

FINDING AID: 52-9

RECORD GROUP: RG 52 - St. Lawrence Seaway Authority

SERIES: 1 - Central Registry Files

ACCESSION/BOXES: 1983-84/087 – boxes 1 – 54
1984-85/107 – box 1
1985-86/232 – boxes 1 – 7
1985-86/669 – boxes 1 – 69
1989-90/164 – boxes 1 – 7
1989-90/181 – boxes 1 – 3
1989-90/187 – boxes 1 – 2
1989-90/265 – boxes 1 – 4
1990-91/075 – boxes 1 – 8
1990-91/076 – boxes 1 – 2
1990-91/242 – box 1
1992-93/034 – box 1
1992-93/110 – box 1 - 2
1995-96/272 – box 6
1996-97/080 – boxes 1 – 4
1996-97/713 – boxes 1 – 4
1996-97/775 – boxes 1 – 6
1996-97/776 – boxes 1 – 4
1996-97/777 – boxes 1 – 7
1996-97/778 – boxes 1 – 5
1996-97/779 – boxes 1 – 2
1996-97/780 – boxes 1 – 3
1997-98/344 – box 1
1997-98/573 – boxes 1 – 3
1997-98/576 – box 1

BAN/BOXES: 1998-01084-8 – boxes 1 – 13
1998-01774-5 – box 1
1998-01775-3 – box 1
2004-01738-4 – boxes 1 – 3

DESCRIPTION:

The finding aid is a file list indicating box number, vessel name, file identifier and outside dates.

INSTRUCTIONS:

The following information is required to order a box:

RG No.:

Accession No.:

Box No.:

Box No.:

Vessel Name:

DATE:

January 2008

1998-01775-3

Box 1

Box 1

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FILE NUMBER	VOLUME NUMBER	OUTSIDE DATES		ABBREVIATED FILE TITLE	RETENTION PERIOD SCHEDULE/YEARS
		FROM	TO		
(P) = PROTECTED (P-R) = PROTECTED-RESTRICTED (P-PM) = PROTECTED-PERSONNEL MANAGEMENT					
(P-R) 1-3-2-1/3	Vol. 1	71-10-29	85-12-31	Purchasing	
(P-R) 1-3-2-1/10	Vol. 1	71-10-23	87-07-09	Leave (Deleted, Now Policy)	
(P-R) 1-3-2-1/11	Vol. 1	76-11-09	77-01-15	Physical Control of Warehouse Material and Moveable Assets	
(P-R) 1-3-2-1/20	Vol. 1	76-11-22	86-12-17	Paint Guide, Floating Plant, Non-Vinyl System (Deleted, Information to be Included in Seaway Maintenance Manual)	
(P-R) 1-3-2-1/36	Vol. 1	71-10-01	87-07-09	Disciplinary Action (Deleted, Now Policy)	
(P-R) 1-3-2-1/45	Vol. 1	77-07-14	87-07-09	Severance Pay (Deleted, Now Policy)	
(P-R) 1-3-2-1/48	Vol. 1	77-08-12	87-07-09	Compensation for Overtime Work (Deleted, Now Policy)	
(P-R) 1-3-2-1/49	Vol. 1	74-01-24	87-07-09	Redress Policy and Procedure (Deleted, Now Policy)	
(P-R) 1-3-2-1/54 + 1 Pouch	Vol. 1	76-10-29	87-07-17	Project Management (File Deleted)	
(P-R) 1-3-2-1/61	Vol. 1	82-05-21	84-12-31	Recovery of Costs for Repairs and Services Rendered	
	Vol. 2	85-01-01	87-07-31		

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(1998-01775-3)

FILE NUMBER	.SEC	.STA.	ENGLISH TITLE	.FRENCH TITLE
* 56-5-3-1	PRO	OPE	TRAFFIC - TOLLS REVISION - SUBMISSIONS FOR OR AGAINST A TOLLS INCREASE	TRAFIC - REVISION DES PEAGES - MEMOIRES POUR OU CONTRE LA HAUSSE DES PEAGES

ACT	.DORM.	.DISPOSAL ACTION	.RETENTION REMARKS
* 2	8	CONSULT ARCHIVES	Retain until of no further value.

PRE.	VOL.	.STA.	VOLUME	LOCATION	FR-DATE	.TO-DATE	.ACT-DATE	.DOR-DATE	.ACCESSION	.BOX NO.	.ARCH-LOC	.LAST ACTIVITY	.L-A-DATE
* OTT	001	CLO	OTTAWA RECORDS		19711015	19711015	19731015	19811015				VOLUME MODIFY	980302

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FILE NUMBER	.SEC	.STA.	ENGLISH TITLE	.FRENCH TITLE
1-3-2-1/003	PR-R	CLO	ADMINISTRATION - DIRECTIVES - PREPARATION - PURCHASING	ADMINISTRATION - DIRECTIVES - PREPARATION - ACHATS

ACT	.DORM.	DISPOSAL ACTION	.RETENTION REMARKS
2	8	CONSULT ARCHIVES	Retention remarks/Remarques sur la conservation: After superseded/ Après annulation.

PRE.	VOL.	.STA.	VOLUME	LOCATION	FR-DATE	.TO-DATE	.ACT-DATE	.DOR-DATE	.ACCESSION	.BOX NO.	.ARCH-LOC	.LAST ACTIVITY	.L-A-DATE
OTT	001	CLO	OTTAWA	RECORDS	19711029	19851231	19871029	19951029				VOLUME MODIFY	980302
OTT	002	CLO	FED	RECORDS CENTRE	19860101	19881018	19900101	19980101	93-0715	19	Y-197	VOLUME MODIFY	931125

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FILE NUMBER	.SEC	.STA.	ENGLISH TITLE	.FRENCH TITLE
1-3-2-1/011	PR-R	CLO	ADMINISTRATION - DIRECTIVES - PREPARATION - PHYSICAL CONTROL OF WAREHOUSE MATERIAL AND MOVEABLE ASSETS	ADMINISTRATION - DIRECTIVES - PREPARATION - CONTROLE PHYSIQUE DU MATERIEL D'ENTREPOTS ET DES EFFETS MOBILES

ACT	.DORM.	DISPOSAL ACTION	.RETENTION REMARKS
2	8	CONSULT ARCHIVES	Retention remarks/Remarques sur la conservation: After superseded/ Apres annulation.

PRE.	VOL.	.STA.	VOLUME LOCATION	FR-DATE	.TO-DATE	.ACT-DATE	.DOR-DATE	.ACCESSION	.BOX NO.	.ARCH-LOC	.LAST ACTIVITY	.L-A-DATE
OTT	001	CLO	OTTAWA RECORDS	19761109	19770115	19791109	19871109				VOLUME MODIFY	980302
OTT	002	CLO	FED RECORDS CENTRE	19770116	19870915	19890116	19970116	94-1008	1	AH-150	VOLUME MODIFY	940512

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FILE NUMBER	.SEC .STA.	ENGLISH TITLE	.FRENCH TITLE
1-3-2-1/061	PR-R CLO	ADMINISTRATION - DIRECTIVES - PREPARATION - RECOVERY OF COSTS FOR REPAIRS & SERVICES RENDERED	ADMINISTRATION - DIRECTIVES - PREPARATION - RECouvreMENT DES COUts DES REPARATIONS ET DES SERVICES RENDUS

ACT	.DORM.	DISPOSAL ACTION	.RETENTION REMARKS
2	8	CONSULT ARCHIVES	Retention Remarks/Remarques sur la conservation: After superseded./ Après l'annulation.

PRE.	VOL.	.STA.	VOLUME	LOCATION	FR-DATE	.TO-DATE	.ACT-DATE	DOR-DATE	.ACCESSION	.BOX NO.	.ARCH-LOC	.LAST ACTIVITY	.L-A-DATE
OTT	001	CLO	OTTAWA RECORDS		19820521	19841231	19860521	19940521				VOLUME MODIFY	980302
OTT	002	CLO	OTTAWA RECORDS		19850101	19870731	19890101	19970101				VOLUME MODIFY	980302
OTT	003	CLO	FED RECORDS CENTRE		19870801	19891231	19910801	19990801	93-0715	46	Y-198	VOLUME MODIFY	930520
OTT	004	CLO	FED RECORDS CENTRE		19900101	19931027	19950101	20030101	95-1218	15	M-32	VOLUME MODIFY	950607

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