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118-200

Employment and Immigration Canada / Emploi et Immigration Canada

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To
À

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<i>PLACE DU PORTAGE PHASE IV - RM 803</i>	
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Signature <i>J. Beverdam</i>	Branch / Division - Direction / Division <i>SERVICES ADMINISTRATION - INFO. MGT.</i>

COMMENTS - OBSERVATIONS

Ellen further to our conversation, attaches the list of files ready for destruction. In the past these files were taken by Archives, and they belong to the EXECUTIVE SECRETARIAT, are not part of the official filing system therefore I am treating them as a direct D (DIRECT TRANSFER) based on your decision to accept them.

Please advise as soon as possible.

John

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Y/A M O/I	Y/A M O/I		

Executive Secretariat - Files eligible for transfer to GAD (April 94)

Box #1
246

- National Conference with the Cultural Sector
- June 18 and 19, 1985
- May 11 and 12, 1987

Box #2
247

- Managers' Workshop
- April 1, 2 and 3, 1985, Halifax
- April 16, 17 and 18, 1985, Montreal
- May 14, 15 and 16, 1985, Dedmonton
- June 3, 4 and 5, 1985, Toronto
- NHQ Managers' Workshop, November 17 and 17, 1987

Box #3
248

- Federal/Provincial-Territorial Meetings of Ministers, Deputy Ministers and Senior Officials
- February 22, 1983, Deputy Ministers and Senior Officials
- January 17, 1985, Ministers
- March 21, 1985, Senior Officials
- April 26, 1985, Ministers
- September 12, 1985, Ministers
- F/P-T Meetings of Ms, DMs and Senior Officials
- September 24 and 25, 1986, Deputy Ministers
- November 20 and 21, 1986, Ministers
- January 29 and 30, 1987, Deputy Ministers
- March 31, 1987, Ministers

Box #4
249

- Federal/Provincial-Territorial Meetings of Ministers, Deputy Ministers and Working Groups
- April 23, 1987, Deputy Ministers
- June 12, 1987, Ministers - Halifax
- July 28, 1987, Working Groups
- October 14, 1987, Deputy Ministers
- November 4, 1987, Ministers

Box #5
251

- Executive Committee Meetings
- February 25 and 26, 1987
- April 1 and 2, 1987
- June 8, 9 and 10, 1987
- September 23 and 24, 1987

Box #6
252

- Executive Committee Meetings
- December 16 and 17, 1987
- January 24 and 25, 1988
- March 23 and 24, 1988

Box #7
253

- Executive Committee Meetings
- April 27, 1988
- May 25 and 25, 1988
- June 22 and 23, 1988

Box #8
254

- Executive Committee Meetings
- September 12, 13, 14 and 15, 1988
- October 19 and 20, 1988

Box #9
255

- December 14 and 15, 1988
- January 25 and 26, 1989
- February 12, 13, 14 and 15, 1989

Box #10
256

- March 29 and 30, 1989
- April 26 and 27, 1989
- May 24 and 25, 1989

Box #11
259

- Headquarters Executive Meeting (HEM)
January - December, 1987

Box #12
260

- Headquarters Executive Meeting (HEM)
January - December, 1988

Box #13
261

- Headquarters Executive Meeting (HEM)
January - December, 1989

Box #14
262

EXECUTIVE COMMITTEE MEETINGS

- June 19, 20 & 21, 1989
- Sept. 27-28, 1989
- Nov. 15-16, 1989

Box #15
263

EXECUTIVE COMMITTEE MEETINGS

- Jan. 24-25, 1990
- Feb. 27-28 & March 1, 1990
- March 28 & 29, 1990

Box #16
264

EXECUTIVE COMMITTEE MEETINGS

- April 26-27, 1990
- May 28-30, 1990
- June 27-28, 1990

Box #17
265

EXECUTIVE COMMITTEE MEETINGS

- September 4-7, 1990
- September 26-27, 1990
- October 24-25, 1990

4

Schedule 1 - ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Audits and Auditing (See Finance Schedule 4)			
Badges, Emblems, Flags (See also Federal Identity Program)	Use, flying, or wearing of badges, coats of arms, emblems, flags, crests, pennants, etc.	Policy Routine	5 years A-2, D-3 2 years Before disposal consult the Public Archives of Canada
	For purchase and supply see Equipment and Supplies Schedule 3.		
Boards and Courts of Inquiry	General	Fire, theft, loss, financial, legal, etc. Major Minor	5 years A-2, D-3 Before disposal consult the Public Archives of Canada 2 years
Books, Pamphlets and Publications		Compilation and editing, printing and binding, sale and distribution of Policy Routine Individual publications	5 years A-2, D-3 2 years 1 year after publication appears or is cancelled
Briefings	By or to individuals on specific interests	Does not include petitions or collective briefs	1 year
Cafeterias and Eating Facilities	General	Correspondence on hours of operation, equipment, space, sanitation, catering services, price lists, menus, vending machines, etc. Policy Routine	5 years A-2, D-3 2 years 2 years
Campaigns, Canvassing and Soliciting	General Blood donor clinics Canada Savings Bonds Charitable	United Way, etc.	1 year 1 year plus current campaign 1 year plus current campaign
Ceremonies and Celebrations		Laying of cornerstones, Remembrance Day ceremonies, inaugurations, etc.	2 years Before disposal consult the Public Archives of Canada
Circulars, Directives and Orders	General	Departmental administrative and operating orders, circular letters, directives, regulations, etc.	1 year after superseded or redundant
Committees, Boards, Panels, Conferences, Symposia and Meetings	General	Correspondence on agenda, notices, minutes of meetings, proceedings, etc. Routine Other	1 year For institutions primarily responsible for the committee, etc. 5 years A-2, D-3

All policy records as defined in paragraph H3 of the Introduction must be referred to the Public Archives of Canada.

5

Schedule 1 - ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Committees, etc. (cont'd)			Before disposal consult the Public Archives of Canada
	General	Policy Routine	For institutions associated with but not primarily responsible for the committee, etc., 2 years
Communications	Codes, cyphers and passwords	Policy Routine	5 years A-2, D-3 2 years
	Radio and radio systems	Individual codes, cyphers and passwords	5 years A-2, D-3 2 years
	Telephone, telegraph, teletype, intercommunications systems, etc.	Policy Routine	2 years after superseded or obsolete
	For installations see Buildings and Properties Schedule 2	Policy Routine	5 years A-2, D-3 2 years
		Duplicates of messages	5 years A-2, D-3 2 years
Complaints			6 months
Co-operation and Liaison		Letters of	1 year
		Co-operation and liaison with foreign, provincial, territorial and municipal governments, other federal government institutions, colleges, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Corporations, Companies and Firms		Routine correspondence, solicitations, brochures, pamphlets, inquiries, statements, etc.	1 year
	For most subjects see under subject concerned, e.g., Contracts		
Correspondence Management		Correspondence procedure, quality and production control, use of form and guide letters, signing authorities, channels of communication, etc.	
Cultures and Customs	Doukhobors, Indians, Mennonites, Métis, etc.	Policy Routine	5 years A-2, D-3 2 years
		Policy Routine	5 years A-2, D-3 2 years
Drafting Services	See Office Services		Before disposal consult the Public Archives of Canada
Duplication and Reproduction Services	See Office Services		

All policy records as defined in paragraph 133 of the Introduction must be referred to the Public Archives of Canada.