

<b>09 - INFORMATION AND COMMUNICATIONS / COMMUNICATIONS</b>				
<b>09.01</b>	<b>Institutional identification</b>			
Records dealing with the definition, design and modification of all forms of the official corporate identification that represents the institution and its various components: logos and depictions of the institution's name (signs, official stationery, vehicles, facilities, signage), coats of arms, mottos, seals, colours, flags, songs, emblems, etc.				
copy	Unit	active	semi-active	inactive
primary [ e ]	unit responsible	X <sup>1</sup>		R <sup>2</sup>
secondary [ e ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years or until replacement of records by a new version. <sup>2</sup> Archives selection: Retention of reference records showing institution identifications and records documenting the definition and management of the application of the official identification standards for the institution and its various components.				
[ ] = medium --->a = paper b = microfilm c = computer d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / COMMUNICATIONS</b>				
<b>09.02</b>	<b>Official ceremonies and special events</b>			
Records dealing with ceremonies, celebrations, inaugurations, visits, special days, anniversaries, receptions, events, parties, launches, openings and other special events organized by the institution and its various components: invitation and attendance lists, invitation cards, publicity, posters, folders, documentation, press clippings, photographs, texts of speeches, other notes (protocols, proceedings, security, banquets), etc.				
copy	unit	Active	semi-active	Inactive
primary [ e ]	unit responsible	X <sup>1</sup>	3 years	R <sup>2</sup>
secondary [ e ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years after holding the event. <sup>2</sup> Archives selection: Retention of press releases, programs of activities, visitor registers, lists of invitees and attendees, photographs, speeches, significant written materials, specimen invitations and promotional documents (folders, posters, etc.) associated with major events organized by the institution or one of its components. Destruction of support records used in organizing events (reservation forms, publicity requisitions, security measures, etc.).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 - INFORMATION AND COMMUNICATIONS / COMMUNICATIONS</b>				
<b>09.03</b>	<b>Distinguished guest books</b>			
Guest books documenting the proceedings of official ceremonies or special events and containing the signatures of distinguished visitors received or honoured by the institution or one of its components.				
<b>Copy</b>	<b>Unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	X <sup>1</sup>		R
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: Until the register is full.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 - INFORMATION AND COMMUNICATIONS / COMMUNICATIONS</b>				
<b>09.04</b>	<b>Conferences, addresses, speeches</b>			
Records dealing with talks, speeches, conferences, presentations and other statements (communications) made by members of the institution or by outside public figures invited to speak in the course of activities organized by the institution.				
<b>copy</b>	<b>unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	2 years	3 years	R <sup>1</sup>
secondary [ a ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of texts of speeches given in the course of the institution's activities or outside the institution by its members as part of their duties (representing the institution). Retention of speeches given by outside public figures dealing with subjects related to the activities of the institution or one of its components. Destruction of texts of speeches not dealing with the institution's activities.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / INFORMATION</b>				
<b><u>09.05</u></b>	<b>Internal information</b>			
Records dealing with the execution, development and follow-up of internal information programs, the design, drafting, publication and dissemination of information and communication documents intended for all employees of the institution or one of its components: newspapers, newsletters and bulletins, announcements and releases, texts of speeches and addresses, etc.				
<b>copy</b>	<b>unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	2years	3 years	R <sup>1</sup>
secondary [ a ]	other units concerned	1 years		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of internal information policies and official records disseminated by the institution or one of its components. Destruction of working records.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 – INFORMATION AND COMMUNICATIONS / INFORMATION</b>				
<b><u>09.06</u></b>	<b>Publicity and marketing</b>			
Records dealing with communication strategies, publicity campaigns, sponsorships and marketing activities to promote the institution's activities and products: folders and brochures, posters, advertising inserts, publicity disseminated in the print media (newspapers, magazines), the electronic media (radio, television, Internet) or posted in public places (notices, posters, displays, etc.).				
<b>copy</b>	<b>Unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ e ]	unit responsible	X <sup>1</sup>	3 years	R <sup>2</sup>
secondary [ e ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years or until replacement of records by a new version.				
<sup>2</sup> Archives selection: Retention of communication strategies, promotional documents (brochures, posters, sound and video recordings, the contents of promotional ads disseminated over the Internet, etc.), programs, records and reports of promotional activities and publicity campaigns (statistics, outcomes evaluations, impact analyses). Destruction of support and working records.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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09 – INFORMATION AND COMMUNICATIONS / INFORMATION				
09.07	Media relations			
Records produced by various written and electronic media on the institution's activities (press clippings, reviews). This schedule also covers records generated by the institution to inform the media of major events and important activities or any other information intended for the general public (press releases, press conferences).				
copy	unit	active	Semi-active	inactive
primary [ e ]	unit responsible	2 years		R <sup>1</sup>
secondary [ e ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of press releases, press clippings and reviews dealing directly or indirectly with the institution, specimens of press conference invitations and complete media information kits (press releases, information and promotional documents, photographs, etc.).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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09 – INFORMATION AND COMMUNICATIONS / INFORMATION				
09.08	Publications - Electronic records			
Data used in the layout, editing and printing of the various publications of the institution or one of its components: books, reviews, magazines, journals, etc.				
copy	unit	active	Semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>	X <sup>2</sup>	D <sup>3</sup>
secondary [ c ]	other units concerned	X <sup>4</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 1 year after publication of documents.				
<sup>2</sup> Retention: Until the next updating of records (re-evaluation after 5 years).				
<sup>3</sup> Destruction: Research value ensured by retention of paper publications (schedules <a href="#">09.09</a> and <a href="#">09.10</a> ).				
<sup>4</sup> Retention: Until publication has been finalized.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / INFORMATION</b>				
<b>09.09</b>	<b>Administrative publications</b>			
Records dealing with the preparation, production and distribution of the administrative publications of the institution or one of its components (books, reviews and periodicals, notices, reports, brochures, bulletins, newsletters, academic calendars, etc.): manuscripts and working texts, files of publishing projects accepted or rejected (correspondence, forms, grant applications, submissions, publicity, etc.), financial records associated with the production and promotion of publications, published texts. Learned or scientific publications are covered by a separate retention schedule (see schedule <a href="#">09.10</a> ).				
copy	Unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>	5 years	R <sup>2</sup>
secondary [ a ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years after publication of document or text.				
<sup>2</sup> Archives selection: Retention of one copy of all publications of an administrative nature issued by the institution or one of its components, lists of publications and of rejected publishing proposals. Destruction of working and support records from the production and distribution of administrative publications.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / INFORMATION</b>				
<b>09.10</b>	<b>Learned or scientific publications</b>			
Records dealing with the preparation, production and dissemination of learned or scientific publications involving the institution, one of its components or one of its members (books, journals, etc.): manuscripts and working texts, files of publishing projects accepted or rejected (correspondence, forms, grant applications, submissions, publicity, etc.), financial records associated with the production and promotion of texts, published material. Publications of an administrative nature are covered by a separate retention schedule (see schedule <a href="#">09.09</a> ).				
copy	Unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>	5 years	R <sup>2</sup>
secondary [ a ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years after publication of document or text.				
<sup>2</sup> Archives selection: Retention of one copy of all printed and published material involving the institution or one of its components (depending on the internal policies of each institution) and lists of learned or scientific publications. Destruction of working and support records generated in the production and dissemination of learned or scientific publications.				
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**09 – INFORMATION AND COMMUNICATIONS / INFORMATION**

**09.11**

**Mail, express, transport**

Records dealing with the management of the institution's internal and external mail delivery systems as well as the transport and delivery of goods and packages: delivery orders, franking rights, postage meter reports, letter and parcel despatch by outside companies, customs declarations and despatch notices (Canada Post), registration receipts, bills of lading, notices to carriers concerning customs parcel inspections, delivery logs (express), etc.

copy	Unit	active	semi-active	inactive
primary [ a ]	unit responsible	3 years		D
secondary [ a ]	other units concerned	1 year		D

**Notes :** ( **D** = Destruction **R** = Retention )

[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other

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**09 – INFORMATION AND COMMUNICATIONS / INFORMATION**

**09.12**

**Reprography**

Records dealing with the management of the institution's reprographic services: photocopy requisitions, internal printing requisitions, internal and external invoicing and billing, management of use and money collection from coin-operated photocopiers, servicing reports, etc.

copy	Unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>	4 years	D
secondary [ a ]	other units concerned	1 year		D

**Notes :** ( **D** = Destruction **R** = Retention )

<sup>1</sup> Retention: 2 years (non-financial records such as requisitions for photocopying and printing work should be destroyed after 2 years).

[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other

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<b>09 - INFORMATION AND COMMUNICATIONS / TELECOMMUNICATIONS</b>				
<b>09.13</b>	<b>Telecommunications – Electronic records</b>			
Data used in the management of the institution’s telecommunications systems: records concerning the installation and set-up of telecommunications infrastructure, telecommunications equipment and installations inventories, lists of accounts, invoicing and billing, user lists for telephone, e-mail, voice mail and fax systems and services, etc.				
copy	unit	active	Semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: As long as the equipment is in service and client account is active.				
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<b>09 - INFORMATION AND COMMUNICATIONS / TELECOMMUNICATIONS</b>				
<b>09.14</b>	<b>Telecommunications</b>			
Records dealing with the management of the institution’s telecommunications systems: needs analyses, acquisitions, infrastructure installations, use and management of equipment and telephone lines, lists of accounts, invoicing and billing, long-distance controls, user lists for telephone, e-mail, voice mail and fax systems and services, etc.				
copy	unit	active	Semi-active	inactive
primary [ a ]	unit responsible	2 years	5 years	D
secondary [ a ]	other units concerned	2 years		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / TELECOMMUNICATIONS</b>				
<b>09.15</b>	<b>E-mail – Electronic records</b>			
E-mail messages sent or received by members of the institution: liaison records, notices of meetings, various memos and correspondence. This schedule does not cover electronic files attached to e-mail messages, which are covered by separate retention schedules according to the nature of the records concerned.				
copy	Unit	active	semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D <sup>2</sup>
secondary [ c ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Hard copies of e-mails documenting and substantiating major transactions, decisions or exchanges of information (opinions, comments, positions) or which could be associated with other paper records should be printed immediately upon creation or receipt, and placed in the appropriate file. Other e-mails should be destroyed immediately after sending or use.				
<sup>2</sup> Destruction: Research value ensured by retention of paper records.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / TELECOMMUNICATIONS</b>				
<b>09.16</b>	<b>Voice Mail</b>			
Telephone messages recorded and received in the institution's users' voice mailboxes.				
copy	Unit	active	semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Messages are erased automatically after a period fixed by the institution.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 – INFORMATION AND COMMUNICATIONS / ARCHIVES, LIBRARY, AND MUSEUM HOLDINGS</b>				
<b><u>09.17</u></b>	<b>Archives, library, and museum holdings - Electronic records</b>			
Data used in the management of the institution’s archives, library, and museum holdings (books, periodicals and journals, brochures, rare books, archival fonds, audio-visual records, works of art, scientific collections, etc.): acquisitions, registrations, evaluations, storage, processing and treatment, descriptions, retrievals, loans, exhibitions, reservations, consultations and preservation.				
<b>copy</b>	<b>Unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ c ]	unit responsible	X <sup>1</sup>		D <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: As long as holdings are retained by the institution (reference files), as long as users have borrowing rights (client files) or until the documents or museum pieces are returned (loan files).				
<sup>2</sup> Destruction: Research value ensured by retention of the following paper records: evaluation, reference and acquisition files (schedule <a href="#">09.18</a> ), processing and treatment files of archival fonds and museum pieces (schedule <a href="#">09.19</a> ), catalogues, inventories and research aids (schedule <a href="#">09.20</a> ).				
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PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 – INFORMATION AND COMMUNICATIONS / ARCHIVES, LIBRARY, AND MUSEUM HOLDINGS</b>				
<b><u>09.18</u></b>	<b>Acquisition of archives, library, and museum holdings</b>			
Records dealing with the acquisition process of the institution’s archives, library, and museum holdings (books, journals and periodicals, brochures, rare books, archival fonds, audio-visual records, works of art, scientific collections, etc.): acquisition, evaluation and reference files, purchase requisitions, purchase orders, invoices, correspondence with suppliers, subscription renewals, etc.				
<b>copy</b>	<b>unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	X <sup>1</sup>	X <sup>2</sup>	R <sup>3</sup>
secondary [ a ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years after acquisition or end of subscription (books, periodicals and journals, databanks) or as long as holdings are retained by the institution (archival fonds, rare books, museum collections, etc.).				
<sup>2</sup> Retention: 5 years for support records.				
<sup>3</sup> Archives selection: Retention of evaluation, acquisition and reference files associated with the institution’s archival fonds, rare books and museum collections. Destruction of support records.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 - INFORMATION AND COMMUNICATIONS / ARCHIVES, LIBRARY, AND MUSEUM HOLDINGS</b>				
<b>09.19</b>	<b>Treatment of archives, library, and museum holdings</b>			
Records dealing with the management of the processing and treatment of the institution's archives, library, and museum holdings (books, journals and periodicals, brochures, rare books, archival fonds, audio-visual records, works of art, scientific collections, etc.): treatment standards and procedures, treatment files (description, physical preparation, bookbinding, restoration), lists (documents or pieces to be or being treated), cataloguing worksheets, treatment statistics, etc.				
copy	unit	active	semi-active	inactive
primary [ a ]	unit responsible	2 years		R <sup>1</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of files documenting the treatment of the institution's archival fonds, rare books and museum holdings.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 - INFORMATION AND COMMUNICATIONS / ARCHIVES, LIBRARY, AND MUSEUM HOLDINGS</b>				
<b>09.20</b>	<b>Dissemination and use of archives, library, and museum holdings</b>			
Records dealing with the management of the dissemination and use of the institution's archives, library, and museum holdings (books, journals and periodicals, brochures, rare books, archival fonds, audio-visual records, works of art, scientific collections, etc.): consultation requests, loans, client files, exhibitions, control of documents and objects returned late or not returned, holds, inter-library loans, catalogues, inventories, search tools, statistics on consultation or use, management of material reserved by the teaching staff, etc. Files dealing with the organization of exhibitions are covered by a separate retention schedule (see schedule <a href="#">06.15</a> ).				
copy	unit	active	semi-active	Inactive
primary [ a ]	unit responsible	X <sup>1</sup>		R <sup>2</sup>
secondary [ a ]	other units concerned	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 3 years or until replacement of records by a new version.				
<sup>2</sup> Archives selection: Retention of catalogues, inventories and search tools published or printed for the purpose of distribution. Retention of loan contracts for archival or museum pieces for exhibition purposes as well as cumulative use statistics. Destruction of support records.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / ARCHIVES, LIBRARY, AND MUSEUM HOLDINGS</b>				
<b><u>09.21</u></b>	<b>Archives, library, and museum holdings – Users</b>			
Records dealing with the user fees applied and services rendered to the users of the institution’s archives, library, and museum holdings: requests for documentary databank access codes, special privileges, allocation and booking of work or consultation rooms, document reproduction services, needs assessments, etc.				
copy	unit	active	semi-active	inactive
primary [ a ]	unit responsible	2 years		R <sup>1</sup>
secondary [ a ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of reports and statistics documenting visit or user activities of the archives, library, and museum holdings.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
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<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.22</u></b>	<b>Audio-visual and photographic equipment – Electronic records</b>			
Data used in the management of the institution’s audio-visual and photographic materials and equipment: inventories, purchases, recordings, distribution, loans, reservations, maintenance, repairs, etc.				
copy	unit	active	semi-active	Inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years (loans, reservations and distribution) or as long as the equipment is kept by the institution (purchases, maintenance and repairs).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
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<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.23</u></b>	<b>Audio-visual and photographic equipment</b>			
Records dealing with the management of the institution's audio-visual and photographic materials and equipment: inventories, purchase requisitions, registration forms, distribution lists, loan, reservation and maintenance forms, technical problems, repairs, equipment disappearance reports, etc.				
copy	unit	Active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 3 years (distribution, installations, loans and reservations) or as long as the equipment is in the institution's possession (purchases, maintenance and repairs).				
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<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.24</u></b>	<b>Audio-visual and photographic productions – Electronic records</b>			
Data used in inventory control of the institution's audio-visual and photographic productions, as well as regular production requests.				
copy	unit	active	semi-active	Inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years after completion of project (control of production requests) or as long as the system exists (production inventories).				
<sup>2</sup> Destruction: Research value ensured by retention of search tools describing the institution's audio-visual and photographic archives (schedule <a href="#">09.20</a> ).				
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<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.25</u></b>	<b>Audio-visual and photographic productions</b>			
Records dealing with the design and production of audio-visual materials (sound recordings, videotapes, films etc.) and photographic materials (proofs, negatives, slides, etc.), with the management of outside productions in this field as well as with various technical services available to institution members and outside clients: technical files, budgets, audio-visual and photographic productions produced by the institution concerning its activities.				
<b>copy</b>	<b>unit</b>	<b>Active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ d ]	unit responsible	2 years	3 years	R <sup>1</sup>
secondary [ d ]	other units concerned	2 years		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Selection of records according to the importance of the subjects dealt with (in relation to the activities and achievements of the institution or one of its components), the nature of the records as well as the technical quality of the productions. Retention of records supplying significant information on the nature, contents (date, event, persons photographed or involved, etc.) and production process (contract, copyright permission, scenario, etc.).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.26</u></b>	<b>Audio-visual and photographic resources - Users</b>			
Records dealing with privileges granted and services provided to the users of the institution's audio-visual and photographic resources: special privileges, specific services, needs evaluations, etc.				
<b>copy</b>	<b>unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	2 years		R <sup>1</sup>
secondary [ a ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Archives selection: Retention of reports and statistics documenting audio-visual and photographic resources visit and user activities.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.27</u></b>	<b>Computer equipment – Electronic records</b>			
Data used in the management of the institution’s computer materials and equipment: inventories, purchases, registrations, distribution, loans, reservations, maintenance, repairs, etc.				
<b>copy</b>	<b>Unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ c ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 2 years (loans, reservations and distribution) or as long as the equipment is owned by the institution (purchases, maintenance and repairs).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
				Updated: 14/3/02

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.28</u></b>	<b>Computer equipment</b>			
Records dealing with the management of the institution’s computer materials and equipment: inventories, purchase requisitions, registration forms, distribution lists, loan, reservation and maintenance forms, technical problems, repairs, equipment disappearance reports, etc.				
<b>copy</b>	<b>Unit</b>	<b>active</b>	<b>semi-active</b>	<b>inactive</b>
primary [ a ]	unit responsible	X <sup>1</sup>		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 3 years (distribution, installations, loans and reservations) or as long as the equipment is kept by the institution (purchases, maintenance, repairs).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
				Updated: 14/3/02

09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER				
09.29	Software – Electronic records			
Data used in the operation and management of the institution’s computer systems: data dictionaries, programs created by the institution, programs purchased, software, package and program inventories, etc.				
copy	unit	active	semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>	X <sup>2</sup>	D <sup>3</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention ) <sup>1</sup> Retention: 3 years or as long as the software or computer program is in use. <sup>2</sup> Retention: As long as the data can be used, should remain accessible or are to be transferred to a new computer program. <sup>3</sup> Destruction: Research value ensured by retention of records dealing with institutional software, packages or programs developed by the institution (schedule <a href="#">09.30</a> ).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
				Updated: 14/3/02

09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER				
09.30	Software			
Records dealing with the computer software, packages and programs used in the operation and management of the institution’s computer systems: purchase, loan and rental files, data dictionaries, programs created by the institution, programs purchased, systems documentation, computer software, package and program inventories, etc.				
copy	unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>	X <sup>2</sup>	D <sup>3</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention ) <sup>1</sup> Retention: As long as the software package or program is in use. Records dealing with computer software, package or program loans should be destroyed 1 year after closing the file. <sup>2</sup> Retention: As long as the data can be used, should remain accessible or are to be transferred to a new computer program. <sup>3</sup> Archives selection: Retention of records dealing with institutional software packages or programs developed by the institution.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
				Updated: 14/3/02

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.31</u></b>	<b>Computers systems – Electronic records</b>			
Data used in the management and operation of the institution’s computer systems: inventories and descriptions of computer systems, computer project requests, authorizations to use computer resources, valid code files, computer file inventories, tape and cassette inventories, user access codes, etc.				
copy	unit	active	Semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>		D <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: As long as system exists or client account is active. <sup>2</sup> Destruction: Research value ensured by retention of the following paper records: computer systems development files (project descriptions, documentation, applicants, costs) and use statistics (schedule <a href="#">09.32</a> ), annual reports of units responsible for the institution’s various computer systems (schedule <a href="#">01.27</a> ).				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.32</u></b>	<b>Computer systems</b>			
Records dealing with the management and operation of the institution’s computer systems: computer systems inventories and descriptions, computer project requests, systems development and maintenance files, computer resources user authorizations, valid code files, computer file inventories, tape and cassette inventories, user access codes, etc.				
copy	Unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>		R <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: 3 years or as long as system exists or client account is active. Support records should be destroyed 2 years after closing of file (in-house development requests that are not approved, systems use forms, production requests, etc.). <sup>2</sup> Archives selection: Retention of computer systems development files (project descriptions, documentation, applicants, costs) and use statistics.				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.33</u></b>	<b>Web sites – Electronic records</b>			
Data supplied by the institution or one of its components and accessible over the Internet, to authorized clients (internal or external) or to anyone with Internet access, as applicable, providing information on the institution’s operations, structures, resources, services, etc. This information also enables users to obtain information or services, perform certain transactions and communicate directly with the institution’s various units and resource persons by e-mail.				
copy	unit	Active	semi-active	inactive
primary [ c ]	unit responsible	X <sup>1</sup>		R <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention of information until withdrawal or replacement by a new version. <sup>2</sup> Retention of an annual profile of the Web site. Important records included as different Web site pages should be covered under separate retention schedules (each unit responsible for a Web site is responsible for the application of this schedule and for all schedules intended to ensure the preservation of information or records collected, transmitted or exchanged through its Web site..				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 – INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b><u>09.34</u></b>	<b>Web sites</b>			
Records dealing with the creation, updating and development of the Web sites of the institution or one of its components: site creation files (presentation pages, menus, information texts, pictures, audio-visual elements embedded in the Web site, lists of hyperlinks), updating and development records, comments received, lists of the institution’s Web sites, etc.				
copy	unit	active	semi-active	inactive
primary [ a ]	unit responsible	X <sup>1</sup>		R <sup>2</sup>
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
<sup>1</sup> Retention: As long as the Web site exists. Support records (especially former versions of different information sections) should be destroyed after 3 years. <sup>2</sup> Archives selection: Retention of lists of the institution’s Web sites. Retention of records representative of the creation and development of the Web site’s structure and major elements. Important records included in the site’s various pages should be covered under separate retention schedules (each unit responsible for a Web site is responsible for applying this schedule and all retention schedules intended to ensure the preservation of information or records collected, transmitted or exchanged through its Web site).				
[ ] = medium --->a = paper b = microfilm c = computer d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE				
Updated: 14/3/02				

<b>09 - INFORMATION AND COMMUNICATIONS / AUDIO-VISUAL AND COMPUTER</b>				
<b>09.35</b>	<b>Computer resources – Users</b>			
Records dealing with user rights granted and services provided to users of the institution’s computer resources: requests for computer systems access codes, special privileges, requests for specific computer applications, needs assessments, etc.				
copy	Unit	Active	semi-active	inactive
primary [ a ]	unit responsible	3 years		D
secondary [ a ]	other units concerned	1 year		D
<b>Notes :</b> ( <b>D</b> = Destruction <b>R</b> = Retention )				
[ ] = medium --->a = paper b = microfilm c = electronic d = audio-visual e = other				
PREVIOUS SCHEDULE   NEXT SCHEDULE (End of Schedules)				
				Updated: 14/3/02

**End of Category: 09 - Information and Communications**