

# FNS

First Nations Summit



## Information Management Toolkit

Information for First Nations Government in BC

Filing Toolkit | Appendix 1 – Records Classification and Retention Schedule | 2011



# 1. Introduction

## to the Records & Information Management System and Retention Schedule

The Records & Information Management System for First Nations is a Block Numeric filing system. The organizing principle is function, arranged alphabetically by subject. The subject headings have been derived from a review of the records in First Nations government organizations in British Columbia and from consultations with First Nations government staff members and records management staff working in First Nations government offices.

The complete Records & Information Management System represents a menu from which staff can select the appropriate primary and secondary headings to classify all information generated or received by their organization.

## 2. Structure and Logic

### of the Records & Information Management System and Retention Schedule

#### 2.1 Sections

There are nineteen sections that represent the functions of a typical First Nations government. These are arranged as follows:

##### **Administration:**

- Section 1 – Administration (Primary Numbers 0100 – 0699);
- Section 2 – Buildings, Facilities and Properties (Primary Numbers 0700 – 0999);
- Section 3 – Equipment and Supplies (Primary Numbers 1000 – 1299);
- Section 4 – Information Systems and Services (Primary Numbers 1300 – 1599);
- Section 5 – Finance (Primary Numbers 1600 – 2199);
- Section 6 – Governance & Legal Matters (Primary Numbers 2200 – 2499);
- Section 7 – Personnel (Primary Numbers 2500 – 2999);

##### **Operations:**

- Section 8 – Lands (Primary Numbers 3000 – 3999);
- Section 9 – Housing (Primary Numbers 4000 – 4599);
- Section 10 – Social Development (Primary Numbers 4600 – 5199);
- Section 11 – Child Care / Day Care Operations (Primary Numbers 5200 – 5499);
- Section 12 – Education and Lifelong Learning (Primary Numbers 5500 – 5999)
- Section 13 – Engineering, Public Works and Infrastructure (Primary Numbers 6000 – 6499);
- Section 14 – Forestry and Resources Management (Primary Numbers 6500 – 6999);
- Section 15 – Fisheries Resource Management (Primary Numbers 7000 – 7799);
- Section 16 – Health (Primary Numbers 7800 – 8299);
- Section 17 – Membership/Citizenship (Primary Numbers 8300 – 8499);
- Section 18 – Protective Services (Primary Numbers 8500 – 8999);
- Section 19 – Culture and History (Primary Numbers 9000 – 9399);
- Section 20 – Economic Development Corporations & Activities (Primary Numbers 9400 - 9799), and  
Unassigned for future growth (Primary Numbers 9800 – 9999).

# Appendix IM Toolkit

The style of coding is known as block numeric. The administration/operational split is characteristic of Canadian filing systems originally developed at the federal government ministries. It is also similar to the ARCS/ORCS model used by the Province of British Columbia. Administrative subjects are housekeeping subjects, and common to all organizations. Operational subjects are specifically relating to the mandate and business of the First Nation organization, and are unique to that business. Related agencies such as economic development corporations will require more operational functions than are shown in this arrangement. Topics in this system reflect the First Nation organization relationship to these other bodies.

The classification system is designed to expand as the business functions grow and change, so there is spacing between the code numbers assigned to primary subjects. Where the volume of records requires, First Nation records management staff are encouraged to add the required primary subjects, creating the appropriate classification code.

## 2.2 Primary and Secondary Subjects

Subjects are arranged in rough alphabetical order within each section. For each subject, the individual subjects or topics are displayed in a hierarchy, from general to more specific and relating sub topics, and represent the broad spectrum of typical functions.

In situations where there are relating primary subjects, these have been arranged to represent a primary “block”, e.g.:

2320 Chief and Council – General

2330 Chief and Council – Committees

2340 Chief and Council – Meetings

Within a block, the first primary is a general one, containing records relevant to the complete block, as well as general subjects that do not collect enough records to justify being assigned a unique primary heading. A differing retention period for relating subjects also warrants having a different subject heading.

For each primary subject heading there is a description or scope note to clearly describe the types of record materials that should be grouped under the primary heading. This description provides a reminder for staff, who will be filing or retrieving information infrequently.

## Appendix IM Toolkit

A primary subject contains a variety of types of files or records, and is further subdivided into relating secondary subject files and/or case files. Secondary subject headings bring relating materials on a topic, and are usually assigned numbers -02 to -19. These secondary subjects may also include case files.

Case files usually consist of many different files or volumes, each of which contains diverse records relating to a specific entity, such as a person, meeting, event, project or transaction. Examples of common case records are individual meeting files, organized by the date of the meeting. Case files are usually numbered –20 or higher. Case files may also have their own unique numbering system, e.g. employee numbers, policy numbers, and consequently can easily fit into the overall classification scheme.

Within each primary, the –01 is always reserved as a “general” file. The general file is usually the first secondary file opened, and is used for records where the content of the record falls within the primary, but there is no existing secondary, or where there is no existing classification for the document. The general number is used until sufficient volume is generated to warrant creating a new primary or secondary heading. An accepted volume is 5 to 10 pieces of information.

Occasionally, secondary subjects may be further subdivided into a third or tertiary subject heading, when a secondary subject requires further breakdown. For example, a further breakdown may be required for committees, where separate files are required for agendas, minutes from open meetings, and minutes from closed meetings. In these cases, the tertiary number is added to the secondary, and forms the complete file number.

A complete file number will typically have at least two components – the primary and secondary numbers, or three – the primary, secondary and tertiary numbers

## 2.3 Retention Periods

The recommended retention period is assigned to each secondary subject heading. There are three phases defined for each of these subjects:

- the active life (A), where the records are used for staff work and reference;
- the semi-active (SA) or inactive phase, where staff no longer use the records, but the records may be needed for regulatory, audit or other requirements. At this stage, records are removed to storage, and
- the final disposition (FD) phase, where the records are destroyed or retained permanently.

The basis for each retention is from the appraised value of the records, and also incorporates any legal requirements for retention.

Legal research was undertaken in 2011 to locate any regulations for retention of records. With the passage of time, organizations should undertake their own research to ensure current retention requirements.

# 3. Records Classification

## and retention Schedule

<b>PART A</b>	<b>ADMINISTRATION</b>	<b>0100 – 2999</b>
Section 1	Administration	0100 – 0699
Section 2	Buildings, Facilities and Properties	0700 – 0999
Section 3	Equipment and Supplies	1000 – 1299
Section 4	Information Systems and Services	1300 – 1599
Section 5	Finance	1600 – 2199
Section 6	Governance and Legal Matters	2200 – 2499
Section 7	Personnel	2500 – 2999
<b>PART B</b>	<b>OPERATIONS</b>	<b>3000 – 9999</b>
Section 8	Lands	3000 – 3999
Section 9	Housing	4000 – 4599
Section 10	Social Development	4600 – 5199
Section 11	Daycare/Child Care Operations	5200 – 5499
Section 12	Education and Life Long Learning	5500 – 5999
Section 13	Engineering, Public Works and Community Infrastructure	6000 – 6499
Section 14	Forestry Resources Management	6500 – 6999
Section 15	Fisheries Resource Management	7000 – 7799
Section 16	Health	7800 – 8299
Section 17	Membership/Citizenship	8300 – 8499
Section 18	Protective Services	8500 – 8999
Section 19	Culture and History	9000 – 9399
Section 20	Economic Development Corporations and Activities	9400 - 9799



## RETENTION SCHEDULE TIME PERIOD CODES

The time periods for retention of record series are provided with every subject heading. Three columns are provided on the right side of the page:

**"A"** indicates the time period during which the record series is active, and required for daily business in the office.

**"SA"** indicates the time period during which the record series must be retained by the organization for regulatory or other reasons, but the records are semi-active and no longer needed for daily business. These may be removed from the active office space to a less costly storage location.

**"FD"** indicates final disposition, once the record series has been retained for all required purposes.

The various codes are defined as follows:

**A** = active

**SA** = semi active

**FD** = final

disposition **CY** =

calendar year **FY**

= fiscal year

**y** = year

**SR** = selective retention

**SO** = until superceded or obsolete (each condition is noted)

**P** = permanent retention\*

**D** = destroy

**NA** = not applicable

**ARC** = archives (where organizational archives exist)

- legal or business obligation to retain permanently

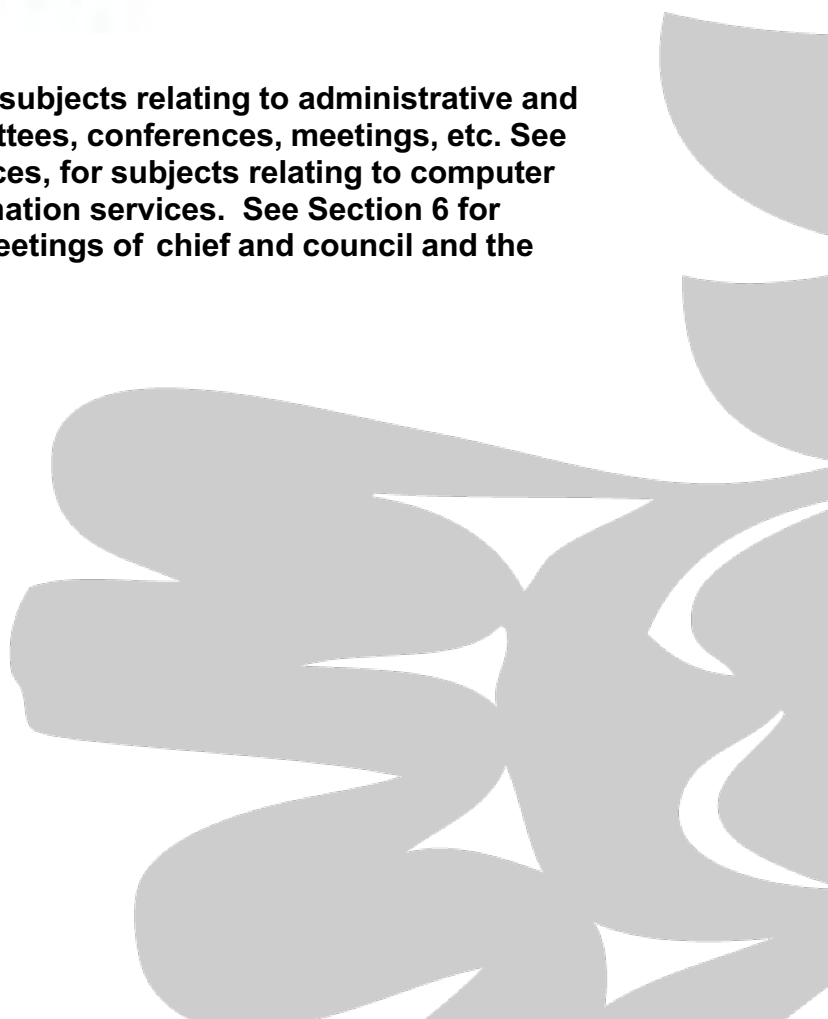
**PIB** = Personal Information Bank (collection of records filed by name, identification number or other personal identifier)

# SECTION 1: ADMINISTRATION

Primary Numbers: 0100 – 0699



**Section 1 covers a wide variety of general subjects relating to administrative and managerial services, associations, committees, conferences, meetings, etc. See Section 4, Information Systems and Services, for subjects relating to computer systems, public relations and other information services. See Section 6 for governance subjects such as elections, meetings of chief and council and the legislature.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

0110	Administration	- General
0125	Acts and Legislation	- General
0150	Appreciation, Complaints, Inquiries	
0170	Associations, Clubs, Societies	
0200	Awards	
0300	Cemetery Administration	
0320	Ceremonies and Celebrations	
0400	Circulars, Directives, Orders, Manuals, Policies	
0440	Committees, Commissions and Meetings	
0480	Conferences, Seminars, Symposia	
0490	Cooperation and Liaison - General	
0520	Corporations, Companies, Firms	
0550	Delegation of Authority	
0580	Inventions, Patents, Copyright, Logos and Trademarks	
0600	Management Services/Reviews	
0610	Office Services	
0620	Plans and Programs	
0630	Proclamations and Special Declarations	
0640	Reports and Statistics	- General
0680	Security - General	
0685	Special Events	
0695	Visits and Tours	

**0110 ADMINISTRATION – GENERAL**

Includes records relating generally to administrative functions, which are not found elsewhere in this section. Includes incorporation and letters patent documents relating to the establishment of the First Nation organization. Also includes organization charts and materials relevant to organizational structure.

-01	General	CY + 1	6y	D
-02	Incorporation	SO	nil	P
-03	Organization Charts	SO	nil	P
-20	Convenience Files	CY + 1	nil	D

Note: These are convenience copies of correspondence compiled for administrative convenience only. Classify the official file copy under the appropriate subject.

-30	Appointment Books, Calendars, Diaries	SO	nil	SR
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Note: Diaries relating to specific subjects should be classified under the appropriate subject.

**0125 ACTS AND LEGISLATION**

Includes records relating to general information on acts and legislation. Includes comparative studies of legislation from various levels of government. Where required, subdivide by jurisdiction.

-01	General	SO* + 1	nil	D
-02	Comparative Studies	SO* + 1	nil	SR
-20	Legislation, by jurisdiction	SO*	nil	D

(\*SO = until updated or replaced

**0150 APPRECIATION, COMPLAINTS, INQUIRIES**

Includes general letters of appreciation, complaint, condolence, congratulation, invitation, criticism, etc.

-01	General	CY + 1	nil	D
-20	Complaints, by Dept., issue	CY + 1	6y	D

**0170 ASSOCIATIONS, CLUBS, SOCIETIES**

Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations. For committees and commissions, see primary 0350 and 0440.

-01	General	CY + 1	6y	D
-20	Associations, Clubs, Societies, alpha by name - First Nations Education Steering Committee (FNESC) - First Nations Schools Association (FNESA)	CY + 1	6y	D

For a further breakdown within an individual organization, use the following categories:

- 01 General
- 02 Agenda
- 03 Minutes
- 04 Attendance lists
- 05 Membership lists
- 06 Reports
- 07 Financial statements/budgets
- 08 Newsletters/bulletins

**0200 AWARDS**

Includes records relating to the presentation of awards or the receipt of awards by the First Nation organization.

-01	General	CY + 1	6y	D
-20	Awards, individual, by name and date	CY + 1	6y	P

**0300 CEMETERY ADMINISTRATION**

Includes records relating to the administration and management of First Nation organization cemeteries, including the reservation of graves, issuance and maintenance of burial permits, interments, etc. See Legal Citation Number 48, Appendix 2.

-01	General	CY + 1	6y	SR
-02	Cemetery Plans	SO	nil	P
-20	Grave reservations, alpha by name	SO	nil	P
-30	Burial permits, alpha by name	SO	nil	P

**0320 CEREMONIES AND CELEBRATIONS**

Includes records relating to special ceremonies of the First Nation organization, including inaugurations, dedications, celebrations, etc.

-01	General	CY+!	6y	D
-20	Celebrations, by name and date	CY + 1	6y	SR

**0400 CIRCULARS, DIRECTIVES, ORDERS, MANUALS, POLICIES**

Includes administrative and operating manuals, bulletins, directives, instructions, etc. Also includes policies and procedures. For publications to external agencies, see Section 4, Information Systems and Services.

-01	General	SO*	nil	P
-20	Administrative and operating manuals	SO*	nil	P
-50	Policies and procedures	SO*	nil	P

(\*SO = retain until updated, then save permanently to provide context for decision making.)

**0440 COMMITTEES, COMMISSIONS AND MEETINGS**

Includes records relating to the establishment, organization and functions of boards, commissions, committees, councils, groups, panels, subcommittees, task forces and working groups not shown elsewhere. Includes agenda, notices, minutes, reports and other records. For associations, clubs, societies, etc. see primary 0170. For Council committees and meetings see primary 0350 and 0370. Note: create individual primaries for organizations as required.

-01	General	CY + 1	6y	D
-20	Committees, alpha by name	CY + 1	6y	P

For a further breakdown within an individual committee, use the following categories:

- 01 General
- 02 Agendas
- 03 Minutes
- 04 Attendance lists
- 05 Membership lists and appointments
- 06 Reports
- 07 Financial statements
- 08 Terms of reference

**0480 CONFERENCES, SEMINARS, SYMPOSIA**

Includes records relating to participation in or the establishment, organization and functions of conferences, seminars and symposia. Includes agendas, notices, minutes, reports and other records. For associations, clubs, societies, see primary 0170. For committees and commissions, see primary 0440.

-01	General	CY + 1	6y	D
-20	Conferences, seminars, etc., alpha by title, date	CY + 1	1y	SR*

(\* SR = retain records of sponsored seminars)

**0490 COOPERATION AND LIAISON**

Includes records of a general nature relating to liaison activities with organizations, which are not found elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

-01	General	CY + 1	6y	D
-20	British Columbia Government	CY + 1	6y	D
-30	Federal Government	CY + 1	6y	D
-40	International Agencies	CY + 1	6y	D
-50	Local and Regional Governments	CY + 1	6y	D
-60	Other First Nation Governments	CY + 1	6y	D
-70	Other First Nation Organizations	CY+!	6y	D
	- Assembly of First Nations (AFN)			
	- Leadership Council (FNLC)			
	- First Nations Summit (FNS)			
-80	Universities, Colleges and Schools	CY + 1	6y	D
-90	Health Authorities	CY + 1	6y	D

**0520 CORPORATIONS, COMPANIES, FIRMS**

Includes records of a general and routine nature relating to corporations, companies and firms. Such material includes solicitations, brochures, inquires, offers of service, etc. For material on a specific subject, e.g. contracts, accounts payable or receivable, file with the appropriate subject primary.

-01	General	CY + 1	6	D
-20	Corporations, companies, firms, alpha by name	CY + 1	6y	D

**0550 DELEGATION OF AUTHORITY**

Includes records relating to the delegation of authority, including resolutions, signing authorities and relating matters.

-01	General	CY + 1	nil	D
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**0570 INVENTIONS, PATENTS, COPYRIGHT, LOGOS AND TRADEMARKS**

Includes records relating to the applications for patents, copyrights, or trademarks (intellectual property) made on behalf of the First Nation organization. Also includes records relating to infringements, permission to use copyright material, etc. as well as records relating to the use of logos and trademarks, including the use of an approved visual identification program for municipal property, vehicles, celebrations, etc.

See Legal Citation Number 35, Appendix 2.

-01	General	SO	nil	SR*
	(*SR = keep all patents, copyrights and trademarks until expiry of claim or ownership)			
	(*SR = retain all graphic materials depicting logos and trademarks permanently)			

**0600 LEGISLATIVE AFFAIRS – GENERAL**

Includes records of a general nature relating to the establishment and management of legislative and regulatory matters to the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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**0610 MANAGEMENT SERVICES/REVIEWS**

Includes records relating to management improvement studies, office surveys and other records relating to management information systems, operation performance surveys, etc.

-01	General	CY + 1	6y	D
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**0620 OFFICE SERVICES**

Includes records relating to internal and external office services and procedures, including duplication and reproduction services, secretarial and typing services, translation services, mail and courier services, etc.

-01	General	CY + 1	6y	D
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**0630 PLANS AND PROGRAMS**

Includes records relating to program planning coordination and direction, including the development and execution of plans in relation to program goals and objectives. Also includes the review and analysis of plans and programs.

-01	General	CY + 2	3y	SR*
	(*SR = keep all strategic plans permanently)			



**A SA FD**

## **0640 REPORTS AND STATISTICS**

Includes reports and statistics on all administrative and operational subjects

Note: where volume requires, subdivide by frequency of issue.

-01	General	CY + 1	6y	D
-20	Annual reports and statistics, by name and date	CY + 1	1y	P
-30	Reports, by name and date	CY + 1	1y	SR*

(\*SR = keep one time reports that are not accumulated in other reports.)

## **0680 SECURITY**

Includes records relating to security issues including personnel security, information security, and physical security.

See Legal Citation Number 36, Appendix 2.

-01	General	CY + 1	6y	D
-20	Information security	CY + 1	1y	D
-30	Personnel security (PIB)	CY + 1	1y	D
-40	Physical security	CY + 1	1y	D

(\* Personal Information Bank)

## **0685 SPECIAL EVENTS**

Includes records relating to municipal sponsorship or participation in recreation and cultural events, festivities, etc. For ceremonies and celebrations, see primary 0320.

-01	General	CY + 1	6y	D
-20	Special event, by name	CY + 1	6y	SR*

(\* SR = retain policy and program material for significant events)

## **0695 VISITS AND TOURS**

Includes records relating to the arrangement, preparation, and conduct of visits and travel to and from other cities, provinces and countries, and visits of officials to the First Nation organization from other locations. Includes itineraries, reports and other relating records. For travel expenses and claims, see primary 1800.

-01	General	CY + 1	6y	D
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# SECTION 2: BUILDINGS, FACILITIES AND PROPERTIES

Primary Numbers: 0700 – 0999



**Section 2 is concerned with subjects involving the acquisition of accommodation for First Nation organization administration and operations through the purchase or rental of existing buildings and land, or through the construction of new buildings and facilities. These properties are altered, developed and maintained according to the particular needs of the First Nation organization administration.**

**For housing of First Nation organization members, see Section 9,**

**Housing. For fire prevention, see Section 17, Protective Services.**

## PRIMARY NUMBERS AND PRIMARY SUBJECTS

0710	Buildings, Facilities and Properties	– General
0730	Buildings	– General
0810		– Individual
0890	Properties	– General
0970	Utilities	– General

**0710 BUILDINGS, FACILITIES AND PROPERTIES – GENERAL**

Includes records relating to buildings, facilities and properties for the First Nation administration and operations, which are not found elsewhere in this section.  
For physical security of buildings, facilities and properties see primary 0680.

-01	General	CY + 1	1y	D
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**0730 BUILDINGS – GENERAL**

Includes records relating to buildings and facilities, activities and programs, including acquisition, alterations and repairs, construction, damages, disposal and maintenance for the First Nation administration and operations.  
Includes building directories, addresses, locations, etc. For individual buildings, see primary 0810.

-01	General	CY + 1	3y	D
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**0810 BUILDINGS – INDIVIDUAL**

Includes records for individual buildings, facilities and structures owned by the First Nation administration and operations.

File records by standard building number, using the following secondary categories:

- 01    General
- 02    Land acquisition
- 03    Planning, design and construction
- 04    Modifications and alterations
- 05    Maintenance
- 06    Parking
- 07    Disposal

-01	General	CY + 1	5y	SR*
-20	Individual buildings, by name (*SR = retain precedents and statistics permanently)	SO	7y	P

**0890 PROPERTIES – GENERAL**

Includes records relating to the properties owned by the First Nation organization for administration or operating purposes. For individual properties occupied by First Nation organization members or tenants see primary 3700.

-01	General	CY + 1	6y	D
-20	Individual properties, by address	SO	nil	P

For a further breakdown within an individual property by name, use the following categories:

- 01    General
- 02    Land acquisition
- 03    Planning, design and construction
- 04    Modifications and alterations
- 05    Maintenance
- 06    Parking
- 07    Disposal

**0970 UTILITIES – GENERAL**

**A**

**SA**

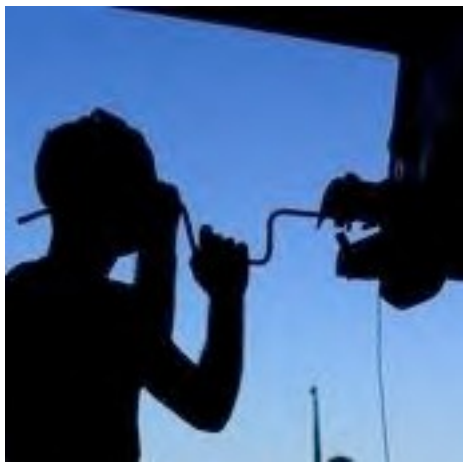
**FD**

Includes records relating to the various building utilities: environmental controls such as air conditioning, ventilation and heating, garbage disposal, gas, lighting and electrical systems and facilities, and water and plumbing facilities.

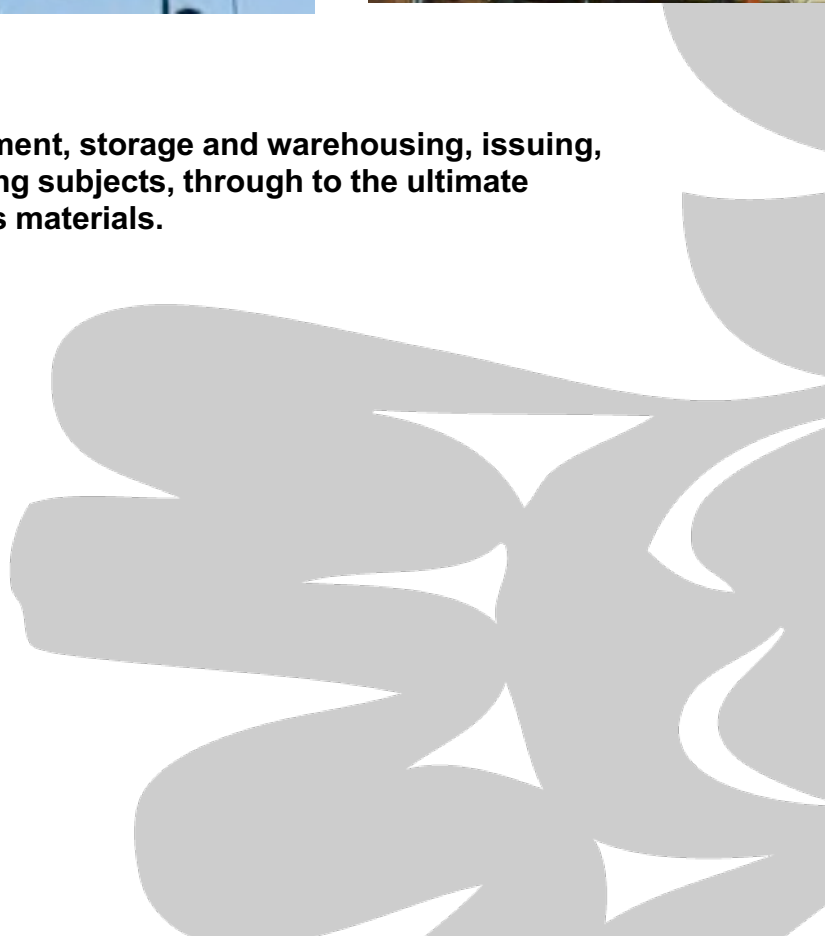
-01	General	CY + 1	6y	D
-02	Heating systems	CY + 1	6y	D
-03	Air conditioning/ventilation	CY + 1	6y	D
-04	Garbage disposal	CY + 1	6y	D
-05	Gas	CY + 1	6y	D
-06	Lighting and electrical systems	CY + 1	6y	D
-07	Water and plumbing systems	CY + 1	6y	D
-08	Energy Management	CY + 1	6y	D

# SECTION 3: EQUIPMENT AND SUPPLIES

Primary Numbers: 1000 – 1299



**Section 3 covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing, and other relating subjects, through to the ultimate disposal or write-off of obsolete or surplus materials.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

1010	Equipment and Supplies	- General
1015		- Vendors
1025	Asset Control and Inventories	
1040	Audio-visual and Photographic Equipment	
1045	Building Materials	
1050	Catalogues, Manuals, Price Lists	
1060	Clothing	
1065	Computers	- General
1070		- Hardware
1075		- Software
1085	Disposal and Surplus	
1090	Fire Fighting Equipment	
1095	Fisheries Equipment	
1110	Forms	
1120	Fuels	- General
1125		- Heating
1130		- Motor Vehicle
1150	Furniture and Furnishings	
1170	Office Machines and Equipment	
1190	Parks Equipment and Supplies	
1200	Procurement	- General
1210		- Purchase Orders and Requisitions
1220		- Tenders and Quotations
1230		- Standing Offers (open orders)
1240	Public Works Equipment and Supplies	- General
1245		- Material
1250		- Warehouse Stores
1260	Recreation Equipment and Supplies	
1270	Stationery	
1275	Telecommunication Equipment	
1280	Vehicles	

**1010 EQUIPMENT AND SUPPLIES – GENERAL**

Includes records relating to the general administration of equipment and supplies which are not found elsewhere in this section and to the procurement of equipment and supplies including user specifications, acquisition, maintenance and repairs not included elsewhere in this section.

-01	General	CY + 1	2y	D
-02	Equipment loans	CY + 1	2y	D
-03	Guarantees and warranties (*SO=until expiry of guarantee or warranty)	SO*	6y	D
-20	Equipment case files	SO*	6y	D
-30	Supplies case files (*SO = life of equipment or supplies purchase terms)	SO*	6y	D

**1015 EQUIPMENT AND SUPPLIES – VENDORS**

Includes records relating to suppliers and vendors of equipment or supplies, such as technical data, equipment catalogues, price lists, routine correspondence unrelated to specific purchases. For purchase orders, see primary 1210. For record of payment and invoices, see primary 1630.

-01	General	CY + 1	nil	D
-20	Suppliers, alpha by name (*SO = until no longer a supplier)	SO*	nil	D\

**1025 ASSET CONTROL AND INVENTORIES**

Includes records relating to the control of fixed assets excluding buildings and lands, and stock inventory, including receipt, storage, inventorying and stocktaking. This section does not include records relating to financial assets.

-01	General	FY+1	6y	D
-02	Asset loss	SO+1	6y	D
-03	Warehouse inventory	FY+1	6y	D
-20	Fixed assets control case files (*SO = until loss is written off)	SO*	nil	P

**1040 AUDIO-VISUAL AND PHOTOGRAPHIC EQUIPMENT**

Includes records relating to the purchasing of audio-visual and photographic equipment, including justification, user specifications, issue, maintenance and repairs.

-01	General	CY + 1	6y	D
-20	Equipment history files (*SO = life of equipment)	SO*	nil	D



**A                    SA                    FD**

**1045 BUILDING MATERIALS**

Includes records relating to the purchasing of building materials and supplies such as lumber, hardware, etc.

-01	General	CY + 1	6y	D
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**1050 CATALOGUES, MANUALS, PRICE LISTS**

Includes technical data, equipment catalogues and manuals, price lists, etc.

-01	General	CY	nil	D
-20	Suppliers	SO	nil	D

**1060 CLOTHING**

Includes records relating to the purchase and issue of clothing, uniforms, smocks, etc. This primary also includes records on cleaning and laundering services.

-01	General	CY	6y	D
-02	Cleaning services	CY	1y	D
-03	Dress regulations (*SO = until changed or updated)	SO*	nil	P
-20	Itemized record of issue, alpha by name (*SO = duration of employment)	SO*	nil	D
-30	Special clothing maintenance reimbursement	CY + 1	1y	D

**1065 COMPUTERS – GENERAL**

Includes records relating to the purchase of computer equipment, including equipment evaluations, user specifications, maintenance and repairs. Includes purchasing procedures and correspondence relating to computer maintenance.

-01	General	CY + 1	6y	D
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**1070 COMPUTERS – HARDWARE**

Includes records relating to the purchase of computer hardware, including equipment evaluations, user specifications, issue, maintenance and repairs. Includes history and maintenance files.

-01	General	CY + 1	6y	D
-02	Hardware research files	CY + 1	6y	D
-30	Hardware history files	SO*	nil	D
-40	Hardware problems and maintenance (*SO = life of equipment)	SO*	nil	D

**A                      SA                      FD**

**1075 COMPUTERS – SOFTWARE**

Includes records relating to the purchase of commercially available computer software, including software evaluations, user requirements, issue, maintenance and repairs. Includes research, history and problem files.

-01	General	CY + 1	6y	D
-20	Software research files, by product and release no.	CY + 1	1y	D
-25	Software history files	SO*	nil	D
-30	Software maintenance and problem files (*SO = life of software)	SO*	nil	D

**1085 DISPOSAL AND SURPLUS**

Includes records relating to the disposal of surplus equipment, the destruction of equipment. For information relating to the disposal of buildings, see primary number 0810.

-01	General	CY + 1	6y	D
-02	Disposals	SO* + 1	1y	D
-03	Write-offs	SO* + 1	1y	D

(\*SO = upon completion of disposal or write-off transaction, and satisfaction of all audit requirements)

**1095 FIRE FIGHTING EQUIPMENT**

Includes records relating to the purchasing procedures for fire fighting equipment, including justification, specifications, issue, testing, maintenance and repairs.

-01	General	CY + 1	6y	D
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**1100 FISHERIES EQUIPMENT**

Includes records relating to the purchasing procedures for fisheries equipment, including justification, specifications, issue, testing, maintenance and repairs.

-01	General	CY + 1	6y	D
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**1110 FORMS**

Includes records relating to the purchasing and issue of forms. For information on forms management, see primary number 1490.

-01	General	CY + 1	1y	D
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**1120 FUELS – GENERAL**

Includes records relating to the purchase of types of fuels which are not found elsewhere in the fuels block.

-01	General	CY + 1	1y	D
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**1125 FUELS – HEATING**

Includes records relating to the purchase of heating fuels, including their performance, supply, etc.

-01	General	CY + 1	6y	D
-02	Natural Gas	CY + 1	1y	D
-03	Oil	CY + 1	1y	D

**1130 FUELS - MOTOR VEHICLE**

Includes records relating to the purchase of motor fuels, including their performance, supply, etc.

-01	General	CY + 1	6y	D
-02	Gasoline	CY + 1	1y	D
-03	Oils and lubricants	CY + 1	1y	D

**1150 FURNITURE AND FURNISHINGS**

Includes records relating to the purchasing of furniture and furnishings, including specifications, acquisition, maintenance and repairs.

-01	General	CY + 1	6y	D
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**1170 OFFICE MACHINES AND EQUIPMENT**

Includes records relating to the purchasing of office machines and equipment (photocopiers etc.), including specifications, acquisition, maintenance and repairs. For computer equipment (hardware and software) purchase, see primary numbers 1065 to 1075.

-01	General	CY + 1	6y	D
-20	Office machine history files (*SO = life of machine)	SO*	nil	D

**1190 PARKS EQUIPMENT AND SUPPLIES**

Includes records relating to the purchasing of parks equipment and supplies, including specifications, acquisition, maintenance and repairs.

-01	General	CY + 1	1y	D
-20	Equipment history files (*SO = life of equipment)	SO*	nil	D

**1200 PROCUREMENT – GENERAL**

Includes records which are not found elsewhere in the purchasing section which generally relate to the purchase, requisition storage and issue of equipment and supplies. This primary also includes methods of purchasing not shown elsewhere.

-01	General	CY + 1	6y	D
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**1210 PROCUREMENT – PURCHASE ORDERS AND REQUISITIONS**

Includes records relating to procurement and purchasing actions through requisitions and the commissioning of purchase orders. For invoices generated from purchase orders, see primary 1630.

-01	General	CY + 1	6y	D
-20	Purchase requisitions, alpha by vendor name	CY + 1	6y	D
-30	Purchase orders, if filed separately	CY + 1	6y	D

**1220 PROCUREMENT – TENDERS AND QUOTATIONS**

Includes records relating to purchasing through the securing of tenders, proposals and quotations. This primary may be used if the tender information is not filed with the purchase orders and requisitions.

-01	General	CY + 1	6y	D
-20	Tenders and quotations, in alpha or numeric order	CY + 1	6y	D

**1230 PROCUREMENT – STANDING OFFERS (OPEN ORDERS)**

Includes records relating to commodities or services available by standing order, including the names of contractors, their addresses, and offer expiry dates.

-01	General	CY + 1	6y	D
-20	Standing offers, by name of product or service and contractors' name	CY + 1	6y	D

**1240 PUBLIC WORKS EQUIPMENT AND SUPPLIES – GENERAL**

Includes records relating to the purchasing of public works relating equipment and supplies which are not found elsewhere in this block. Includes justification, specifications, issue, maintenance and repair.

-01	General	CY + 1	2y	D
-20	Equipment history files (*SO = life of equipment)	SO*	nil	D

**1245 PUBLIC WORKS EQUIPMENT AND SUPPLIES – MATERIAL**

Includes records relating to the purchasing of public works material, including justification, specifications and issue.

-01	General	CY + 1	6y	D
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**1250 PUBLIC WORKS EQUIPMENT AND SUPPLIES – WAREHOUSE STORES**

Includes records relating to the purchasing of and management of warehouse stores equipment and supplies.

-01	General	CY + 1	6y	D
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**1260 RECREATION EQUIPMENT AND SUPPLIES**

Includes records relating to the purchasing of recreation program equipment and supplies, including justification, specifications, issue, maintenance and repair.

-01	General	CY + 1	6y	D
-20	Equipment history files (*SO = life of equipment)	SO*	nil	D

**1270 STATIONERY**

Includes records relating to the printing, purchasing and user specifications for stationery, including paper and small office items.

-01	General	CY + 1	6y	D
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**1275 TELECOMMUNICATION EQUIPMENT**

Includes records relating to the purchasing, justification, specifications and issue of telecommunications equipment, including maintenance and repairs.

-01	General	CY + 1	6y	D
-02	Base stations	SO*	nil	D
-03	Cellular phones/Blackberries	SO*	nil	D
-04	Facsimiles	SO*	nil	D
-05	Radios/dispatch	SO*	nil	D
-06	Repeaters	SO*	nil	D
-07	Telephones (*SO = life of equipment)	SO*	nil	D

**1280 VEHICLES**

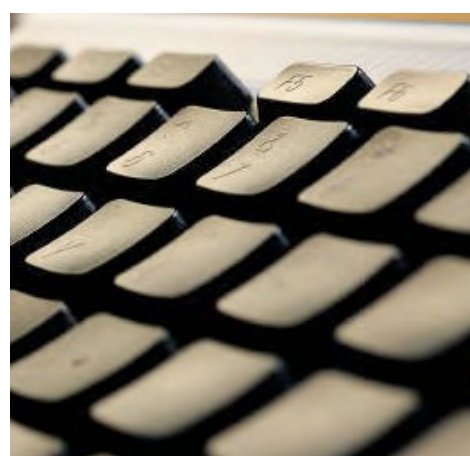
Includes records relating to the purchasing, justification, specifications and issue of vehicles, including maintenance and repairs.

See Legal Citation number 4, Appendix 2

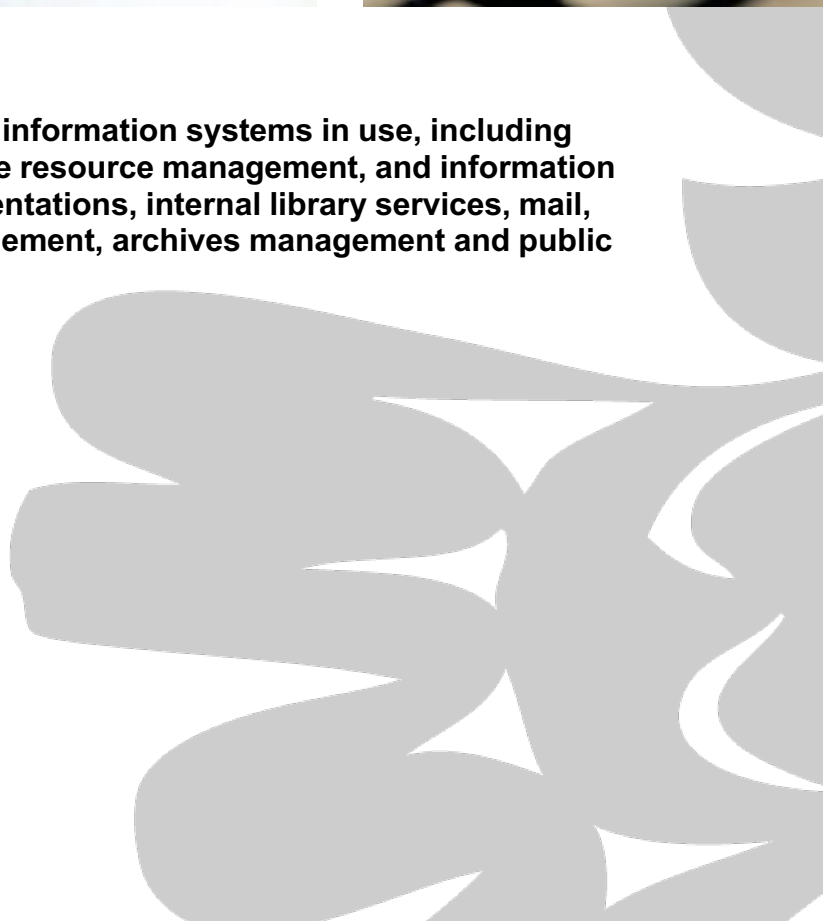
-01	General	SO+1	nil	D
-20	Vehicle history files, by department - Education, school buses - Health, van (*SO = until vehicle is disposed of)	SO* + 1	nil	D

# SECTION 4: INFORMATION SYSTEMS AND SERVICES

Primary Numbers: 1300 – 1599



**Section 4 includes subjects relating to the information systems in use, including computer applications, system usage, data resource management, and information services, including publications and presentations, internal library services, mail, courier and postal services, record management, archives management and public relations.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

1310	Information Systems and Services	- General
1320	Archives	- General
1330	Computer Systems	- General
1335		- Applications
1340		- Documentation
1345		- Networks and Communications
1350		- Service Requests
1355		- Reports and Statistics
1390	Information Services	- General
1400		- Audio-Visual Aids
1405		- Lectures and Speeches
1415		- Newsletters
1420		- Photographs
1425		- Public Programs
1440	Library Services	
1460	Mail, Postal, Courier Services	
1490	Records Management	

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**1310 INFORMATION SYSTEMS AND SERVICES – GENERAL**

Includes administrative information relating to the management of information systems and services, which is not included elsewhere in the section.

-01 General	CY + 1	6y	D
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**1320 ARCHIVES – GENERAL**

Includes records which describe archival material, the designation of First Nation materials for archival preservation, the creation of facilities for internal archives and other relating records.

-01 General	CY + 1	6y	D
-20 Accessions, by number	SO*	nil	P
-30 Arrangement and description projects, by number	SO**	nil	P
-40 Appraisal projects, by number	SO**	nil	P
-50 Conservation projects, by number	SO**	nil	P
-60 Access projects, by number	SO**	nil	P

(\*SO = until receipt and processing of application)  
(\*\*SO = upon completion of project)

**1330 COMPUTER SYSTEMS – GENERAL**

Includes general records relating to computer systems which are not found elsewhere in this section.

-01 General	CY + 1	6y	D
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**1335 COMPUTER SYSTEMS – APPLICATIONS**

Includes records relating to the administration of computer system applications. Includes design information (project proposals, system requirements, specifications, etc.) and development and implementation strategies (technical working notes and progress reports).

-01 General	CY + 1	6y	D
-20 Applications, by name description	S)*	1y	D

(\*SO = until upgraded or replaced)

**1340 COMPUTER SYSTEMS – DOCUMENTATION**

Includes systems documentation: operating instructions, procedure manuals, guidelines, etc. for the various applications in the systems.

-01 General	CY + 1	1y	D
-20 Documentation	SO*	1y	D

(\*SO = until replaced, NOTE: retain documentation for archived data)



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### 1345 COMPUTER SYSTEMS – NETWORKS AND COMMUNICATION

Includes documentation relating to communication networks used to interconnect terminals and hosts of the computer system(s).

-01	General		CY + 1	6y	D
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### 1350 COMPUTER SYSTEMS – SERVICE REQUESTS

Includes records relating to service requests for computer hardware and software, including emergency, corrective and development services.

-01	General		CY + 1	6y	D
-02	Log of service requests		SO*	1y	D
-20	Service reports (*SO = until replaced)		SO*	1y	D

### 1355 COMPUTER SYSTEMS – REPORTS AND STATISTICS

Includes records relating to reports and statistics generated about computer system usage, etc.

-01	General		CY + 1	6y	D
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### 1390 INFORMATION SERVICES – GENERAL

Includes records relating to the general administration of public relations and public affairs which are not found elsewhere in the information services and public relation sections. Includes news clippings, communication plans, etc.

-01	General		CY + 1	6y	D
-02	News clippings		CY + 1	nil	P

### 1400 INFORMATION SERVICES – AUDIO-VISUAL AIDS

Includes records relating to motion pictures, slide shows, videotapes, and other audio-visual aids. Includes audio-visual production project files.

-01	General		CY + 1	6y	D
-20	Audio visual production projects (*SO = when completed)		SO*	nil	P

### 1405 INFORMATION SERVICES – LECTURES AND SPEECHES

Includes records relating to speeches, lectures, addresses and the arrangements for speaking engagements.

-01	General		CY + 1	6y	D
-20	Individual speeches, by author, date		CY + 1	1y	P

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**1415 INFORMATION SERVICES – NEWSLETTER**

Includes records relating to the administration, printing, production, and distribution of the newsletter. Publication files include manuscripts, source document information, etc., filed by date.

-01	General	CY + 1	6y	D
-02	Inventory fo newsletters (*SO = when updated)	SO*	nil	P
-20	Individual issues (*SO – when completed)	SO*	nil	P

**1420 INFORMATION SERVICES – PHOTOGRAPHS**

Includes records relating to the acquisition, use and retention of photographic prints and negatives.

-01	General	CY + 1	6y	D
-20	Photographs	CY + 1	1y	P

**1425 INFORMATION SERVICES – PUBLIC PROGRAMS**

Includes records relating to activities interacting with the public, including educational institutions and other organizations.

-01	General	CY + 1	6y	D
-20	Individual programs, by name (*SO = when completed)	SO*	nil	P

**1440 LIBRARY SERVICES**

Includes records relating to the provision of library services including the purchase, cataloguing and distribution of books, periodicals, newspapers, subscriptions and other types of information resources.

-01	General	CY + 1	6y	D
-02	Requests for materials	CY	2y	D
-03	Lists of library materials (*SO = when updated)	SO*	nil	P

**1460 MAIL, POSTAL, COURIER SERVICES**

Includes records relating to Canada Post, internal municipal mail and private courier services including rates, mail functions, regulations, inquiries and reports on lost or damaged mail, articles, etc.

-01	General	CY + 1	6y	D
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## 1490 RECORDS MANAGEMENT – GENERAL

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Includes records relating to the Records and Information Management Program. This includes general records and information management operational standards and procedures, development, adoption and implementation of file classification systems, procedures and techniques for management of records systems. Each of these functions may include projects.

-01	General	CY + 1	6y	D
-02	File classification system	SO*	nil	P
-03	Records inventories	SO*	nil	D
-04	Records retention and disposal schedule	SO*	nil	P
-05	Records transfer lists	SO*	nil	P
-06	Micrographics/image management	SO*	nil	P
-07	Records destruction	SO*	nil	P
-08	Records centres	SO*	nil	P
-09	Forms management	SO*	nil	D
-10	Correspondence management	SO*	nil	D

(\*SO = when updated)

# SECTION 5: FINANCE

Primary Numbers: 1600 – 2199



14	27.31	103
45.41	50.46	759.45
132.68	88.87	917.56
221.38	40.60	928.00
157.84	50.63	40
134.04	33.58	40
193.68	78.13	40
138.16	41.99	21.68
178.60	94.31	18



**Section 5 includes subjects relating to financial management, including the receipt, control and expenditure of First Nation funds. They include accounts and accounting, audits.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

1610	Finance	- General
1615	Accounting	- General
1630	Accounts	- Payable
1640		- Receivable
1650	Advances	
1680	Audits	
1690	Banks and Banking	
1700	Budgets	- General
1705		- Capital
1715		- Operating
1730	Cheques	
1740	Claims (Financial)	
1760	Debt	
1770	Donations and Bequests	
1780	Encumbrances	
1790	Expenditure Control	
1800	Expense Accounts	
1830	Financial Statements	
1850	Grants to Organizations	
1855	Grants from Organizations	
1860	Investments	
1870	Letters of Credit	
1880	Reports, Statistics, Statements	
1890	Revenue Control	
1900	Salaries and Wages	- Benefits and Services
1920		- Payroll
1940	Signing Authorities	
1950	Taxation	- Assessments
1970		- Taxes Collected
2000		- Taxes Paid

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**1610 FINANCE – GENERAL**

Includes records relating to financial administration and management functions which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**1615 ACCOUNTING – GENERAL**

Includes records relating to the general administration of accounting systems and procedures, classification of accounts, reconciliations and information which are not found elsewhere in the accounting block.

-01	General	CY + 1	6y	D
-02	Accounting codes (chart of accounts)	SO*	6y	D
-20	Reconciliations (coded by account number) (*SO = until modified or changed)	CY + 1	6y	D

**1630 ACCOUNTS – PAYABLE**

Includes records relating to payable accounts. Includes correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier name.

-01	General	CY + 1	6y	D
-02	Overdue accounts	CY + 1	6y	D
-20	Individual accounts, alpha by supplier name	CY + 1	6y	D

**1640 ACCOUNTS – RECEIVABLE**

Includes records relating to receivable accounts. This primary covers records relating to revenue generated through services and sources other than taxation. For records relating to taxation - taxes collected see primary 1970.

-01	General	CY + 1	6y	D
-20	Accounts receivable	CY + 1	6y	D
-30	Outstanding accounts (*SO = when paid)	SO* + 1	6y	D
-40	Write-offs (uncollected accounts) (*SO = when written off)	SO* + 1	6y	D

**1650 ADVANCES**

Includes records relating to the control of petty cash, salary, travel and other accountable advances.

-01	General	CY + 1	6y	D
-02	Petty Cash	CY + 1	6y	D
-03	Travel advances	CY + 1	6y	D
-04	Salary advances	CY + 1	6y	D

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<b>1680</b>	<b>AUDITS</b>			

Includes records relating to the administration of audits and reviews of agreements, procedures and programs, including correspondence, reports, responses and follow-up.

-01	General	CY + 1	6y	D
-20	Audits, by year	S)	nil	P

**1690 BANKS AND BANKING**

Includes records relating to the establishment, maintenance and termination of First Nation organization bank accounts.

-01	General	CY + 1	6y	D
-02	Bank and financial institution addresses	SO*	nil	P
-20	Bank accounts	CY + 1	10y	D
	(*SO = until updated or changed)			

**1700 BUDGETS – GENERAL**

Includes records relating to budgetary practices and procedures, controls and programs.

-01	General	CY + 1	6y	D
-02	Budget planning	CY + 1	6y	D
-03	Approved budgets, by financial year	CY + 1	nil	P

**1705 BUDGETS – CAPITAL**

Includes records relating to the preparation of capital budgets.

-01	General	CY + 1	6y	D
-02	Budgets, by year	CY + 1	nil	P

**1715 BUDGETS – OPERATING**

Includes records relating to the preparation of operating budgets.

-01	General	CY + 1	6y	D
-02	Budgets, by year	CY + 1	nil	P

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**1730 CHEQUES**

Includes records relating to the issuance and management of cheques, including cheque vouchers, journal vouchers, returned cheques, cheque lists, etc.

-01	General	CY + 1	6y	D
-02	Returned cheques	CY + 1	6y	D
-03	Cheque vouchers	CY + 1	6y	D
-04	Cheque register (*SO = until updated)	SO*	nil	P

**1740 CLAIMS (FINANCIAL)**

Includes records relating to claims for payment made by and against the First Nation organization. See Legal Citation Number 40, Appendix 2.

-01	General	CY + 1	6y	D
-02	Claims, by name (*SO = until completion of limitation period)	SO*	6y	D

**1760 DEBT**

Includes records relating to repayment on debt financing, loans, loan authorization, etc.

-01	General	CY + 1	6y	D
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**1770 DONATIONS AND BEQUESTS**

Includes records relating to donations and bequests to the First Nation organization, and donations and bequests made by the First Nation organization. Includes correspondence and particulars.

-01	General	CY + 1	6y	D
-20	Donations and bequests, by year and name of donor	CY + 1	6y	P

**1780 ENCUMBRANCES**

Includes records relating to the claim or lien against real property.

-01	General	CY + 1	6y	D
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**1790 EXPENDITURE CONTROL**

Includes records relating to the administration and control of expenditures, including credit card management and expenditure guidelines. For signing authorities, see primary 1940.

-01	General	CY + 1	6y	D
-02	Credit cards	CY + 1	6y	D



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## **1800 EXPENSE ACCOUNTS**

Includes records relating to employee expense accounts. See primary 1650 for travel advances.

-01	General	CY + 1	6y	D
-20	Expense accounts, by name	CY + 1	6y	D

## **1830 FINANCIAL STATEMENTS**

Includes records relating to financial statements for the First Nation organization.

-01	General	CY + 1	6y	D
-02	Annual financial statements	CY + 1	6y	P

## **1850 GRANTS TO ORGANIZATIONS**

Includes records relating to the awarding of grants to outside organizations, agencies or individuals to carry out specific projects and assignments, etc.

-01	General	CY + 1	6y	D
-20	Grant files, alpha by name of organization or individual	CY + 1	6y	D

## **1855 GRANTS FROM ORGANIZATIONS**

Includes records relating to grants of money from outside organizations, agencies or individuals to the First Nation organization.

-01	General	CY + 1	6y	D
-02	Grants in lieu of taxes – Federal	CY + 1	6y	D
-03	Grants – Provincial	CY + 1	6y	D

## **1860 INVESTMENTS**

Includes records relating to procedures, guidelines and the management of investments.

-01	General	CY + 1	6y	D
-20	Investments, by name, date (*SO = until concluded)	SO*	8y	D

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**1870 LETTERS OF CREDIT**

Includes records relating to the issuance and receipt of letters of credit.

-01	General	CY + 1	6y	D
-20	Letters of credit (individual) (*SO = until expires)	SO*	8y	D

**1880 REPORTS, STATISTICS, STATEMENTS**

Includes records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports. For administrative reports and statistics, see primary 0640.

-01	General	CY + 1	6y	D
-20	Reports, by title and date	CY + 1	6y	P

**1890 REVENUE CONTROL**

Includes records relating to the control of recoverable amounts and potential revenues. Includes records on revenue and expense accounts, recoverable amounts, etc. For fixed amounts due and payable, see primary 1630. For funds recoverable due to agreements and arrangements, see primary 1660.

-01	General	CY + 1	6y	D
-02	Revenue accounts	CY + 1	6y	D
-03	Recoverable amounts	CY + 1	6y	D

**1900 SALARIES AND WAGES – BENEFITS AND SERVICES**

Includes records relating to payment of employee benefits and services.

-01	General	CY + 1	6y	D
-02	Superannuation register (*SO = until updated)	SO*	nil	P
-20	Benefits, by name - Medical Services Plan of BC - Extended Health	CY + 1	6y	D

**1920 SALARIES AND WAGES – PAYROLL**

Includes records relating to the payment of employees, including the calculation of pay, deductions from that pay, and adjustments to pay. This includes regular, overtime and the employee pay records. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record.

See Legal Citation number 7, 41, Appendix 2.

-01	General	CY + 1	6y	D
-20	Current payroll files (PIB) (*SO = when employment terminates) (PIB = Personal Information Bank)	S)*	2y	D

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**1940 SIGNING AUTHORITIES**

Includes records relating to payment and spending signing authorities.

-01	General	CY + 1	6y	D
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**1950 TAXATION – ASSESSMENTS**

Includes records relating to the assessments of properties for the purposes of taxation. These include the assessment role, court of revision, etc.

-01	General	CY + 1	2y	D
-02	Court of revision	SO*	2y	P
-20	Assessment roll, by year	SO*	2y	P

(\*SO = updated annually, obtain in microfiche from BC Assessment Authority)

**1970 TAXATION – TAXES COLLECTED**

Includes records relating to the receipt of property taxes by the First Nation organization Taxation Department.

-01	General	CY + 1	6y	D
-02	Rates	CY + 1	6y	SR
-03	Deferrals	SO* + 1	6y	D
	(*SO = until paid)			
-04	Exemptions	CY + 1	6y	D
-05	Penalties	CY + 1	6y	D
-06	Prepayments	CY + 1	6y	D
-07	Tax sale	CY + 1	6y	P
-20	Individual tax records, by name and address	CY=1	6y	P

**2000 TAXATION – TAXES PAID**

Includes records relating to customs and excise tax, provincial sales tax, tax incentives and tax exemptions paid by the First Nation organization.

-01	General	CY + 1	6y	D
-02	Federal taxes	CY + 1	6y	D
-03	Provincial taxes	CY + 1	6y	D
-04	Exemptions	CY + 1	6y	D

# SECTION 6: GOVERNANCE AND LEGAL MATTERS

Primary Numbers: 2200 – 2499



**Section 6 covers subjects of a legal nature, such as accidents, agreements and contracts, claims and litigation. Also includes risk management and insurance. This section also includes governance functions, such as elections, meetings of chief and council, the legislature, laws and bylaws.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

2210	Governance and Legal Matters	- General
2220	Accidents	
2240	Agreements and Contracts	- General
2250		- Land Sale/Option Agreements
2260		- Government Protocols and Cost Sharing Agreements
2270		- Contracts
2300	Band Council Resolutions and Bylaws	
2320	Chief and Council	- General
2330		- Committees
2340		- Meetings
2350		- Meetings -In Camera (Closed)
2370	Elections	
2400	Incorporations and Annual Filings	
2420	Information and Privacy	
2430	Insurance Claims	
2440	Leases	
2450	Legal Opinions	
2460	Litigation	
2470	Risk Management and Insurance	

## 2210 GOVERNANCE AND LEGAL MATTERS – GENERAL A SA FD

Includes records relating to matters of general legal and membership concerns to the First Nation organization, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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## 2220 ACCIDENTS

Includes records relating to accidents involving property or personnel, and includes policies, procedures, reports, investigations and settlements. For claims made against or by the First Nation organization, see primary 2360.

-01	General	CY + 1	6y	D
-20	Incident files, by name and date (*SO = settlements of claim and expiry of limitation period)	SO*	6y	D

## 2240 AGREEMENTS AND CONTRACTS – GENERAL

Includes records of a general nature relating to financial and other arrangements entered into by the First Nation organization with other parties, public and private. For land sale/option agreements, see primary 2260. For contracts, see primary 2300. For easements and rights of way, see primary 3440. For leases, see primary 2380. For restrictive covenants, see primary 3850.

-01	General	CY + 1	6y	D
-02	Agreements register (*SO = until updated)	SO*	nil	P
-20	Agreements, by date and topic (*SO = until expired)	SO*	nil	P

## 2250 AGREEMENTS AND CONTRACTS – LAND SALE/OPTION AGREEMENTS

Includes records relating to the sale and purchase of land by the First Nation organization.

-01	General	CY + 1	6y	D
-20	Agreements, by address, name of signatories (*SO = expiry, life of agreement)	SO*	7y	P

## 2260 AGREEMENTS AND CONTRACTS – GOVERNMENT PROTOCOLS AND COST-SHARING AGREEMENTS

Includes records relating to agreements and arrangements made between the First Nation organization and other levels of government. Includes all original documentation and relating correspondence. Copies of the agreements and working documentation may be placed with the appropriate subject file.

-01	General	CY+1	6y	D
-20	Agreements, by name of agency and date (*SO = until completion of term of agreement)	SO*	nil	D

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**2280 AGREEMENTS AND CONTRACTS – CONTRACTS**

Includes records relating to contract administration by the First Nation organization, including actual contracts of various types relating to personal service, equipment, developments, etc.

-01	General	CY + 1	6y	D
-20	Contracts, by type and name (*SO = completion, life of equipment)	SO*	7y	D

**2300 BAND COUNCIL RESOLUTIONS AND BYLAWS**

Includes records relating to the creation and enactment of specific First Nation organization council resolutions and bylaws.

-01	General	CY + 1	6y	D
-02	Proposed Bylaws	CY + 1	6y	P
-20	Individual Band Council Resolutions (BCRs), listed numerically	SO*	nil	P
-30	Individual Bylaws, listed numerically (*SO = until repealed)	SO*	nil	P
-50	Repealed or dormant BCRs/Bylaws			P

**2320 CHIEF AND COUNCIL – GENERAL**

Includes records of a general nature relating to the First Nation organization governing body (the Chief and Council) which do not appear in other relating subject areas. For committees of Chief and Council, see primary 0350. For meetings of Chief and Council, see primary 0370.

-01	General	CY + 2	5y	P
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**2330 CHIEF AND COUNCIL – COMMITTEES**

Includes records relating to the establishment, organization and functions of the committees of the Chief and Council. Agendas, minutes, lists of appointments, reports and general information will be included.

-01	General	CY + 2	5y	P
-20	Committees - Social Development	CY + 2	5y	P

**2340 CHIEF AND COUNCIL – MEETINGS**

Includes the records of the meetings of the Chief and Council, including agenda packages, minutes, reports and other information from the meetings of Chief and Council. Keep meeting records together by date, and subdivide into folders as necessary.

-01	General	CY + 2	5y	P
-20	Meetings, by date			
	-01 Agenda	CY + 2	5y	D
	-02 Minutes	CY + 2	5y	P
	-03 Reports	CY + 2	5y	P
	-04 Resolutions	CY + 2	5y	P

	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>2350 CHIEF AND COUNCIL – MEETINGS – IN CAMERA (CLOSED)</b>			

Includes the records of the in camera (closed) meetings of Chief and Council, including agenda packages, minutes, reports and other information from the meetings of Chief and Council. Keep meeting records together by date, and subdivide into folders as necessary.

-01	General	CY + 2	5y	P
-20	Meetings, by date			
	-01 Agenda	CY + 2	5y	D
	-02 Minutes	CY + 2	5y	P
	-03 Reports	CY + 2	5y	P
	-04 Resolutions	CY + 2	5y	P

**2370 ELECTIONS**

Includes records relating to the conduct of elections including voter registration, polls, results, etc.

-01	General	CY + 2	5y	P
-02	Voters list	SO*	nil	P
	(*SO = after election is complete)			
-03	Statistics/results, by year	CY + 2	5y	P
-04	Information from other jurisdictions	CY + 2	5y	D
-20	Elections, by date	CY + 2	5y	P

For a further breakdown within an individual election, use:

- 01 General
- 02 Candidates
- 03 Referenda
- 04 Advertising
- 05 Voting divisions/places
- 06 Staff
- 07 Equipment and supplies
- 08 Training
- 09 Advance voter registration
- 10 Special voting opportunities (advance, mail in, mobile)
- 11 Campaign financing disclosure statements

**2400 INCORPORATIONS AND ANNUAL FILINGS**

Includes records relating to the establishment, incorporation, letters patent and other documentation associated with the establishment and annual filings of corporations established by the First Nation organization. For the operational functions and projects of the corporations, see the specific subject heading in Section 20 – Economic Development Corporations and Activities.

-01	General	CY + 1	6y	D
-20	Individual corporations, by name	SO*	6y	P
	(*SO = until corporation is dissolved)			



**2420 INFORMATION AND PRIVACY**

Includes records relating to the administration and management of access to information and privacy issues, including the operation of the Information Room

-01	General	CY + 1	6y	D
-20	Access requests	CY + 1	6y	D
-30	Privacy protection requests (PIB)	CY + 1	6y	D
-50	Appeals	SO*	nil	P

(\*SO = until appeal is complete)  
(PIB = Personal Information Bank)

**2430 INSURANCE CLAIMS**

Includes records relating to claims by and against the First Nation organization, including motor vehicle damage claims and property and personal damage claims.

-01	General	CY + 1	6y	D
-20	Claims case files	SO* + 1	6y	D

(\*SO = expiry of limitation period)

**2440 LEASES**

Includes records relating to leases to which the First Nation organization is a party.

-01	General	CY + 1	6y	nil
-20	Leases, by name and address	SO*	nil	P

(\*SO = expiry of lease)

**2450 LEGAL OPINIONS**

Includes the collection of legal memoranda that are prepared and/or received by First Nation organization staff on a variety of legal issues and legislation.

-01	General	CY + 1	6y	P
-02	Index of legal opinions	SO*	nil	P
	(*SO = until updated)			
-20	Opinions/memos by subject, author	SO*	nil	P
	(*SO = upon completion)			

**2460 LITIGATION**

Includes records of litigation instigated by or against the First Nation organization.

-01	General	CY + 1	6y	P
-02	Index of litigation	SO*	nil	P
	(*SO = until updated)			
-20	Cases, by daye and name of appellant	SO*	nil	P
	(*SO = upon completion)			

## 2470 RISK MANAGEMENT AND INSURANCE

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Includes records relating to risk management and insurance, including insurance coverage, agents and management of the insurance function. For claims, see primary 2300.

-01	General	CY + 1	6y	D
-20	Policies, by type and name of carrier (*SO = upon expiry and settlement of outstanding claims)	SO*	6y	D

# SECTION 7: PERSONNEL

Primary Numbers: 2500 – 2999



**Section 7 covers subjects relating to the employees and personnel functions of the organization. These subjects include attendance, establishment, leave, holidays, promotions, training, labour relations and negotiations, etc. For subjects relating to administration of salaries, wages and benefits see Section 5 - Finance.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

2510	Personnel – General	
2520	Accidents and Injuries	
2530	Attendance Records	
2550	Benefits – General	
2560	Classifications - General	
2590	Employees	- General
2600		- Current
2620		- Terminated
2630	Employment Programs	
2640	Health and Safety	
2650	Hours of Work and Overtime	
2660	Labour Relations	
2720	Leave Management	
2730	Performance Planning and Review	
2735	Personnel Planning	
2750	Retirements and Pre-retirements	
2760	Separations and Layoffs	
2770	Staffing	- General
2780		- Applications
2790		- Compensations
2800	Training Development	- General
2810		- Courses
2810	Volunteers	

**2510 PERSONNEL – GENERAL**

Includes records relating to the general administration of personnel management activities which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**2520 ACCIDENTS AND INJURIES?**

Includes records relating to employee accidents and personal injuries as a direct result of work duties and to claims with the Workers' Compensation Board (WCB). Includes records relating to first aid, investigations confirming hazardous substance symptoms, asbestos-containing materials, corrective actions to control fibre release, cytotoxic drugs (where used), hearing tests and radiations surveys (where required to be conducted).

-01	General	CY + 1	8y	D
-02	WCB claim cost statements	CY + 1	8y	D
-03	WCB inspection reports – outside	CY + 1	8y	D
-04	WCB inspection reports – inside	CY + 1	8y	D
-05	WCB hearing tests (*SO = when employment terminates)	SO*	1y	D
-06	WCB re-employment	CY + 1	8y	D
-07	WCB experience rates	CY + 1	8y	D
-08	WCB audits	CY + 1	8y	D
-20	Non-compensable accidents and injuries – first aid records	CY + 1	2y	D
-30	All other WCB claims	CY + 1	8y	D

**2530 ATTENDANCE RECORDS**

Includes records relating to the administration of attendance: time and attendance reports, various types of leave, etc. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record in primary 1920.

-01	General	CY + 1	6y	D
-20	Attendance records, by work group, date	CY + 1	6y	
		SO*		

(\*SO = upon completion of all requirements)

**2550 BENEFITS – GENERAL**

Includes records relating to the administration of employee benefits, including Canada Pension Plan, group life insurance, extended health and dental, medical, pension, etc. For records relating to the issuance of pay, see primary 1920. See Legal Citation number 20, Appendix 2.

-01	General	CY + 1	6y	D
-20	Benefits, by type (*SO = until benefit ceases and all claims are settled)	SO*	nil	D

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**2560 CLASSIFICATION – GENERAL**

Includes records relating to specifications to provide guidance in evaluating positions and responsibilities, classification of positions and employees, job descriptions, class specifications, etc. Some positions and salaries based on Aboriginal Financial Officers Association of Canada (AFOA).

-01	General	CY + 1	6y	D
-02	Job descriptions (*SO = until replaced)	SO*	nil	P

**2590 EMPLOYEES – GENERAL**

Includes records of a general nature relating to employees, including the requirements and procedures for criminal records checks. (Note: individual employee criminal records checks are filed within employee records.)

-01	General	CY + 1	6y	D
-02	Criminal record checks (*SO = until updated)	SO*	nil	D

**2600 EMPLOYEES – CURRENT**

Includes the master record on individual employees: personal data, resume, appraisals and evaluations, training, commendations, discipline, health examinations, etc. For terminated employees, see primary 2620. For pay records, see primary 1920.

-01	General	CY + 1	6y	D
-20	Employee files, alpha by name (PIB) (*SO = until termination; once terminated, file should be moved to primary 2620) (*Personal Information Bank)	SO*	nil	P

**2620 EMPLOYEES – TERMINATED**

Includes records of individual terminated employees. Terminated includes resignation, retirement, dismissal, layoff, etc.

-01	General	CY + 1	6y	D
-20	Terminated employee files, alpha by name	SO*	nil	P

**2630 EMPLOYMENT PROGRAMS**

Includes records relating to employment programs including the summer student program.

-01	General	CY + 1	6y	D
-20	Summer programs, by name (*SO = until program is completed)	SO*	nil	P

**2640 HEALTH AND SAFETY**

Includes records relating to the administration of health and safety programs: first aid, occupational health, smoking in the workplace, accident prevention, and asbestos investigation. Includes Workplace Hazardous Material Information System (WHMIS). For accidents and records of injury, see primary 2520. For protective clothing, see primary 1060. For building safety programs (fire and earthquake), see primary 0710.

-01	General	CY + 1	6y	D
-02	Safety committee meetings	CY + 1	1y	D
-20	Program, by name	CY + 1	2y	SR*

(\*SR = WHMIS records are permanent, for other records retain policy information and destroy routine information. Retain testing records according to Occupational Health and Safety requirements for various types of tests.)

**2650 HOURS OF WORK AND OVERTIME**

Includes records relating to hours of work, flexible hours, time off for special occasions, early closings, overtime etc. For individual attendance records, see primary 2530.

-01	General	CY + 1	6y	D
-02	Overtime	SO*	nil	D
-03	Non-standard hours (*SO = until replaced)	SO*	nil	D

**2660 LABOUR RELATIONS**

Includes records relating to employee/management relations and services.

-01	General	CY + 1	6y	D
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**2720 LEAVE MANAGEMENT**

Includes records relating to the administration of leave management, including vacation, sick leave, paid holidays, unpaid leave, compassionate leave, bereavement leave, banked time, annual leave etc. For individual attendance records, see primary 2530.

-01	General	CY + 1	6y	D
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**2730 PERFORMANCE PLANNING AND REVIEW**

Includes records relating to the administration of performance planning and review programs, work plans, performance appraisals, etc.

-01	General	CY + 1	6y	D
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	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>2735 PERSONNEL PLANNING</b>			

Includes records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, etc.

-01	General	CY + 1	6y	D
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**2750 RETIREMENTS AND PRE-RETIREMENTS**

Includes records relating to the retirement of employees, and the calculation and recording of pre-retirement benefits. For specific employee files, see primaries 2600 and 2620.

-01	General	CY + 1	6y	D
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**2760 SEPARATIONS AND LAYOFFS**

Includes records relating to the layoff or separation of employees other than through retirement. For individual employee files, see primary 2600. For retirements, see primary 2750.

-01	General	CY + 1	6y	D
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**2770 STAFFING – GENERAL**

Includes records which are not found elsewhere in the staffing block which relate to the staffing of positions.

-01	General	CY + 1	6y	D
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**2780 STAFFING – APPLICATIONS**

Includes records relating to the receipt of applications for employment, unsolicited offers of service, resumes, etc. (Records of successful applicants are transferred to primary 2600.)

-01	General	CY + 1	6y	D
-20	Application, by name	CY*		

(\*Note: Retain one year from date of receipt to comply with Privacy Act (ATIP).)

**2790 STAFFING – COMPETITIONS**

Includes records relating to competitions, short lists of candidates, interview format and questions, results, offer and rejection letters.

-01	General	CY + 1	6y	D
-20	Competitions, by position name and date	CY + 1	1y	D



**A                      SA                      FD**

**2800 TRAINING AND DEVELOPMENT – GENERAL**

Includes records relating to the general administration of training and development activities and functions. For specific training programs, see primary 2810.

-01	General	CY + 1	1y	D
-02	Employee orientation (*SO = when updated)	SO*	nil	P
-03	Educational leave	CY	1y	D

**2810 TRAINING AND DEVELOPMENT – COURSES**

Includes records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training. For conferences, seminars and symposia, see primary 0390.

-01	General	CY + 1	2y	D
-20	Courses (individual files)	CY + 1	2y	D
-25	Courses (evaluation files)	SO*	nil	P
-30	Courses (attendance) (*SO = until termination)	SO*	nil	P

**2830 VOLUNTEERS**

Includes records relating to persons providing volunteer services to the First Nation organization, the services so provided and to the requirements and conditions of the voluntary service. Elected officials (Councilors) and Fire Department volunteers are included in this subject area.

-01	General	CY + 1	6y	D
-02	Accidents, liability insurance	SO*	nil	P
-03	Training and orientation	CY + 1	2y	D
-04	Schedules	CY + 1	1y	D
-20	Current volunteer records, by name) (*SO = until termination, as with employee files)	SO*	nil	P

# SECTION 8: LANDS

Primary Numbers: 3000 - 3999



**Section 8 includes records relating to the processes of land management and land development within the First Nation organization area. Includes design and mapping, specific types of development, environmental management, land claims and referrals. For records relating to forestry and natural resources, see Section 13 – Forestry Management.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

3010	Land Administration	- General
3120	Crown Land	
3180	Demographic Data	
3200	Design and Mapping	
3240	Development	- General
3280		- Commercial/Industrial
3300		- Residential
3320		- Waterfront
3400	Development Permits	
3440	Easements and Rights of Way	
3500	Environmental Management	- General
3600	Land - Preliminary Review	
3620	Land Claims	
3700	Land Records	
3800	Referrals	
3850	Restrictive Covenants	
3900	Zoning and Rezoning	

**A                      SA                      FD**

**3010 LAND ADMINISTRATION – GENERAL**

Includes records relating to the administration of land relating matters which are not found elsewhere in this section. Land administration covers the management of all land-relating matters within the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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**3120 CROWN LAND**

Includes records relating to crown land in or adjacent to the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
-20	Individual crown parcels, by number (*SO = until no longer crown land)	SO*	nil	P

**3180 DEMOGRAPHIC DATA**

Includes records relating to demographic data and statistics about the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
-02	Census data (Statistics Canada)	SO	nil	P

**3200 DESIGN AND MAPPING**

Includes records relating to design and survey services and procedures, in house design, design standards and specifications. Also includes GIS mapping, aerial photographs and topographical maps.

-01	General	CY + 1	6y	D
-02	Design Standards and specifications (*SO = until updated or replaced)	SO*	6y	P
-20	Mapping projects - Fire Protection Mapping	SO*	nil	P

**3240 DEVELOPMENT – GENERAL**

Includes records relating to the general development activities, functions and proposals for the community.

-01	General	CY + 1	6y	D
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**3280 DEVELOPMENT – COMMERCIAL/INDUSTRIAL**

Includes general records relating to commercial and/or industrial development of properties.

-01	General	CY + 1	6y	D
-20	Projects, by name (*SO = until completed)	SO*	nil	P

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>3300</b>	<b>DEVELOPMENT – RESIDENTIAL</b>			

Includes general records relating to residential development of properties.

-01	General	CY + 1	6y	D
-20	Projects, by name (*SO = until completed)	SO*	nil	P

<b>3320</b>	<b>DEVELOPMENT – WATERFRONT</b>			
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Includes general records relating to planning and development of waterfront properties.

-01	General	CY + 1	6y	D
-20	Projects, by name (*SO = until completed)	SO*	nil	P

<b>3400</b>	<b>DEVELOPMENT PERMITS</b>			
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Includes records relating to the application, issuance and management of development permits and variance permits within the First Nation organization area jurisdiction.

-01	General	CY + 1	6y	D
-20	Permits (individual) arranged by year and permit number (*SO = until completion of permit)	SO* + 1	6y	P
-30	Development variance permits arranged by year and permit number	SO + 1	6y	P

<b>3440</b>	<b>EASEMENTS AND RIGHTS OF WAY</b>			
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Includes records relating to the granting of easements and rights of way.

-01	General	CY + 1	6y	D
-20	Easements, by address	SO*	nil	P
-30	Rights of way, by address (*SO = filing of quit claim, otherwise permanent)	SO*	nil	P

<b>3500</b>	<b>ENVIRONMENTAL MANAGEMENT – GENERAL</b>			
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Includes records relating to environmental control issues, assessments, functions and activities. Also includes environmental management issues, by type (e.g. air quality control, pesticides and herbicides, oil spills, gas spills, etc).

-01	General	CY + 1	6y	D
-02	Environmental Sustainability Plan	SO	nil	P
-03	Ecosystems	CY + 1	6y	P
-20	Incidents, by date, location	CY + 1	6y	P
-30	Environmental issues, by type - Species at Risk - Archeological sites	CY + 1	6y	P

	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>3600 LAND – PRELIMINARY REVIEW</b>			

Includes records relating to application and analysis of proposed changes for any community development, such as building, rezoning, sub-division, etc.

-01	General	CY + 1	6y	D
-20	Projects, by title, applicant, date (*SO = until completion of review; approved reviews move to project file)	SO*	nil	P

**3620 LAND CLAIMS**

Includes records relating to land claims, including specific claims.

-01	General	CY + 1	6y	D
-20	Specific claims, by name, location (*SO = upon expiry and settlement of outstanding claims)	SO*	6y	P

**3700 LAND RECORDS**

Includes records relating to individual lots within the First Nation organization jurisdiction. Also includes information from the INAC Land Registry.

-01	General	CY + 1	6y	D
-02	Land records, by lot number			

**3800 REFERRALS**

Includes records relating to referrals from the Provincial Government of British Columbia, Regional District and other parties. This primary subject includes all referrals to the First Nation organization and is retained after the completed referral). For the forestry component of referrals, see primary 6250.

-01	General	CY + 1	6y	D
-20	Referrals, by number (*SO = until processed)	SO*	nil	P

**3850 RESTRICTIVE COVENANTS**

Includes records relating to the granting of restrictive covenants.

-01	General	CY + 1	6y	D
-20	Restrictive covenants (*SO = upon completion)	SO*	nil	P

**3900 ZONING AND REZONING -?**

Includes records relating to the application and process for zoning and rezoning properties within the First Nation organization jurisdiction.

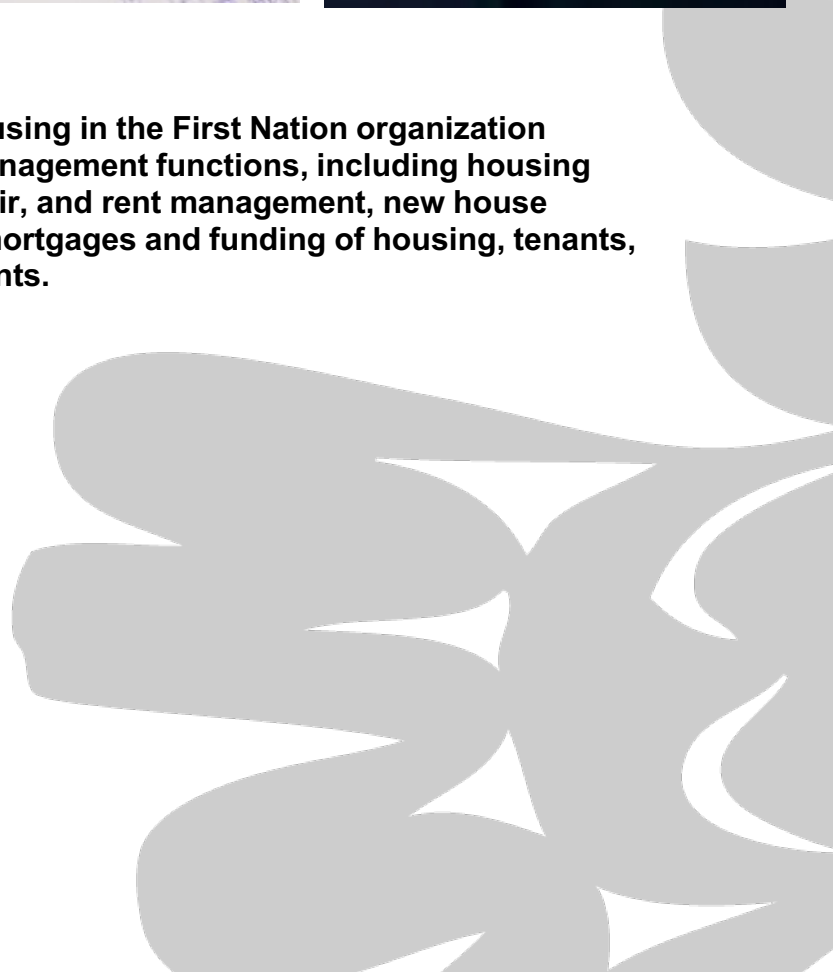
-01	General	CY + 1	6y	D
-20	Applications by year, application (*SO = when completed)	SO*+ 1	6y	P

# SECTION 9: HOUSING

Primary Numbers: 4000 – 4599



**Section 9 includes subjects relating to housing in the First Nation organization community. This includes the housing management functions, including housing allocation, housing maintenance and repair, and rent management, new house construction, social and rental housing, mortgages and funding of housing, tenants, including applications and lease agreements.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

4000	Housing	- General
4020	Building Regulations	- General
4030		- Building Permits and Inspections
4050	Contractors	
4100	Housing	- Applications and Allocations
4120		- Maintenance and Repairs
4150	Housing Projects	
4200	Mortgages	
4210	Mortgage Funders	
4300	Properties/Houses	- General
4310		- Individual
4400	Rental Housing	
4300	Social Housing	
4500	Subdivisions and Subdivision Control	



	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>4000 HOUSING – GENERAL</b>			

Includes records of a general nature relating to housing matters within the First Nation organization jurisdiction not found elsewhere in this section.

-01 General	CY + 1	6y	D
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**4020 BUILDING REGULATIONS – GENERAL**

Includes records of a general nature relating to the regulation of buildings in the First Nation organization jurisdiction.

-01 General	CY + 1	6y	D
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**4030 BUILDING REGULATIONS – BUILDING PERMITS AND INSPECTIONS**

Includes records relating to the applications for construction of buildings, all inspections and approvals of building within the jurisdiction of the First Nation organization, for issuance of permits. This includes commercial as well as residential developments.

**NOTE:** There may be separate primaries for each type of permit, if the volume and method of work requires the splitting of information.

-01 General	CY + 1	6y	D
-20 Individual building arranged by street address (*SO = life of the buildings)	SO*	nil	P

**4050 CONTRACTORS**

Includes records relating to the contractors supplying services to the First Nation organization housing functions, including new construction and repairs.

-01 General	CY + 1	6y	D
-20 Contractors, by name of company (*SO = until contract is completed and all warranties are finished)	SO*	nil	P

**4100 HOUSING APPLICATIONS AND ALLOCATIONS**

Includes records relating to the housing applications, including the housing applications process, including administration and allocation of housing to qualified applicants.

-01 General	CY + 1	6y	D
-20 Applications, by name (*SO = until housing is provided)	SO* + 1	6y	P

**4120 HOUSING MAINTENANCE, REPAIRS AND RENOVATIONS**

Includes records relating to the maintenance, repairs and renovations of housing. Includes mold remediation projects.

-01	General	CY + 1	6y	D
-20	Maintenance projects, by name (*SO = until housing is provided)	SO* + 1	6y	P

**4150 HOUSING PROJECTS**

Includes records relating to housing projects, including capital works and new construction.

-01	General	CY + 1	6y	D
-20	Projects, by name (*SO = until project is complete)	SO* + 1	6y	P

**4200 MORTGAGES**

Includes records relating to the mortgages for single family dwellings that are secured by First Nation organization members.

-01	General	CY + 1	6y	D
-20	Mortgages, by name of mortgage holder (*SO = until paid and all warranties expire)	SO* + 1	6y	P

**4210 MORTGAGE FUNDERS**

Includes records relating to the organizations providing mortgage funding for First Nation organization members.

-01	General	CY + 1	6y	D
-20	Mortgage funders, by name (*SO = until paid and all warranties expire)	SO* + 1	6y	P

**4300 PROPERTIES/HOUSES – GENERAL**

Includes records of a general nature relating to the properties within the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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**4310 PROPERTIES/HOUSES – INDIVIDUAL**

Includes individual records relating to the development, zoning, dwelling and other pertinent information on all lands within the First Nation organization. (These records may constitute the master property records for all properties within the First Nation organization jurisdiction.)

-01	General	CY + 1	6y	D
-20	Individual properties, by lot number (*SO= until records are updated or modified)	SO*	nil	P

**4400 RENTAL HOUSING**

Includes records relating to the development and operation of rental housing within the First Nation organization jurisdiction. For each rental housing unit, records include applications for accommodation and lease agreements.

-01	General	CY + 1	6y	D
-20	Individual properties, by lot number (*SO = until records are updated or modified)	SO*	nil	D

**4430 SOCIAL HOUSING**

Includes records relating to the development and operation of social housing within the First Nation organization jurisdiction. For each social housing unit, records include applications for accommodation and lease agreements.

-01	General	CY + 1	6y	D
-20	Individual properties, by lot number (*SO = until records are updated or modified)	SO*	nil	D

**4500 SUBDIVISIONS AND SUBDIVISION CONTROL**

Includes individual records relating to the application, inspection and approval of subdivisions within the First Nation organization jurisdiction.

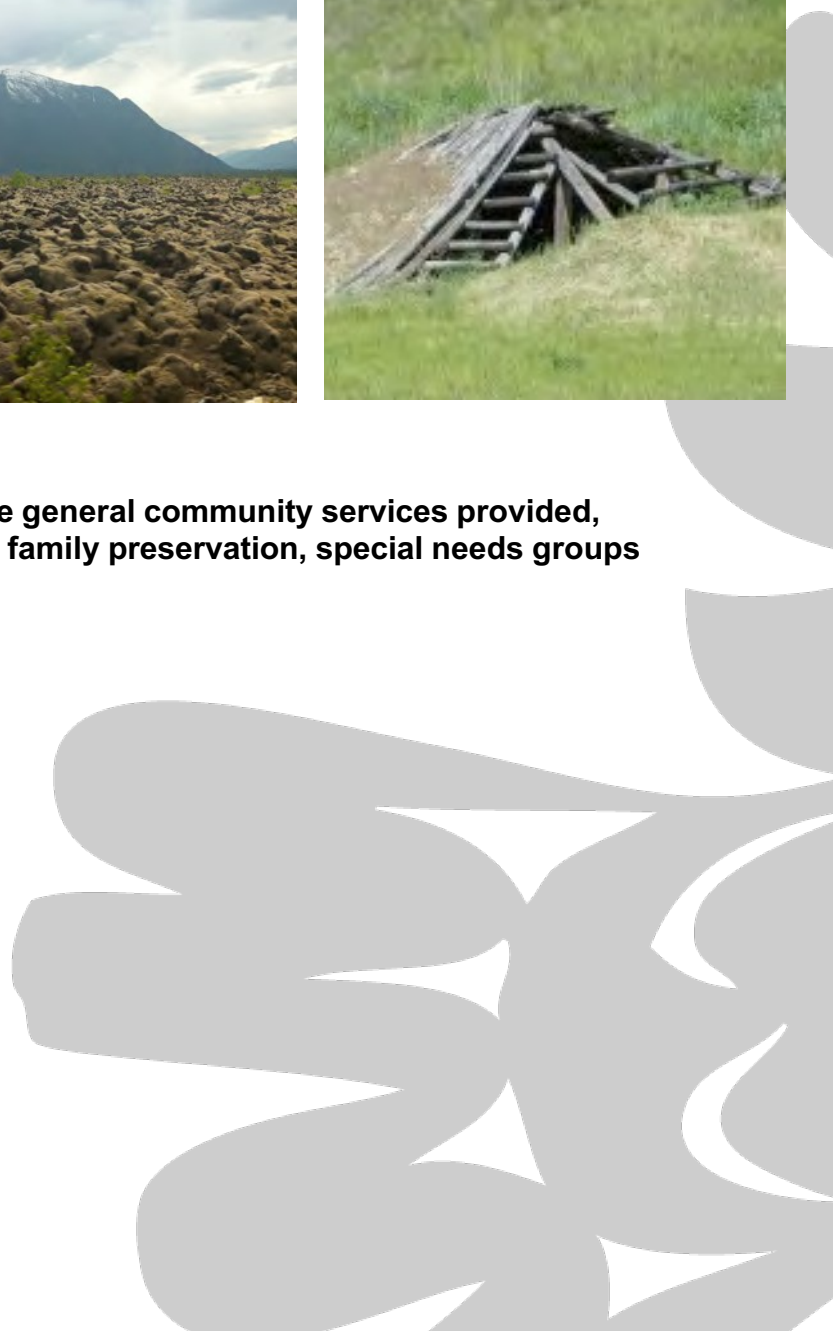
-01	General	CY + 1	6y	D
-20	Individual properties, by year of application (*SO = when completed)	SO*	6y	P

# SECTION 10: SOCIAL DEVELOPMENT

Primary Numbers: 4600 – 5199



**Section 10 includes subjects relating to the general community services provided, including social and disability assistance, family preservation, special needs groups and youth services.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

4600	Social Development	- General
4650		- Child Out of Parental Home Program
4660		- Family Preservation
4670		- Family Violence
4680		- In Home Care
4700	Community Care	
4760	Family Preservation	
4800	Social Assistance	- General
4860		- Income Assistance
4880		- Disability Assistance
5000	Special Needs Groups	
5100	Youth Centre	
5160	Youth Services	

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**4600 SOCIAL DEVELOPMENT – GENERAL**

Includes records relating to the provision of social services to the community which are not found elsewhere in this section.

-01 General CY + 1 6y D

**4640 CHILD AND FAMILY SERVICES – GENERAL**

Includes records relating to the provision of family support services in the community.

-01 General CY + 1 6y D

**4650 CHILD AND FAMILY SERVICES PROGRAMS – CHILD OUT OF PARENTAL HOME**

Includes records relating to the provision of support services and benefits offered to non-custodial parents in the community.

-01 General CY + 1 6y D  
-02 Custody benefits CY + 1 6y D  
-20 Clients, by name SO\* nil P  
(\*SO = until no longer in program)

**4660 CHILD AND FAMILY SERVICES PROGRAMS – FAMILY PRESERVATION**

Includes records relating to the Family Preservation Program.

-01 General CY + 1 6y D  
-20 Clients, by name SO\* nil P  
(\*SO = until no longer in program)

**4670 CHILD AND FAMILY SERVICES PROGRAMS – FAMILY VIOLENCE**

Includes records relating to the Family Violence Program.

-01 General CY + 1 6y D  
-20 Clients, by name SO\* nil P  
(\*SO = until no longer in program)

**4680 CHILD AND FAMILY SERVICES PROGRAMS – IN HOME CARE**

Includes records relating to the In Home Care Program.

-01 General CY + 1 6y D  
-20 Clients, by name SO\* nil P  
(\*SO = until no longer in program)

**A                      SA                      FD**

**4700 COMMUNITY CARE**

Includes records relating to the provision of community care facilities in the community.

-01	General	CY + 1	6y	D
-20	Facilities, by type, name, location (*SO = life of facility)	SO*	nil	D

**4760 FAMILY PRESERVATION**

Includes records relating to the provincially funded Family Preservation Program.

-01	General	CY + 1	6y	D
-20	Clients, by name (*SO = until no longer in program)	SO*	nil	P

**4800 SOCIAL ASSISTANCE – GENERAL**

Includes records relating to the provision of social assistance to members in the community. Includes program training materials.

-01	General	CY + 1	6y	D
-02	Training materials			

**4860 SOCIAL ASSISTANCE – INCOME ASSISTANCE**

Includes records relating to the provision of income assistance to members in the community.

-01	General	CY + 1	6y	D
-20	Clients, by name	CY + 1	6y	D

**4880 SOCIAL ASSISTANCE – DISABILITY ASSISTANCE**

Includes relating to the provision of disability assistance to members in the community.

-01	General	CY + 1	6y	D
-20	Clients, by name	CY + 1	6y	D

**5000 SPECIAL NEEDS GROUPS**

Includes records relating to the provision of services and programs for physically disabled persons and persons with special needs.

-01	General	CY + 1	6y	D
-02	Clients, by name	CY + 1	6y	D
-20	Programs, by name	SO*	nil	
		SR**		

(\*SO = completion of program)  
(\*\*SR = retain policy information)

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>5100</b>	<b>YOUTH CENTRE</b>			

Includes records relating to the operations and functions of the Youth Centre,

-01	General	CY + 1	6y	D
-20	Events, by name	SO*	nil	
		SR**		
	(*SO = completion of program)			
	(**SR = retain policy information)			

**5160 YOUTH SERVICES**

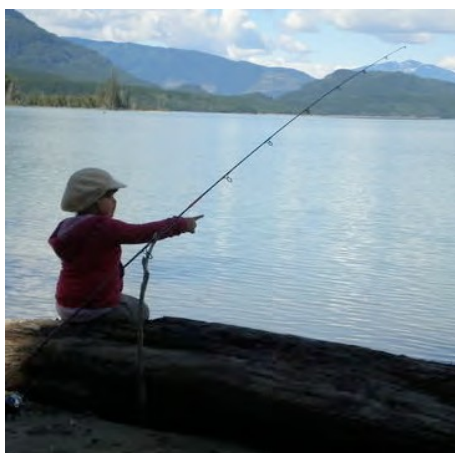
Includes records relating to the planning and provision of youth-oriented services and programs.

-01	General	CY + 1	6y	D
-20	Programs, by name	CY + 1	6y	SR*
	(*SR = retain policy records)			



# SECTION 11: DAYCARE/CHILDCARE OPERATIONS

Primary Numbers: 5200 - 5499



Section 11 includes subjects relating to the daycare and/or childcare services provided by the First Nation organization. These include the programs, children's records, and the reports and funding information.



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

5210	Daycare Services	- General
5220	Daycare Funding	
5240	Daycare Licensing	
5300	Daycare Services - Programs	

**5200 DAYCARE SERVICES – GENERAL**

Includes records of a general nature relating to the administration, development, operation and maintenance of daycare services within the First Nation organization not found elsewhere in this section. For construction records of daycare/childcare buildings, see Section 2 – Buildings, Facilities and Properties.

-01	General	CY + 1	6y	D
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**5220 DAYCARE FUNDING**

Includes records relating to organizations providing funding for daycare or childcare of the First Nation organization. Includes subsidies from provincial sources.

-01	General	CY + 1	6y	D
-02	Subsidies	CY + 1	6y	D

**5240 DAYCARE/CHILD CARE SERVICES – PROGRAMS**

Includes records relating to the licensing of daycares.

-01	General	CY + 1	6y	D
-02	Inspections	CY +	6y	D
-20	License, by year	CY + 1	6y	D

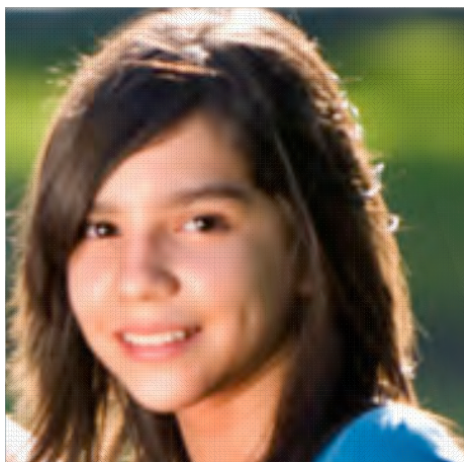
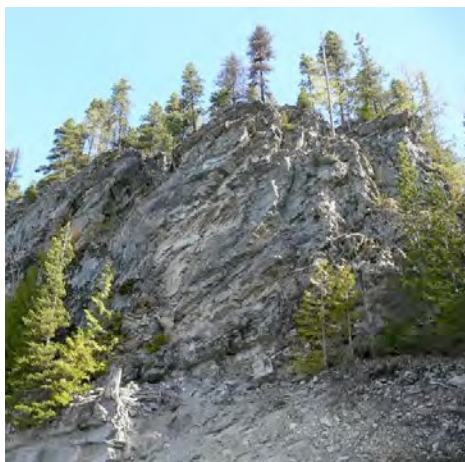
**5300 DAYCARE/CHILD CARE SERVICES – PROGRAMS**

Includes records relating to programs for daycare and child care.

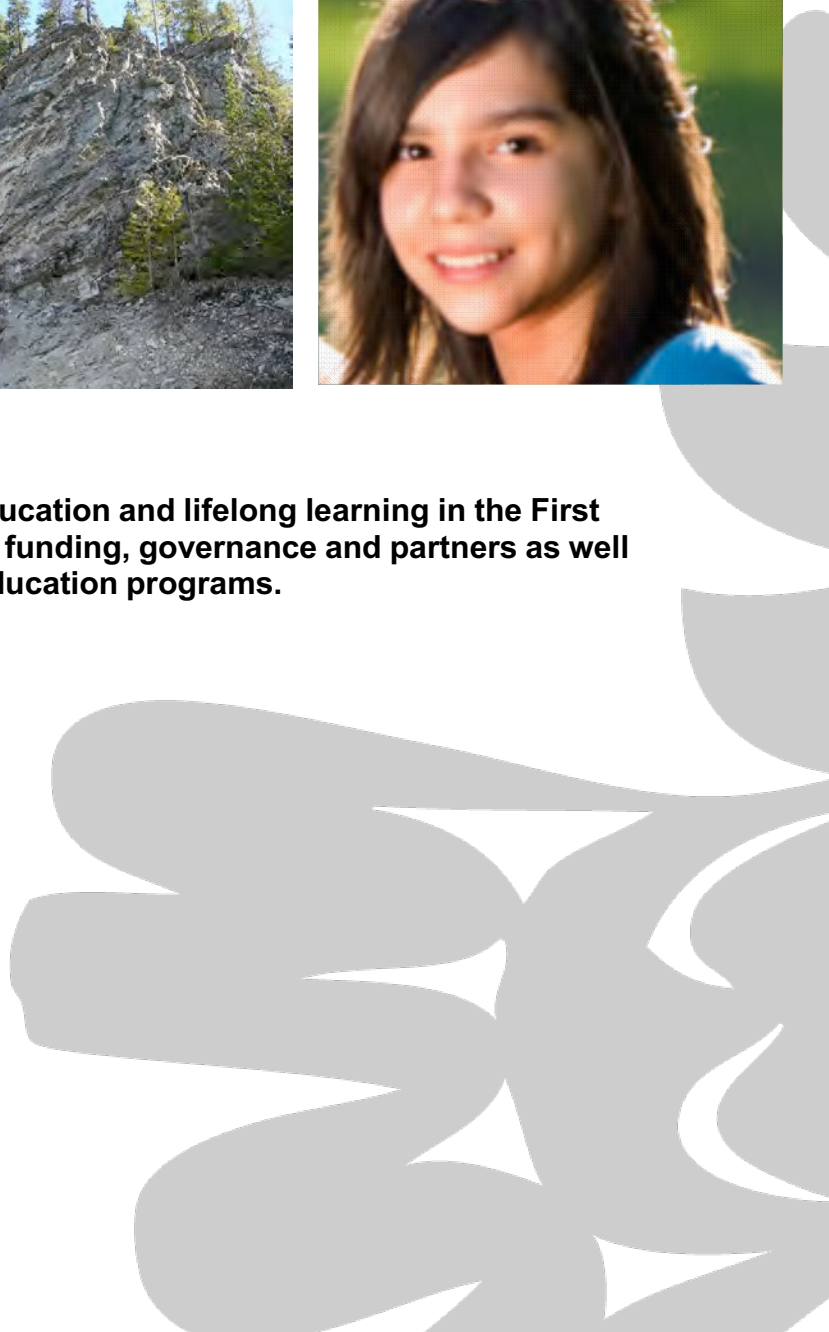
-01	General	CY + 1	6y	D
-20	Programs, by name	SO*	6y	D
-30	Preschool children enrolled, by name	SO*	6y	D
-40	Children, aged 3-5, enrolled, by name	SO*	6y	D
-50	Infants and toddlers, enrolled, by name (*SO = until program is completed)	SO*	6y	D

# SECTION 12: EDUCATION AND LIFELONG LEARNING

Primary Numbers: 5500 – 5999



**Section 12 includes subjects relating to education and lifelong learning in the First Nation organization community, including funding, governance and partners as well as post secondary and continuing adult education programs.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

5510	Education and Life-long Learning	-General	
5520	Education Funding		
5530	Education Governance		
5600	Education Partners		
5700	Education Programs	- Post Secondary	
5750		- Post Secondary	- Students
5800		- Continuing Education	- Adult

**A                      SA                      FD**

**5510 EDUCATION AND LIFE LONG LEARNING – GENERAL**

Includes records relating to the provision of education and lifelong learning opportunities and services to the community which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**5520 EDUCATION FUNDING**

Includes records relating to the funding of education in the community, including sources of funding, and proposals, agreements and final reports to the various funding agencies.

-01	General	CY + 1	6y	D
-20	Funding organizations, by name	CY + 1	6y	P
	-INAC			
	-FNSA			

For each organization, create the following folders by year

- 01 Proposals
- 02 Contribution agreements
- 03 Final reports

**5530 EDUCATION GOVERNANCE**

Includes records relating to the governance of education in the community, including jurisdiction and coordination of educational programs and services, agreements and band council resolutions. Original signed agreements will be found in primary 2280.

-01	General	CY + 1	6y	D
-02	Jurisdiction	CY + 1	6y	P
-03	Agreements	CY + 1	^Y	P
-04	BCRs	CY + 1	6y	P
-20	Governing bodies, by name	CY + 1	6y	P

**5600 EDUCATION PARTNERS**

Includes records relating to the educational organizations who partner with the First Nation organization to provide educational services and programs.

-01	General	CY + 1	6y	D
-20	Partners, by name	CY + 1	6y	D

**5700 EDUCATION PROGRAMS – POST SECONDARY**

Includes records relating to post secondary education programs offered in the community. Also includes allocations for students from the community attending post-secondary education.

-01	General	CY + 1	6y	D
-20	Programs, by name, location	SO*	6y	D
	(*SO = until updated or changed)			
-50	Education allocations, by name, date	SO*	6y	D
	(*SO = until completion of educational program)			

**A**

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**FD**

**5750 EDUCATION PROGRAMS – POST SECONDARY – STUDENTS**

Includes records relating to individual post secondary students including transcripts and educational progress reports.

-01	General	CY + 1	6y	P
-20	Students, by name, by location (*SO = until updated or changed)	SO*	nil	P

**5800 EDUCATION PROGRAMS – CONTINUING EDUCATION – ADULT**

Includes records relating to community adult education training programs and courses.

-01	General	CY + 1	6y	D
-20	Programs and course, by name (*SO = until updated or changed)	SO*	nil	D

# SECTION 13: PUBLIC WORKS AND COMMUNITY INFRASTRUCTURE

Primary Numbers: 6000 – 6499



Section 13 includes subjects relating to the engineering, construction and maintenance of First Nation community infrastructure, including streets and roads, water service, septic systems, solid waste removal, etc.





## PRIMARY NUMBERS AND PRIMARY SUBJECTS

6010	Public Works and Community Infrastructure	- General
6025	Drainage and Flood Control	
6100	Inspection and Testing	
6130	Public Works Projects	
6200	Septic Systems	
6250	Solid Waste Disposal	
6300	Streets and Roads	
6350	Utilities - General	
6400	Water Supply and Distribution	

**A                      SA                      FD**

**6010 PUBLIC WORKS AND COMMUNITY INFRASTRUCTURE – GENERAL**

Includes general records relating to public works and community infrastructure services which are not found elsewhere in this section. Complaints about public works services are filed here.

-01	General	CY + 1	6y	D
-02	Complaints			

**6025 DRAINAGE AND FLOOD CONTROL**

Includes records relating to the control of storm water, drainage, creek and river control, culverts, flood plains and flood damage, etc.

-01	General	CY + 1	6y	D
-02	Culverts	CY + 1	6y	P
-03	Creek control, by name	SO*	nil	P
-04	Flood damage, by event	CY + 1	6y	P
-05	Ditches	CY + 1	6y	P
-06	Flood control/flood plains	CY + 1	6y	P
-07	Drainage jobs	CY + 1	6y	P

(\*SO = until modified or updated)

**6100 INSPECTION AND TESTING**

Includes records relating to the procedures and guidelines for inspecting and testing services for capital works projects, etc.

-01	General	CY + 1	6y	D
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**6130 PUBLIC WORKS PROJECTS**

Includes records relating to the planning, design and construction of public/capital works projects. Specific project files will include cost estimates, design, project authorization, land acquisition, meetings, reports, design engineering studies, consultants, contract award, purchase orders, etc.

-01	General	CY + 1	6y	D
-20	Projects, by name	SO*	nil	P

(\*SO = upon completion of project)

**6200 SEPTIC SYSTEMS**

Includes records relating to the administration, management and operation of septic systems.

-01	General	CY + 1	6y	D
-02	Septic Tanks and fields	SO*	nil	P

(\*SO = until modified or updated)

**A                      SA                      FD**

**6250 SOLID WASTE DISPOSAL**

Includes records relating to solid waste (garbage) collection and disposal, hazardous waste and waste paint. Also includes records relating to recycling of waste materials.

-01	General	CY + 1	6y	D
-02	Collection	CY + 1	6y	P
-03	Landfill sites	SO*	nil	P
-04	Illegal dumping of rubbish	CY + 1	6y	SR*
-05	Hazardous waste	CY + 1	6y	P
-06	Recycling	CY + 1	6y	D
-07	Composting	CY + 1	6y	D

(\*SR = retain all policy and program materials)  
(\*SO = until modified or updated)

**6300 STREETS AND ROADS**

Includes records relating to the planning, design, construction, operation and maintenance of roads, streets, highways and other public thoroughfares. Includes sidewalks and street lighting.

-01	General	CY + 1	6y	D
-02	Bridges	SO*	6y	P
-03	Street lighting	SO*	6y	P
-04	Closures	SO*	6y	P
-05	Road allowances	SO*	6y	P
-06	Highways	SO*	6y	P
-07	Sidewalks, walkways, and overpasses	SO*	6y	P
-08	Paving programs	SO*	6y	P
-09	Snow and ice removal	CY + 1	6y	D
-10	Roadway maintenance	SO*	6y	D
-20	Individual roads, alpha by name	SO*	6y	P

(\*SO = until modified or updated)

**6350 UTILITIES**

Includes records relating to the planning, design, installation, operation, maintenance and repair of utility systems and facilities. For utility fees, see primary 1820.

-01	General	CY + 1	6y	D
-02	Electrical	SO*	nil	P
	-01 General			
	-02 Pole relocation			
	-03 Major transmission lines			
-03	Telephone	SO*	nil	P
-04	Cablevision	SO*	nil	P

(\*SO = until modified or updated)

## 6400 WATER SUPPLY AND MANAGEMENT

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SA

FD

Includes records relating to the planning, design, construction, installation, operation and maintenance of water supply, including surface and ground water supply and distribution systems. For drinking water testing, see primary 6640.

-01	General	CY + 1	6y	D
-02	Fire hydrants, by location	SO*	nil	P
-03	Water mains	SO*	nil	P
-04	Water connections, by location	SO*	nil	P
-05	Pumping stations	SO*	nil	P
-06	Water consumption	CY + 1	6y	P
-07	Water pressure	SO*	nil	P
-08	Wells	SO*	nil	P

(\*SO = until modified or updated)

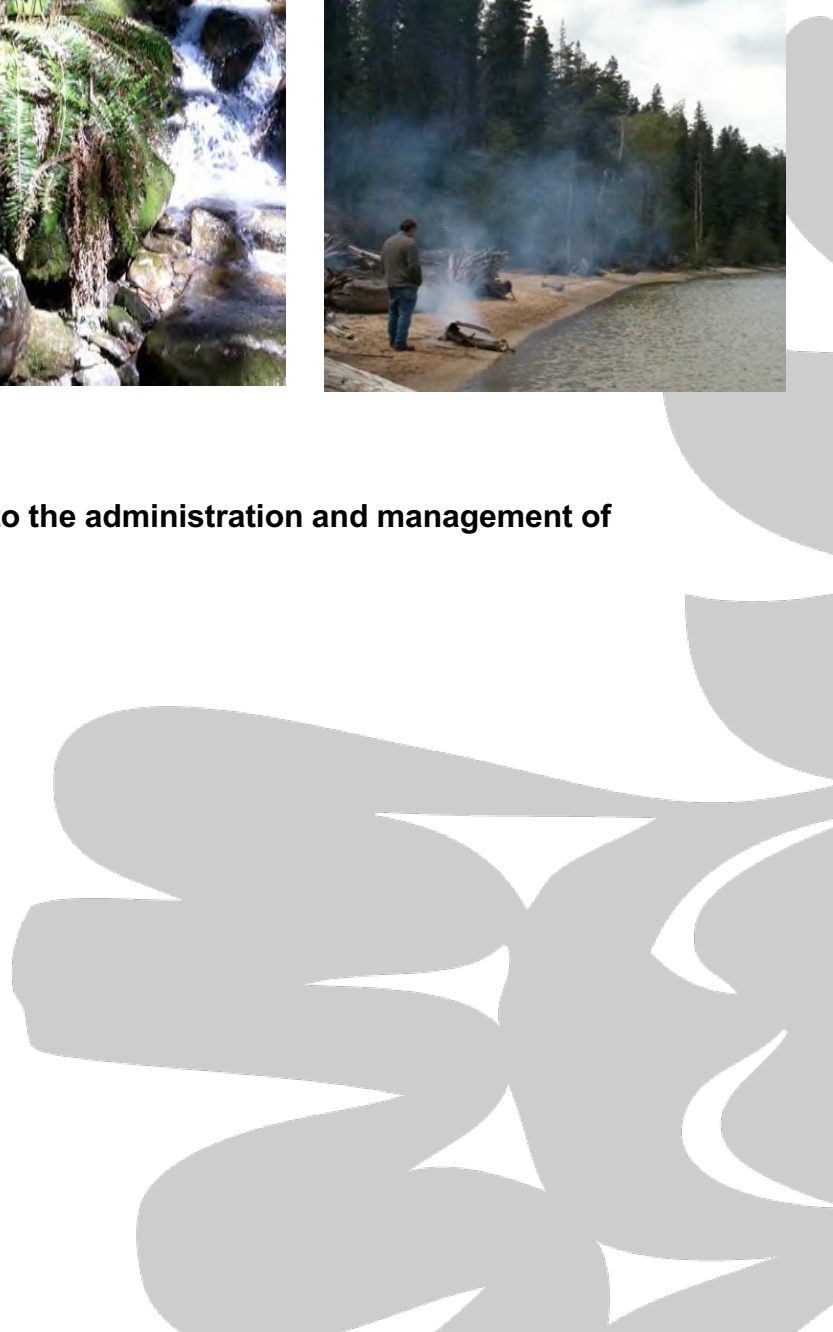
(P for all records relating to infrastructure and facilities)

# SECTION 14: FORESTRY MANAGEMENT

Primary Numbers: 6500 – 6999



**Section 14 includes the subjects relating to the administration and management of forestry.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

6510	Forestry Management	- General
6550		- Certification
6600		- Contracts
6700		- Permits
6800		- Plans and Projects
6900		- Mill
6960		- Sales

**A                      SA                      FD**

**6510 FORESTRY MANAGEMENT – GENERAL**

Includes records relating to the administration, development and management of forestry resources within the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
-02	Forestry management issues	CY + 1	6y	P
-20	Forestry areas, by location	CY + 1	6y	P

**6550 FORESTRY MANAGEMENT – CERTIFICATION**

Includes records relating to WorkSafe and Green Certification of forestry operations and employees of the First Nation organization.

-01	General	CY + 1	6y	D
-02	Green Certification	CY + 1	6y	P
-03	WorkSafe Certification	CY + 1	6y	P

**6600 FORESTRY MANAGEMENT – CONTRACTS**

Includes records relating to contracts for forestry resources of the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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**6700 FORESTRY MANAGEMENT – PERMITS**

Includes records relating to various forestry permits within the First Nation organization jurisdiction. Includes cutting and road permits as well as timber permits issued through INAC.

-01	General	CY + 1	6y	D
-02	Cutting Permits	CY + 1	6y	P
-03	Road Permits	CY + 1	6y	P
-04	Timber Permits – INAC	CY + 1	6y	–

**6800 FORESTRY MANAGEMENT – PLANS AND PROJECTS**

Includes records relating to the administration, development and management of forestry plans and projects, including site plans, logging plans, silviculture, forest management plans and salvage – fall and burn projects.

-01	General	CY + 1	6y	D
-02	Site plans	CY + 1	6y	D
-03	Logging plans	CY + 1	6y	D
-04	Silviculture	CY + 1	6y	D
-05	Forest management plans	CY + 1	6y	D
-06	Salvage – Fall and Burn projects	CY + 1	6y	D

	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>6900 FORESTRY MANAGEMENT – MILLS</b>			

Includes records relating to the operations and functions of mills operated by the First Nation organization.

-01	General	CY + 1	6y	D
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<b>6960 FORESTRY MANAGEMENT – SALES</b>			
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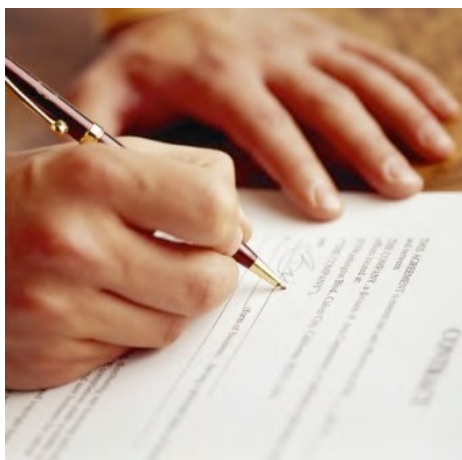
Includes records relating to the administration, development and management of forestry resource sales within the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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# SECTION 15: FISHERIES MANAGEMENT

Primary Numbers: 7000 – 7799



**This section includes records relating to the management of fisheries, shellfish and watershed resources within First Nations jurisdiction. Subjects include the administration of licenses and permits, the management of the food fish program, the various watershed management programs, the maintenance of the docks and floats, the maintenance of the boats, and the various rivers and creeks.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

7010	Fisheries Management	– General
7100	Boats	– General
7120		– Individual
7200	Docks and Floats	
7300	Food Fish	– General
7320		– Coho/Chinook/Chum
7340		– Halibut
7360		– Herring Roe
7380		– Sockeye
7400	Kelp Program	
7500	Licensing, Permits	
7600	Shellfish Nursery System	
7700	Watershed Management	
7720		– Individual

	<b>A</b>	<b>SA</b>	<b>FD</b>
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**7010 FISHERIES MANAGEMENT – GENERAL**

Includes records relating to the general administration of fisheries, including shellfish and watershed management activities, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**7100 BOATS - GENERAL**

Includes records relating to the general administration and operation of boats which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**7120 BOATS – INDIVIDUAL**

Includes records relating to the operation and maintenance of the individual boats in the First Nations fleet.

-01	General	SO*	nil	P
-20	Individual boats, by name (*SO = when no longer owned)	SO*	nil	P

**7200 DOCKS AND FLOATS**

Includes records relating to the docks and floats, including operation, maintenance and repairs.

-01	General	CY + 1	6y	D
-20	Docks, by location	SO* + 1	6y	D
-30	Floats, by location (*SO = until updated or replaced)	SO* + 1	6y	D

**7300 FOOD FISH – GENERAL**

Includes records of a general nature relating to the food fish programs, including food fish processing.

-01	General	CY + 1	6y	D
-20	Processing, by year	CY + 1	6y	D

**7320 FOOD FISH – COHO, CHINOOK, CHUM SALMON**

Includes records relating to the food fishery, including coho, chinook and chum salmon.

-01	General	SO*	nil	P
-02	Reports	SO*	nil	P
-20	Chinook food fish, by year	SO*	nil	P
-30	Coho food fish, by year	SO*	nil	P

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>7340 FOOD FISH – HALIBUT</b>				
	Includes records relating to the halibut food fishery.			
-01	General	SO*	nil	P
-02	Reports	SO*	nil	P
-20	Halibut food fish, by year	SO*	nil	P
<b>7360 FOOD FISH – HERRING ROE</b>				
	Includes records relating to the herring roe food fishery.			
-01	General	SO*	nil	P
-02	Reports	SO*	nil	P
-20	Herring roe food fish, by year	SO*	nil	P
<b>7380 FOOD FISH – SOCKEYE</b>				
	Includes records relating to the herring roe food fishery.			
-01	General	SO*	nil	P
-02	Reports	SO*	nil	P
-20	Sockeye food fish, by year	SO*	nil	P
<b>7400 KELP PROGRAM</b>				
	Includes records relating to the kelp program.			
-01	General	SO*	nil	P
-02	Reports	SO*	nil	P
-20	Program, by year			
<b>7500 LICENSES AND PERMITS</b>				
	Includes records relating to fishing licenses and permits.			
-01	General	CY + 1	6y	D
-02	Reports	SO*	nil	D
-20	Permits, by year	SO* + 1	10y	D
-30	Licenses, by year	SO* + 1	6y	D
<b>7600 SHELLFISH NURSERY SYSTEM</b>				
	Includes records relating to the shellfish nursery system.			
-01	General	SO*	nil	P
-20	Individual nurseries, by location (*SO = until company is closed or sold)	SO*	nil	P

**A SA FD**

**7700 WATERSHED MANAGEMENT**

Includes records of a general nature relating to the watershed management system, including watershed restoration.

-01 General CY + 1 6y D

**7720 WATERSHED MANAGEMENT – INDIVIDUAL**

Includes records relating to the individual watershed management systems, including watershed restoration.

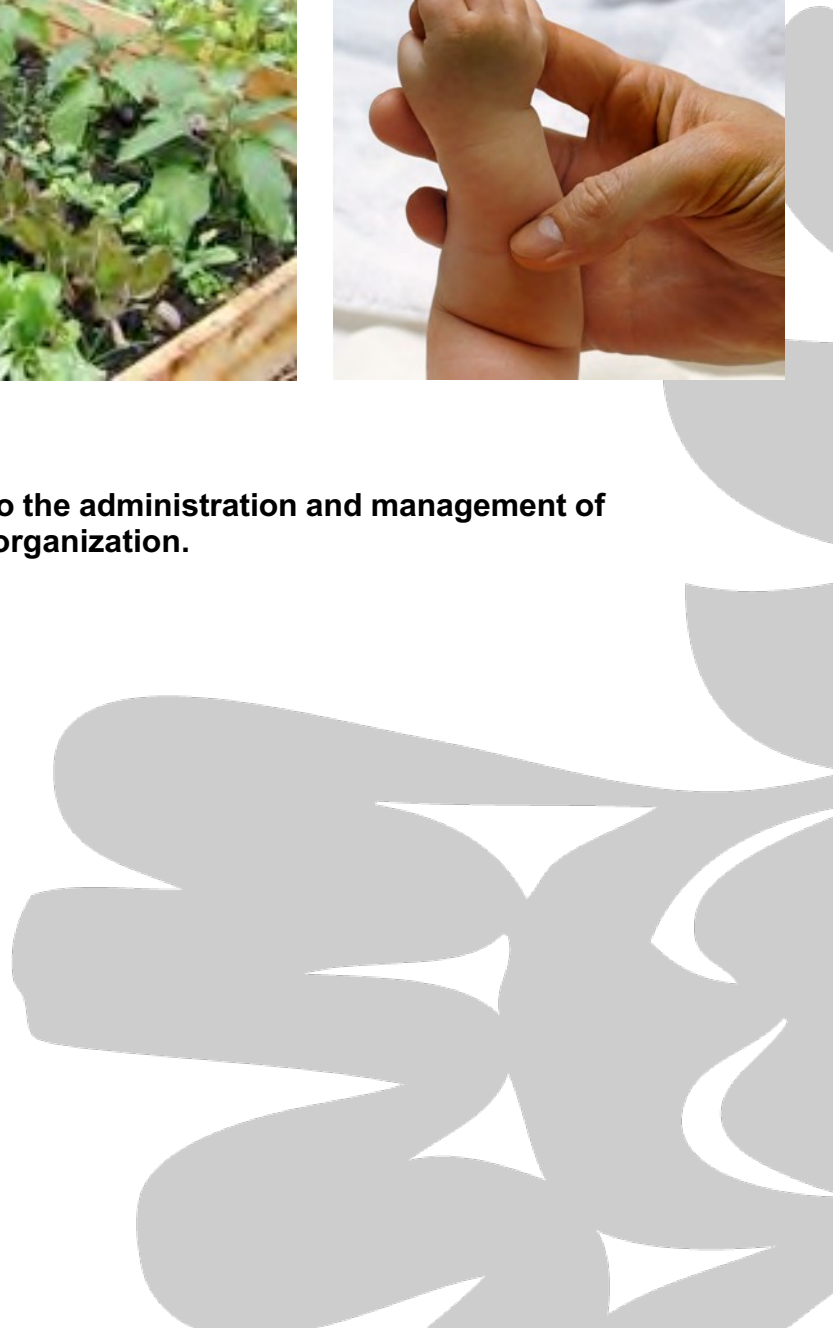
-01 General SO\* nil P

# SECTION 16: HEALTH

Primary Numbers: 7800 – 8299



**Section 16 includes the subjects relating to the administration and management of health care services with the First Nation organization.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

7810	Health Care	- General
7820	Child and Family Health Programs	- General
7830		- pre-natal and Post-natal Program
7840		- Infant Development Program
7850		- Outreach
7900	Chronic Disease Program	- General
7920		- Individual
7950	Emergency Services	- General
7980	Environmental Health	- General
8000	Health Care Administration	- General
8020		- Non-Insured Health Benefits
8040		- Member Information and Benefits
8100	Home and Community Care Programs	- General
8120		- Community Health Care Nurse - General
8130		- Community Health Care Nurse - Immunization
	Program	
8150	Mental Health and Addictions Program	- General
8200	Training and Workshops	
8220	Youth Programs	

**7810 HEALTH CARE – GENERAL**

Includes records of a general nature relating to the administration, development, operation and maintenance of health care services within the First Nation organization jurisdiction, which are found elsewhere in this section.

-01	General	CY + 1	6y	D
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**7820 CHILD AND FAMILY HEALTH PROGRAMS – GENERAL**

Includes records relating to the child and family health programs offered through the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
-02	Work plan	CY + 1	6y	D
-03	Budgets and reports	CY + 1	6y	D

**7830 CHILD AND FAMILY HEALTH PROGRAMS – PRE-NATAL & POST-NATAL PROGRAM**

Includes records relating to the pre-natal and post-natal programs offered through the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
-02	Work plan	CY + 1	6y	D
-03	Budgets and reports	CY + 1	6y	D
-20	Participants, by name			

**7840 CHILD AND FAMILY HEALTH PROGRAMS – INFANT DEVELOPMENT PROGRAM**

Includes records relating to the Infant Development Program offered through the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
-02	Work plan	CY + 1	6y	D
-03	Budgets and reports	CY + 1	6y	D

**7850 CHILD AND FAMILY HEALTH PROGRAMS – OUTREACH**

Includes records relating to the Outreach Program offered through the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
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**7900 CHRONIC DISEASE PROGRAMS – GENERAL**

Includes records relating to the administration and operation of chronic disease programs including program proposals and funding.

-01	General	CY + 1	6y	D
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	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>7920 CHRONIC DISEASE PROGRAMS – INDIVIDUAL</b>			

Includes records relating to chronic disease programs such as diabetes education, nutrition management, healthy heart and obesity management.

-01	General	CY + 1	6y	D
-20	Chronic disease programs, by name	SO*	6y	D
	- Diabetes			
	- Nutrition			
	- Healthy Heart			
	- Obesity			
	(*SO = when program ceases)			

**7950 EMERGENCY SERVICES – GENERAL**

Includes records relating to emergency service plans coordinated by the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
-20	Pandemic Plan	SO*	6y	D
	(*SO = when updated)			

**7980 ENVIRONMENTAL HEALTH – GENERAL**

Includes records relating to the administration, development, operation and maintenance of environmental health issues such as drinking water testing and Healthy Home Assessments for mould.

-01	General	CY + 1	6y	D
-20	Programs, by name	SO*	6y	D
	(*SO = until completed)			

**8000 HEALTH CARE ADMINISTRATION – GENERAL**

Includes records relating to the administration, development, operation and maintenance of health care programs, including local clinics, operated by the Health Department of the First Nation organization, or delivered as services by contract agencies to the First Nation organization.

-01	General	CY + 1	6y	D
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**8020 HEALTH CARE ADMINISTRATION – NON-INSURED HEALTH BENEFITS (NIHB)**

Includes records relating to the non-insured health benefits program, including patient travel and data entry into electronic system. Also includes quarterly reports to Health Canada.

-01	General	CY + 1	6y	D
-20	Reports, by month			

**8040 HEALTH CARE ADMINISTRATION – MEMBER INFORMATION AND BENEFITS**

Includes records relating to First Nation organization members' personal health information including benefits, Care cards, prescriptions and relating health information. Filed alphabetically by member name.

-01	General	CY + 1	6y	D
-20	First Nation organization members, by name (*SO = until updated)	SO*	nil	P

**8100 HOME AND COMMUNITY CARE PROGRAMS – GENERAL**

Includes records relating to the home and community care programs offered by the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
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**8120 HOME AND COMMUNITY CARE PROGRAMS – COMMUNITY HEALTH NURSE - GENERAL**

Includes records relating to the functions of the community health nurse, including assessments for Extended Care, TB Testing, and Homemakers Program.

-01	General	CY + 1	6y	SR
-02	Work plan	CY + 1	6y	D
-03	Budgets and reports	CY + 1	6y	D
-20	Home and Community Care Program, by name - Assessments for Extended Care - TB Testing - Homemakers	CY + 1	6y D	

**8130 HOME AND COMMUNITY CARE PROGRAMS – COMMUNITY HEALTH NURSE – IMMUNIZATION PROGRAM**

Includes records relating to the immunization programs operated by the community health nurse through the Home and Community Care Program.

-01	General	CY + 1	6y	D
-02	Work plan	CY + 1	6y	D
-03	Budgets and reports	CY + 1	6y	D
-20	Immunization programs, by name and date			

**8150 MENTAL HEALTH AND ADDICTIONS PROGRAM – GENERAL**

Includes records relating to the Mental Health and Addictions Program offered by the Health Department of the First Nation organization.

-01	General	CY + 1	6y	D
-20	Programs, by name	CY + 1	6y	D
-30	Clients, by name	CY + 1	6y	D
-40	Treatment centres, by name	CY + 1	6y	D

**A SA FD**

**8200 TRAINING AND WORKSHOPS**

Includes records relating to training and workshops offered to the staff of the Health Department as well as members of the band.

-01 General CY + 1 6y D

**8250 YOUTH PROGRAMS**

Includes records relating to administration and operation of youth programs offered through the Health Department of the First Nation organization. Also includes individual program records, such as Pulling Together and Senior Leadership.

-01 General CY + 1 6y D  
-20 Programs, by name

# SECTION 17: MEMBERSHIP/ CITIZENSHIP

Primary Numbers: 8300 - 8699



**Section 17 includes subjects relating to Membership/Citizenship of the First Nation organization.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

8320 Membership  
8400  
8440

– General  
– Applications  
– Members

	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>8320 MEMBERSHIP – GENERAL</b>			

Includes records relating to the general membership matters which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**8400 MEMBERSHIP – APPLICATIONS**

Includes records relating to the applications for membership in the First Nation organization. Includes application forms and individual applications.

-01	General	CY + 1	6y	D
-02	Application forms	SO*	nil	D
-20	Applications, by last name of applicant (*SO = until revised) (**SO = until accepted or rejected)	SO**	nil	P

**8440 MEMBERSHIP – MEMBERS**

Includes records relating to the current members of the First Nation organization. Includes the member registry as well as records of individual members. For individual members, each record includes application, birth certificate other identification and supporting documents. Upon death and receipt of the death certificate, active member records become deceased member records.

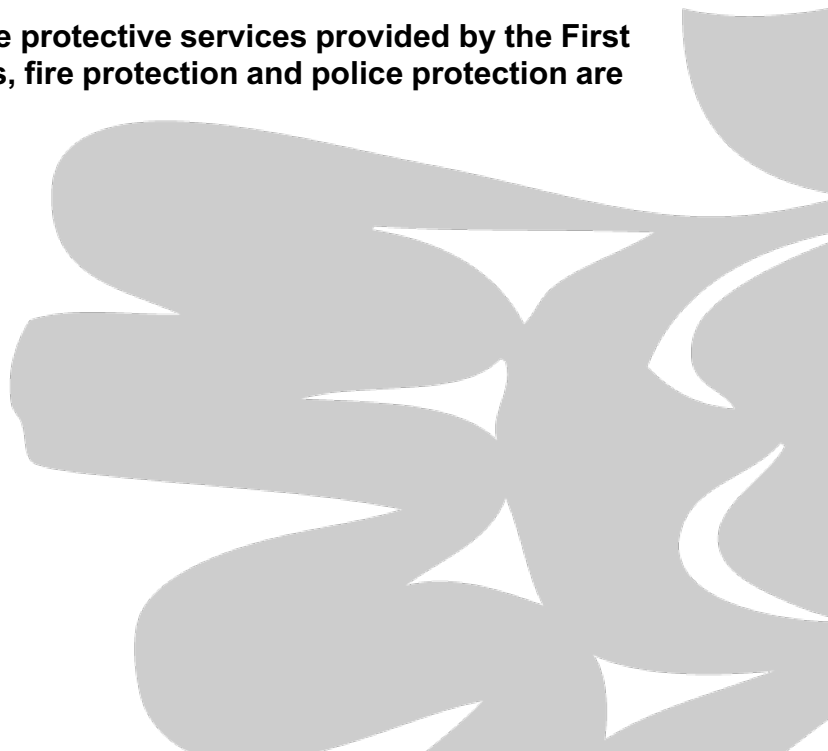
-01	General	CY + 1	6y	D
-02	Member registry	SO*	nil	P
-03	Status cards	SO*	nil	P
-20	Individual members, A-Z by last name	SO**	nil	P
-30	Deceased members, A-Z by last name (*SO = until updated) (**SO = until death) (***SO = when death certificate is received)	SO***	nil	P

# SECTION 18: PROTECTIVE SERVICES

Primary Numbers: 8500 – 8999



**Section 18 includes subjects relating to the protective services provided by the First Nation organization. Emergency programs, fire protection and police protection are included in this section.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

8510	Protective Services	– General
8600	Ambulance Services	
8630	Emergency Measures	- General
8700	Fire Protection	- General
8780		- Volunteer Fire Department
8900	Police Services	- General
8920		- Issues
8940		- Community Relations



	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>8510 PROTECTIVE SERVICES – GENERAL</b>			

Includes records of a general nature relating to the protection of persons in the First Nation organization jurisdiction, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**8600 AMBULANCE SERVICES**

Includes records relating to the monitoring and liaison of ambulance services/Lifeboat Services with the First Nation organization.

-01	General	CY + 1	6y	D
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**8630 EMERGENCY MEASURES – GENERAL**

Includes records relating to policies and plans for provision of assistance in emergency situations, for plans for the continuation of operations of the First Nation organization in case of emergency, civil defense planning actions and precautions, etc.

-01	General	CY + 1	6y	D
-02	Provincial	SO		P
	-01 General			
	-02 Provincial Emergency Plan			
	-03 Regional			
-03	First Nation organization	SO		P
	-01 General			
	-02 Emergency Operational Plan			
-04	Evacuation Routes			
-05	Mutual Aid			
-06	Floods			
-07	Emergency relief			
-08	Contact personnel			

**8700 FIRE PROTECTION – GENERAL**

Includes records relating to provision of fire protection services offered within the First Nation organization jurisdiction, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**8750 FIRE PROTECTION – VOLUNTEER FIRE DEPARTMENT**

Includes records relating to the provision of the volunteer fire department to the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
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	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>8800 POLICE SERVICES – GENERAL</b>			

Includes records of a general nature relating to the provision of police services to the First Nation organization jurisdiction, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
-02	RCMP	CY + 1	6y	D

**8820 POLICE SERVICES – ISSUES**

Includes records relating to crime relating issues such as vandalism, etc.

-01	General	CY + 1	6y	D
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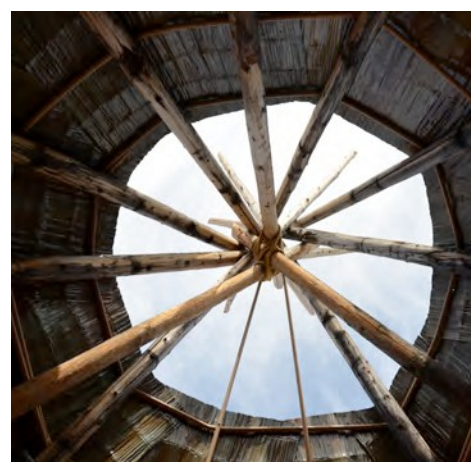
**8840 POLICE SERVICES – COMMUNITY RELATIONS**

Includes records relating to the relationships between the police department and the community. Includes information on individual community programs.

-01	General	CY + 1	6y	D
-20	Programs, by name (*SR = retain policy and program information)	CY + 1	6y	SR*

# SECTION 19: CULTURE AND HISTORY

Primary Numbers: 9000 – 9399



**Section 19 includes subjects relating to the preservation of traditional knowledge and culture of the First Nation organization. Includes relationships with committees and activities to collect and map traditional territories, and liaison with other First Nations and tribal councils for the preservation of language, culture and traditions.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

9010	Culture and History	- General
9020	Archives	
9050	Cultural Activities	
9100	Heritage Conservation	
9120	Historic and Heritage Sites	
9200	Language Use and Studies	
9300	Traditional Use and Studies	

**9010 CULTURE AND HISTORY – GENERAL**

Includes records of a general nature relating to the culture and history of the First Nation organization community, which are not found elsewhere in this section.

-01	General	CY + 1	6y	D
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**9020 ARCHIVES**

Includes records relating to the administration, operations and functions of community archives. For records relating to the internal Band office archives, see primary 1320.

-01	General	CY + 1	6y	D
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**9050 CULTURAL ACTIVITIES**

Includes records of a general nature relating to arts and cultural activities.

-01	General	CY + 1	6y	D
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**9100 HERITAGE CONSERVATION**

Includes records relating to the identification, regulation and preservation of heritage properties within the First Nation organization jurisdiction. Community heritage properties are located in primary 0810.

-01	General	CY + 1	6y	D
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**9120 HISTORIC AND HERITAGE SITES**

Includes records relating to the identification, regulation and preservation of archaeological sites.

-01	General	CY + 1	6y	D
-20	Projects, by name (*SO + until completed)	SO*	nil	P

**9200 LANGUAGE USE AND STUDIES**

Includes records relating to the study and use of the First Nation organization language.

-01	General	CY + 1	6y	D
-20	Programs, by name (*SO = until program is completed)	SO*	nil	P

**A SA FD**

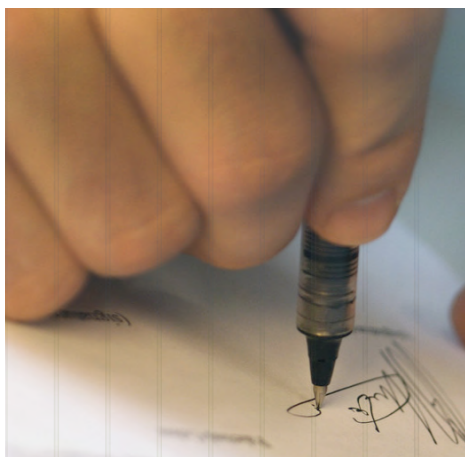
**9300 TRADITIONAL USE STUDIES**

Includes records relating to the development and completion of traditional use studies within the First Nation organization jurisdiction.

-01	General	CY + 1	6y	D
-20	Programs, by name (*SO = until program is completed)	SO*	nil	P

# SECTION 20: ECONOMIC DEVELOPMENT CORPORATIONS AND ACTIVITIES

Primary Numbers: 9000 – 9399



**Section 20 includes subjects relating to the economic development activities of the First Nation organization, including the establishment of corporations for economic development purposes and establishing business relationships.**



## PRIMARY NUMBERS AND PRIMARY SUBJECTS

9410	Economic Development Corporations and Activities	- General
9440	Economic Development Corporations	- Individual.
9500	Economic Development	- General
9540	Economic Development Projects	



