

SECTION 6

INFORMATION SERVICES

6000 - 6999

Section 6, Information Services organizes records related to the management and distribution of information, including the development and maintenance of information systems, publishing, media relations, public relations, records management, library management, and telecommunications.

**LIST OF PRIMARIES
INFORMATION SERVICES**

- 6003 Information Services - General
- 6010 Department Information Systems and Support
- 6040 Publications
- 6080 Public Relation
- 6095 Media Relations
- 6098 Website Content Design and Maintenance
- 6175 Library Services
- 6215 Records Management - General
- 6225 Records Management - Records Classification and Filing Systems
- 6255 Records Management - Disposal / Storage / Retrieval
- 6315 Tele / Data Communications

Records related to general information services and **that do not fit elsewhere in the 6000 Section.**

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

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = No Assigned Retention	FR = Full Retention

Contains information relating to the development and maintenance of department information and business systems. Includes information relating to the GNWT's information strategies and standards, GNWT shared information systems, and the Technology Service Centre. The records in this primary are used for developing new systems, enhancing and maintaining existing systems, migrating or decommissioning systems, and providing support to end-users. Used for system documentation, information about licenses, system backups other than those performed by the Technology Service Centre, and business continuity planning.

For business planning see *Primary 4240*.

For capital planning, see *Primary 4240*.

For disaster planning, see *Primary 1285*

For electronic mail systems, see *Primary 6315*.

For interdepartmental committees, see *Primary 1145*.

For Internet systems, see *Primary 6315*.

For inventories, see *Primary 3020*.

For networks (LAN, WAN, MAN, etc.), see *Primary 6315*.

For tenders and contracts, see also *Primary 4280*.

For training, see *Primary 5205*.

For Web page content design, see *Primary 6098*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
15	Business Continuity Plans	S/O	5	D	S/O	nil	D
20	Information Systems Standards	S/O	10	D	S/O	nil	D
22	Information Systems Planning	S/O*	10	D	S/O	nil	D
27	Information Systems Projects	S/O*	10	D	S/O	nil	D
30	Systems Documentation	S/O*	10	D	S/O	nil	D
32	Information Systems Maintenance	S/O**	10	D	S/O	nil	D
35	Discontinued (was Systems Access Controls)	--	--	--	--	--	--
37	Licensing	S/O	nil	D	S/O	nil	D

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SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
39	User Support and Training	S/O**	nil	D	S/O	nil	D
40	System Backups / Data Recovery / Data Archiving / Data Management	2	5	D	2	nil	D
45	Discontinued (Was Security Incidents/Investigations)	--	--	--	--	--	--
55	GNWT Systems	2	3	D	2	nil	D
60	Technology Service Centre	2	3	D	2	nil	D

S/O – Information is replaced, revised, or discontinued.

S/O* - retain on-site until completion, replacement, or termination of system

S/O** - retain until issue is resolved

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention

Contains records related to the development, production, and distribution of print publications and publications in other media. Publications are works, such as books, newsletters, bulletins, brochures, magazines, articles, manuals, films, compact disks, and multi-media packages that are prepared for mass distribution. Includes internal (GNWT-only) publications and publications intended for the general public. Use for publications that are not part of a larger communications project. Also use for information about International Standard Book Numbers (ISBNs), International Standard Music Numbers (ISMNs), and International Standard Serial Numbers (ISSNs). Examples: draft publications, proofs, publications, lists and catalogues of government publications, requests for publication, distribution lists.

For copyright, see also *Primary 1255*.

For media relations projects and correspondence with the media, see *Primary 6095*.

For public relations projects and correspondence with the general public, see *Primary 6080*.

For reports and statistics, see *Primary 1350*.

For tenders and contracts, see also *Primary 4280*.

For Web page design, see *Primary 6098*.

NOTE: The Legislative Assembly is the Office of Primary Responsibility and holds the master file for records relating to ISBNs, ISMNs, and ISSNs.

NOTE One copy of all publications produced for public distribution must be sent to the Northwest Territories Archives and four copies of all publications must be sent to the Legislative Assembly Library, as per the Publications Regulations (R-056-2003).

NOTE: One copy of all final products should be included in secondary 6040-25.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	International Standard Numbers (ISBN, ISMN, ISSN)	S/O*	5	D	S/O	nil	D
25	Publications	S/O**	5	AS/D	S/O	nil	D
30	Publication Lists / Catalogues	S/O	2	D	S/O	nil	D
35	Publication Requests / Distribution / Subscriptions	2	2	D	2	nil	D

S/O – Information is replaced, revised, or discontinued.

S/O* - Numbering system recalculated due to changes to international standard.

S/O** - Publication is out-of-print and will not be re-issued.

A = Active SA = Semi Active FD = Final Disposition D = Destroy
 S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

Contains information related to the promotion of GNWT programs and activities. Includes inquiries from the public. Use for communications planning and strategies, communications and public relations projects and programs, and promotions. Also used for photograph collections. Do not use for publications that are not part of a public relations project. Examples of records include speeches, lectures, addresses, exhibits, displays, posters, publications that are part of a public relations project, photographs.

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

For briefing notes and briefing books, see *Primary 1275*.

For business plans, see *Primary 4200*.

For ceremonies and visits, see *Primary 1343*.

For contracts, see *Primary 4280*.

For media relations that are not part of a public relations project, see *Primary 6095*.

For Ministers' speeches, see *Primary 1275*.

For official languages, see also *Primary 1329*.

For permissions for use of copyrighted material, see also *Primary 1255*.

For protocol, see *Primary 1343*.

For publications that are not part of a public relations project, see *Primary 6040*.

For reports and statistics, see *Primary 1350*.

For visual identity program, see also *Primary 1343*.

For Web page design, see *Primary 6098*.

NOTE: Secondary 6080-32 includes digital photographs, prints, slides, and negatives, and indexes to photograph collections.

NOTE: Use secondary 6080-35 for all records relating to a public relations project, such as communications plans and strategies, development and production of promotional materials, advertising, media releases, and speeches.

NOTE: One copy of all publications should be included in secondary 6040-25.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
22	Departmental Communications Plans	2	5	AS/D	2	nil	D
32	Photographs	S/O*	7	AS/D	S/O	nil	D
35	Program Promotion / Projects	S/O**	5	AS/D	2	nil	D
40	Public Inquiries	2	nil	D	2	nil	D

S/O – Information is replaced, revised, or discontinued.

S/O* - Photographs no longer required for use in promotions, projects, or publications.

S/O** - Project completed.

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S/O = Superseded/Obsolete	AS = Archival Selection	nil = No Assigned Retention	FR = Full Retention

Contains information documenting communications with the media. Includes inquiries from the media and media monitoring. Use for press and media releases, news conferences, requests for interviews, media contact lists, and advertising. Use for media relations that are not specific to a public relations project. Examples of records include press releases

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

For briefing notes and briefing books, see *Primary 1275*.

For business plans, see *Primary 4200*.

For ceremonies and visits, see *Primary 1343*.

For Ministers' speeches, see *Primary 1275*.

For official languages, see also *Primary 1329*.

For permissions for use of copyrighted material, see also *Primary 1255*.

For protocol, see *Primary 1343*.

For public relations projects, see *Primary 6080*.

For publications that are not part of a public relations project, see *Primary 6040*.

For reports and statistics, see *Primary 1350*.

For visual identity program, see also *Primary 1343*.

For Web site design, see *Primary 6098*.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
45	Discontinued. Use 6080-22	--	--	--	--	--	--
50	Media Relations Files (includes media interviews, news conferences, media/contact lists, press releases, advertisement)	2	5	D	2	nil	D
55	Media Inquiries	2	5	D	2	nil	D
60	Media Monitoring (includes newspaper clippings, radio transcripts and recordings, television transcripts and recordings, website monitoring)	1	nil	D	1	nil	D

A = Active SA = Semi Active FD = Final Disposition D = Destroy
 S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

Contains information documenting the design and maintenance of the content of Internet, intranet, and extranet websites and web pages. Includes administration of websites. Used for the design and maintenance of departmental websites, revisions to content on websites, permissions to use or link to website content. Used primarily for static pages. **Does not** include information relating to information technology used to support websites, such as servers and networks, or information systems that produce dynamic content for websites, such as databases.

For content management systems, see *Primary 6010*.

For contracts, see *Primary 4280*.

For networks, see *Primary 6315*.

For permissions for use of copyrighted material, see also *Primary 1255*.

For reports and statistics, see *Primary 1350*.

For visual identity program, see *Primary 1343*.

For web interfaces with business systems, see *Primary 6010*.

NOTE: The information that is available on Internet, intranet, and extranet pages should also be filed in the appropriate administrative or operational subject file.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Website Design and Maintenance	2	8	D	2	nil	D
25	Website Permissions	2	8	D	2	nil	D

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention

Contains information documenting the services provided by departmental libraries. Includes interlibrary loans, correspondence regarding overdue materials, binding and preservation of materials, and information about the library’s automation system. Used to promote the library’s collection and services. Also used for reports and statistics regarding libraries services, such as acquisitions, circulation, reference questions, research and online searches, and de-accessions. Does not include the materials that form the library collection or the library catalogue.

For conferences, see *Primary 1185*.

For correspondence with and information from other libraries, see *Primaries 1200 to 1230*.

For disposition of items from library collections, see *Primary 3030*.

For financial agreements, see *Primary 4110*.

For forms management, see *Primary 6215*.

For interdepartmental committees, see *Primary 1145*.

For internal departmental meetings and committees, see *Primary 1015*.

For international committees, see *Primary 1165*.

For interprovincial and national committees, see *Primary 1155*.

For ISBN, ISSN, ISMN, see *Primary 6040*.

For library associations, see *Primary 1115*.

For non-financial agreements, see *Primaries 1080 to 1097*.

For original invoices and purchase orders, see *Primary 4167*.

For publications, see *Primary 6040*.

NOTE: Cataloguing and classification worksheets may be disposed of as transitory records once the information has been entered into the catalogue and the catalogue entry verified. See the Transitory Records Schedule, RDA 1997-02.

NOTE: Reference questions may be disposed of as transitory records once the question has been recorded in statistics. See the Transitory Records Schedule, RDA 1997-02.

NOTE: Where libraries are using a manual system to track circulation of library materials, circulation records (charge out, charge in) may be disposed of as transitory records once the library materials have been returned. See the Transitory Records Schedule, RDA 1997-02.

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
15	Library Catalogue System / Automated Systems	S/O	nil	D	S/O	nil	D

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A = Active SA = Semi Active FD = Final Disposition D = Destroy
 S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
20	Library Promotional Materials (e.g. acquisitions lists, notices, bibliographies)	2	nil	D	2	nil	D
27	Interlibrary Loans	2	nil	D	2	nil	D
35	New Acquisitions	2	nil	D	2	nil	D
37	Overdues	2	nil	D	2	nil	D
43	Preservation / Binding	2	nil	D	2	nil	D
45	Discontinued.	—	—	—	—	—	—
50	Library Reports and Statistics	2	5	D	2	nil	D
55	Subscriptions / Renewals	3	nil	D	2	nil	D
60	User Registration Records (where not maintained in a database)	S/O	nil	D	S/O	nil	D

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention

Contains information related to records management and related activities, for which there is no specific primary. Includes standards, guidelines, and subject information on records management, correspondence management, forms management, the management of electronic records, document management, essential or vital records, micrographics, imaging, and other technologies for managing records. Used for designing and developing forms, managing microfilming and imaging projects, implementing electronic records management and/or document management systems, and vital records planning and identification of essential or vital records. Also used for records management advice provided to the department or received from the Records Management section of Public Works and Services. Examples of records include standards, guidelines, plans, forms, vital records lists.

For administrative and operational records classifications systems, see *Primary 6225.*

For disposal, storage and retrieval of records, see *Primary 6255.*

For mail logs, see *Primary 1320.*

For disaster planning and business resumption planning, see *Primary 1285.*

For statistics, see *Primary 1350.*

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	Records Management Advice	2	5	D	2	nil	D
20	Correspondence Management	2	5	D	2	nil	D
25	Forms Management	2	5	D	2	nil	D
30	Electronic Records / Document Management	2	5	D	2	nil	D
35	Discontinued. Use 1285-20. (was Disaster Prevention / Business Recovery)	--	--	--	--	--	--
40	Essential / Vital Records	2	5	D	2	nil	D
45	Micrographics / Imaging	2	5	D	2	nil	D
50	Other Emerging Technologies	2	5	D	2	nil	D
55	Records Projects	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 FR = Full Retention

**RECORDS MANAGEMENT - RECORDS
CLASSIFICATION AND FILING SYSTEMS**

6225

Contains records relating to the development, approval, implementation, and maintenance of records disposition authorities and departmental filing systems. Includes file lists. Also includes information related to common records disposition authorities developed for use by all GNWT departments. Used for records relating to the development, approval, revision, and discontinuation of departmental records disposition authorities, such as Operational Records Classification Systems (ORCS) and One-Time Records Schedules. Used to manage active files, including circulation of files. Also used for file conversion and projects. Examples of records include records disposition authorities, plans, file lists, file charge-in/charge-out records.

For the disposal, storage and retrieval of records, see *Primary 6255*.

For other aspects of records management, see *Primary 6215*.

NOTE: Records Management, Public Works and Services, maintains the government’s master record for common records disposition authorities as an operational record.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	75	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Common Records Disposition Authorities (e.g. Transitory Records Schedule, GNWT Administrative Records Classification System)	S/O	7	D	S/O	nil	D
30	Department Specific Records Disposition Authorities (e.g. Operational Records Classification System (ORCS), One-Time Records Schedules)	S/O*	75	D	S/O	nil	D
35	File System Conversion Projects	2	5	D	2	nil	D
40	File Lists	2	5	D	2	nil	D
42	File Charge-in/Charge-Out	2	0	D	2	nil	D
45	Discontinued. Use 6215-55 (was Records Projects)	--	--	--	--	--	--

S/O* = retain on site until all records that are scheduled by the records disposition authority have been disposed of.

A = Active SA = Semi Active FD = Final Disposition D = Destroy
S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

Contains records related to the semi-active and final disposition phases of the records life cycle. Includes records relating to transfers of records to GNWT records centres and retrievals from the records centres. Also includes records relating to the disposal of records, including the destruction of records, the destruction of transitory records, the transfer of records to the NWT Archives, the transfer of records to other GNWT departments, the transfer of records to other governments, including Nunavut and Aboriginal Governments, and the transfer of records to non-government organizations. Used to review Notices of Destruction received from the Government of Nunavut. Examples of records include lists of records transferred to the records centre, records of retrievals of records from the records centres, lists of records that are to be disposed of, disposition authorization letters, letters authorizing the transfer of records, Government of Nunavut Notices of Destruction, lists of Nunavut records that are ready for disposition.

For records classification systems, see *Primary 6225*.

For other aspects of records management, see *Primary 6215*.

NOTE: Each department must maintain documentation on the final disposition of its records.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	75	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Records Destructions	5	70	D	S/O	nil	D
30	Records Retrievals / Returns to Storage	2	0	D	2	nil	D
40	Transfers to Records Centres and Permanent Returns to Department	S/O*	0	D	S/O	nil	D
45	Transfers to NWT Archives	5	70	D	5	nil	D
50	Transfers to Other GNWT Departments / Boards / Agencies	5	70	D	5	nil	D

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A = Active SA = Semi Active FD = Final Disposition D = Destroy
S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
55	Transfers to Other Governments (e.g. Nunavut, Aboriginal Governments)	5	70	D	5	nil	D
60	Transfers to Non-GNWT Organizations	5	70	D	5	nil	D
65	Government of Nunavut Notices of Destruction	1	6	D	1	nil	D
70	Transitory Records Dispositions	1	6	D	1	nil	D

S/O* = retain on-site as long as records are stored at a records centre; when records are disposed of, documentation should be transferred to a disposition file

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = No Assigned Retention	FR = Full Retention

DISCONTINUED. USE 1025
(Was Studies, Research and Surveys)

6280

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Discontinued. Use 1025-00 (was Policy and Procedures)	--	--	--	--	--	--
01	Discontinued. Use 1025-01 (was General)	--	--	--	--	--	--
20	Discontinued. Use 1025-22 (was Management Studies and Surveys)	--	--	--	--	--	--
25	Discontinued. Use 1025-32 (was Performance Measurement)	--	--	--	--	--	--

A = Active SA = Semi Active FD = Final Disposition D = Destroy
S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

Contains records related to data communication networks and telecommunications. Includes information about telephone and cellular phone systems, radio systems, mobile telecommunications systems, and intercom systems. Used for information about the government’s digital communications networks (DCNs), local, metro, and wide area networks (LAN, MAN, and WAN). Also used for information about the government’s Internet and electronic mail systems. Examples of records include requests for service and upgrades, correspondence with service providers, studies, reports.

For business and information systems, see Primary 6010.

For telecommunications equipment and supplies, see Primary 3020.

For Web page design, see Primary 6098.

NOTE: E-mail messages should be filed in the relevant administrative or operational subject or case file.

NOTE: Integrated telephone and intercom systems are filed under 6315-20. Stand-alone intercom systems are filed under 6315-50.

NOTE: Information about voice over Internet (VoIP) systems are filed under 6315-50.

Secondaries		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policies and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Telephone and Cellular Phone Systems	2	5	D	2	nil	D
25	Radio and Mobile Systems	2	5	D	2	nil	D
30	Electronic Mail Systems	2	5	D	2	nil	D
40	Digital Communications Networks (DCNs, includes LANs, MANs, and WANs)	2	5	D	2	nil	D
45	Internet Systems	2	5	D	2	nil	D
50	Voice Systems	2	5	D	2	nil	D
55	Discontinued. Use 6315-40. (was Area Networks)	--	--	--	--	--	--
60	Audio and Video Conferencing Systems	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 FR = Full Retention