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**RECORDS RETENTION AND DISPOSAL RECOMMENDATION**

**Date Issued: 3 October 1988**

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Approved by resolution of the Legislative Assembly

**RECORDS RETENTION AND DISPOSAL RECOMMENDATION**

(The Saskatchewan Archives Act)

October 3, 1988

No. \_\_\_\_\_

It is hereby recommended under the authority of Section 11 of The Archives Act, being Chapter A-26, Revised Statutes of Saskatchewan, 1978, that the public documents listed below, now belonging to WESTERN DEVELOPMENT MUSEUM, and successors in charge of such documents, be disposed of as indicated.

It is further recommended that the Provincial Archivist be permitted to select any of these public documents which have historical value for transfer to the custody of the Saskatchewan Archives Board. In this regard the Provincial Archivist will be contacted before any public documents are destroyed.

Any public documents not listed in this schedule or other approved schedules will be considered to have permanent value and will be retained until such time as they are scheduled for retention or listed for destruction.

"Permanent" shall mean that the documents shall be preserved permanently, either by retention within the department or by transfer to the Saskatchewan Archives Board.

Description of Records

Retention Period  
(current year not included)

ADMINISTRATION

- |  |                                    |
|--|------------------------------------|
| 1. Routine enquiries                   | 1 year                             |
| 2. Correspondence 1. routine           | 1 year                             |
| 2. policy                              | 2 year                             |
| 3. Regulations, directives, procedures | 2 yrs after superseded or obsolete |
| 4. Inter-office memoranda              |                                    |

- |   |  |
|---|--|
| 1. routine  | 2 years                                |
| 2. policy   | 6 years                                |
| 5. Director of Administration Report<br>re admission, statistics and policies |  |
| 1. Working papers and raw data  | 2 years                                |
| 2. Final report   | 6 years                                |
| 6. Admin., program, policy statements   | 6 yrs. after superseded or<br>obsolete |
| 7. Staff meetings --minutes, agendas  |  |
| 1. Hard copy  | 6 years                                |
| 2. Computer records   | 6 years                                |
| 8. Program activity reports   |  |
| 1. Working papers and raw data  | 2 years                                |
| 2. Final report   | 6 years                                |
| 9. Agreements and contracts relating to funding                               | 6 years after expiry                   |
| 10. Committee minutes, agendas, membership                                    | 6 years                                |
| 11. Membership in other organizations, conferences                            | 3 years                                |

#### PROPERTY, BUILDING & EQUIPMENT

- |   |   |
|---|---|
| 12. Property records, specifications, blueprints, plans | 3 years after building<br>abandoned     |
| 13. Maintenance reports                                 | 6 years                                 |
| 14. Inspection reports: fire, boiler, roof, structural  | 6 years                                 |
| 15. Maintenance Manuals (procedures)                    | 6 years after superseded or<br>obsolete |
| 16. Suppliers information: inquiries, price lists       | 1 year                                  |
| 17. Equipment, machines & vehicles                      |   |
| 1. Routine--record of use, maintenance                  | 2 ears after disposal of<br>equipment   |
| 2. Policy & procedures                                  | 6 years                                 |
| 18. Fixed asset inventory                               | until superseded                        |
| 19. Procurement & purchases                             |   |
| 1. Policy & procedures                                  | 6 years                                 |
| 2. Routine correspondence leading to purchase           | 2 years                                 |
| 3. Purchase orders (duplicate)                          | 6 years                                 |
| 20. Insurance   |   |
| 1. Policies   | 2 years after expiry                    |
| 2. Correspondence and claims                            | 6 years after settlement                |

#### LEGAL

- |  |  |
|--|--|
| 21. Decisions, rulings, opinions, lawsuits | 6 years                                |
| 22. 1. Acts, regulations                   | 6 years                                |
| 2. Orders-in-Council                       | 2 years after suspended or<br>obsolete |
| 23. Agreements                             |  |
| 1. Contracts (excluding leases & land)     | 6 years after expiry                   |

- 2. Leases 10 years after expiry
- 3. Sale of land/buildings 10 years after disposal

BOARD

- 24. Appointments Permanent
- 25. Agenda Permanent
- 26. Minutes Permanent
- 27. Recommendations, policies Permanent
- 28. Annual report(drafts, supporting documentation) 2 years after publication
- 29. Correspondence
  - 1. Routine 2 years
  - 2. Policy 6 years

BRANCHES

- 30. Local committee meetings (policies, minutes, annual reports) 6 years
- 31. Manager's reports
  - 1. Routine 2 years
  - 2. Policy 6 years
- 32. Manager's correspondence
  - 1. Routine 2 years
  - 2. Policy 6 years
- 33. Routine correspondence & information re: tour bookings, conventions 1 year
- 34. Routine correspondence & forms re facility bookings until superseded or obsolete
- 35. Souvenirs--inventory until superseded or obsolete
- 36. Volunteer groups records
  - 1. Routine 2 years
  - 2. Policy 6 years
- 37. Activities--correspondence & scheduling 6 years
- 38. Guest Book 1 year

CONSERVATION/RESTORATION

- 39. Correspondence 15 years
- 40. Parts inventory until superseded
- 41. Parts inventory--correspondence 3 years
- 42. Environmental & Artifact Monitoring procedures and data 3 years
- 43. Government regulations (import/export) until superseded
- 44. Restoration projects 10 years after project completed
- 45. Resource people, dealers, institutions
  - Correspondence--1. routine 2 years
  - 2. policy 6 years
- 46. Artifact condition reports Permanent

47. Conservation/restoration techniques until superseded

### EXHIBITS

48. Dealer materials--brochures, price list 1 year  
49. Exhibit proposals, plans, schematics,  
materials, evaluations  
    1. Routine 2 years  
    2. Policy 6 years  
50. Prospective exhibit reports--internal 10 years  
    --external 3 years

### EXTENSION

51. Press releases, special events 2 years  
52. Seminars, workshops  
    1. Routine 2 years  
    2. Policy 6 years  
53. Education programs  
    1. Routine 2 years  
    2. Policy 6 years  
54. visitor Surveys & questionnaires  
    1. Raw data & working papers 2 years  
    2. Summary 6 years  
55. Consultative & contractual services  
    1. Routine 2 years  
    2. Policy 6 years after expiry  
56. Travelling exhibition schedules until superseded or obsolete  
57. Interpretive material  
    1. Paper records 6 years  
    2. Films 6 years  
    3. Audio tapes 6 years  
    4. Video tapes 6 years  
    5. Slides 6 years  
    6. Computer records 6 years  
58. Membership  
    1. Routine--correspondence 2 years  
    2. Policy--correspondence 6 years  
    3. Records  
        1. Hard copy last generation  
        2. Computer records (copy of record) 6 years

### ARTIFACT COLLECTIONS

59. Correspondence, work orders Permanent  
60. Purchase agreement, loan agreement, donation  
agreement forms Permanent

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|--|------------------|
| 61. Artifact history forms               | Permanent        |
| 62. Catalogue records                    | until superseded |
| 63. Location transfer forms              | until superseded |
| 64. Accession ledgers & computer records | Permanent        |
| 65. Artifact relocation records          | 10 years         |

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