

Breakdown of a Retention Schedule

1	SS096	2	Community Residence Supervisor's Files
3	To maintain a record of the co-ordination of Community Residence functions.		
4	Series Closed: 03-31-2003		
	MEMO:		
5	This series consists of menus, accident reports, fire plan, maintenance, safety, wife abuse, parenting, family violence, and income maintenance. Series also contains records relating to the Supporting Communities Partnership Initiative (SCPI), such as budgets, requisitions, and reports. Prior to 2006, the total retention of this series was 2 years, and the disposition was Destruction, Subject to Review. This series closed on March 31, 2003 following the closure of the Community Residences - Women's Shelter. Previously, this schedule was designated CS076		
		8	Department Retention: 2 Years
		9	Total Retention: 7 Years
6	Retention Condition: SO - SUPERCEDED/OBSOLETE		
7	FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED		
		10	Final Disposition: Destruction <i>Subject To Review</i>

- 1** The number of the retention schedule. In this case SS stands for Social Services, and this is the 96th schedule for that department.
- 2** The title for this particular retention schedule. The title should reflect how you refer to or file a particular group of records.
- 3** The purpose or function of the records for your division.
- 4** The status of the schedule. In this case it has been closed, so your division will no longer be generating these records as of the stated date. If you are still creating the records call Archives to re-activate the schedule or change the date listed. If the schedule is still active (ie you are still creating records) this section should be blank. You will see closed schedules on your list of schedules until all the records have been sent and they have been destroyed/added to the archives.
- 5** The memo or notes field. This part of the schedule indicates the different types of documents that fall under the retention schedule. There is also a brief history of the retention schedule.
- 6** A retention condition. Superseded/obsolete means that the retention timeline does not apply until you declare that the file has been closed. So ignore the timeline until you are finished using the records and then follow the department retention timeline before sending the files to archives.
- 7** The FOI designation refers to the freedom of information act. This allows the public to know how they can gain access to any of the records listed. In this case the public must submit an FOI request to view any of the files (FOI requests must also be submitted for PIB, Personal Information Bank, designated schedules).
- 8** The department retention refers to how long you keep these records at your department, in this you would keep these records for 2 years in your department, after which you could transfer them to the archives.
- 9** The total retention refers to the total length that the records will be kept. In this case you would send the records to archives after 2 years, and then the records would sit on our shelves for 5 years after which time they will be shredded or kept permanently in the archives. All together the records should have been kept for 7 years.
- 10** The final disposition is what will ultimately happen to the records. In this case they will be destroyed. However, they are subject to review which means that archives staff may choose to keep a small amount for historical purposes. A disposition of permanent means all of the records will be kept permanently in the Archives, and permanent subject to review means that the majority of the records will be kept permanently.