency. It includes records related to the provision of assistance in an emergency, conservation procedures, and emergency handling of hazardous materials. It also includes emergency evacuation procedures for buildings and communities, and other building / community disaster plans.

For recovery of business records after a disaster, see *Primary 6010*.

For records related to personnel health and safety, see *Primary 5180*.

NOTE: If your Department has the mandate to provide emergency services, records generated as a result of an operational mandate should be filed on the appropriate operational file. A convenience copy may be filed here.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Disaster Plans	S/O**	6	D	S/O	nil	D
25	Emergency Evacuation Procedures	S/O*	6	D	S/O	nil	D

S/O* = retain on-site until plan or procedure is amended or terminated

s/o** = retain on-site until plan or procedure is amended or terminated. However, if a plan is used as a result of a disaster, the records generated as a result of the disaster/plan, plus a copy of the plan, should be filed with the relevant operational records.

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Contains information documenting the Department’s involvement with the Executive Council (also referred to as the Cabinet).

- Secondary 20 is used for copies of information about Cabinet Agenda Items received from the Cabinet Secretariat.
- Secondary 25 is used for copies of Cabinet Records of Decision.
- Secondary 30 is used for copies of information about Cabinet Committees received from the Cabinet Secretariat.
- Secondary 35 is used for records relating to the development of decision papers and option papers for presentation to Cabinet.

For Ministerial records, see *Primary 1275*.

NOTE: Originals are held by the Cabinet Secretariat only. Documents held by another department are copies.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Cabinet Agenda Items	*	*	*	S/O	nil	D
25	Records of Decision	*	*	*	S/O	nil	D
30	Cabinet Committees	*	*	*	S/O	nil	D
35	Decision Papers/Options Papers	S/O	10	AS/D	S/O	nil	D

* Use Copy File retention period.

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to all current GNWT-wide initiatives. It includes community empowerment and user pay/user say.

For records related to the Division of the NWT, the creation of Nunavut and the creation of a new Western Territory, see *Primaries 1170 and 1280.*

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	2	nil	D
01	General	2	nil	D	2	nil	D
20	Community Empowerment	S/O	10	AS/D	S/O	nil	D
25	User Pay / User Say	S/O	10	AS/D	S/O	nil	D
30	Public Private Partnerships (P3s)	S/O	10	AS/D	S/O	nil	D
35	Initiatives - Other	S/O	10	AS/D	S/O	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to legal matters, including legal opinions and legal actions.

- Secondary 30 is used for disputes between the Department and another party. It may be used for court actions, litigation, prosecutions, disputes handled through alternative dispute resolution mechanisms or alternative measures, and arbitration other than labour arbitration. It may also be used for information about constitutional challenges and interventions handled by the Department of Justice. Examples of records include statements of claim, originating notices, statements of defence, demands for interrogations, affidavits, examinations for discovery, notices of motion, correspondence between the parties, transcripts, court orders or judgements, terms of settlements, and notices of discontinuance.
- Secondary 35 is used for legal opinions.

For labour arbitration, see *Primary 5235*.

NOTE: Legal opinions may be filed on the appropriate subject file.

NOTE: Departments that have an operational mandate to handle legal actions may have operational records classification systems (ORCS) that cover legal matters.

NOTE: It is recommended that departments keep legal records in a secure storage area . It is also recommended that departments limit access to these records to authorised staff. Federal and Territorial legislation and regulations may impose additional access restrictions on legal records. Departments should consult a lawyer if they have questions about access restrictions established by legislation.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
30	Legal Actions	S/O*	25	D	S/O	nil	D
35	Legal Opinions	S/O**	10	AS/D	S/O	nil	D

S/O* = retain until settled, discontinued, or court order received, and all appeal periods expired.

S/O** = retain until opinion is no longer relevant to current legislation.

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the acquisition of permits or licenses which cannot be classified elsewhere in ARCS or an ORCS. It may be used to keep track of permits and licenses held by the Department.

For firearms licenses and registration, see *Primary 3150*.

For vehicle licenses, see *Primary 3295*.

NOTE: Licenses or permits that are issued by a department as part of its operational mandate are operational records and should be scheduled in the relevant ORCS.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Licenses / Permits	S/O*	2	D	S/O	nil	D

S/O* Retain until the license or permit is cancelled or replaced, or until equipment is disposed of, as appropriate.

A = Active
 S/O = Superseded/Obsolete
 SA = Semi Active
 AS = Archival Selection
 FD = Final Disposition
 nil = no assigned retention period
 D = Destroy
 FR = Full Retention

Records related to postal, freight and courier services provided by Canada Post and private courier services. It also includes air and bus freight, inter-departmental mail, postal rates, reports of lost or damaged mail, rates, regulations and registered mail receipts.

For original financial payment records, see *Primary 4167*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Mail Logs (Incoming/Outgoing)	1	1	D	S/O	nil	D
25	Freight / Courier Services	2	5	D	S/O	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the provision of services and translations. Also includes reports, recommendations, and orders generated by the Languages Commissioner.

For agreements, see *Primaries 1080-1097 and 4110.*

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Language Commissioner - Orders / Recommendations	S/O	5	D	2	nil	D
25	Provision of Services	2	5	D	2	nil	D
30	Translations	2	5	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the correct use of pins, emblems, insignia, coats of arms, crests, pennants and flags, as well as records related to the Visual Identity Program (including stationery design). It also includes the arrangement, preparation and conduct of visits, tours and travels, such as Royal Visits, visits from Heads of State and Minister’s tours. It includes special ceremonies such as inaugurations, laying of cornerstones and centennial celebrations, itineraries and travel summaries.

For original financial records, see *Primary 4167*.

For public/media relations, see *Primary 6095*.

For use of pins, flags, emblems, etc., as part of program promotion, see *Primary 6080*.

For Visual Identity Program, see *Primary 1255*

NOTE: The Protocol Office, Department of Executive, has operational records on ceremonies, tours, and events.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Emblems / Pins / Flags / Pennants	S/O	nil	D	S/O	nil	D
30	Discontinued. Use 1255-60 (was Visual Identity Program (VIP))	--	--	--	--	--	--
35	Ceremonies / Events / Tours	2	5	AS/D	2	nil	D

A = Active
 S/O = Superseded/Obsolete
 SA = Semi Active
 AS = Archival Selection
 FD = Final Disposition
 nil = no assigned retention period
 D = Destroy
 FR = Full Retention

Records related to administrative issues concerning regional operations. It includes the exchange of general information between the regions and Headquarters, and between the regions.

NOTE: A copy of records specific to a program should be filed on the appropriate operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	2	nil	D
01	General	2	nil	D	2	nil	D
20	North Slave Region	2	5	D	2	nil	D
25	South Slave Region	2	5	D	2	nil	D
30	Inuvik/Beaufort Delta Region	2	5	D	2	nil	D
35	Baffin Region	2	5	D	2	nil	D
40	Keewatin Region	2	5	D	2	nil	D
45	Kitikmeot Region	2	5	D	2	nil	D
50	Deh Cho Region	2	5	D	2	nil	D
55	Sahtu Region	2	5	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records include administrative reports and statistics, including drafts and supporting documents like preparation materials for annual reports, activity and other periodic reports. Reports may also be filed on the appropriate subject file, for example, variance reports are in *Primary 4180*.

For financial reports and statistics, see *Primary 4367*.

For human resource reports and statistics, see *Primary 5318*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Annual Reports	3*	7	AS/D	S/O	nil	D
25	Quarterly / Monthly / Weekly Reports	2	nil	D	S/O	nil	D
30	Other Reports – Special, one-time, etc.	3*	7	AS/D	S/O	nil	D

3* = retain on-site for 3 years, if report is still used on a regular basis, retain on-site and review each year

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention

Records related to the physical security of buildings, installations or facilities, including the administration of personnel security programs, passes, and other related security systems.

For information systems security, see *Primary 6010*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Building Security (includes key control lists, vault control lists, etc)	2	5	D	2	nil	D
45	Breach of Security Incidents	S/O*	7	D	2	nil	D
50	Personnel Security	2	5	D	2	nil	D

S/O* = retain on-site until all actions related to the breach of security have been processed, including any legal actions taken by the Department/GNWT

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention period	FR = Full Retention