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Records Series			Record Value	Primary Purpose	Length of Time Required	Earliest point of Disposition without secondary consideration	Any Financial Value?	Any Legal Value?	Related Legislation/Regulation	Secondary Value	Any of the following information in the record?	Additional Period for Secondary Value		
901	Information & Communication Technology (ICT) Management		Includes hardware and software, computer-based technologies such as word processing, databases, desktop publishing, graphics, digital communication technologies such as local area and wide area networks, internet communication, internet content management, telecommunications, audio-visual systems, cloud computing, email management, information sharing, software development, hardware/software procurement, maintenance, monitoring, and ICT security.											
	901/1	ICT Planning and Strategy Development	Includes ICT strategy, policies (user policies, software development, networking, software (open source etc) and procedures, and guidelines.											
		901/1/1	Strategy	Includes strategy plan for short term period, matrix, key performance indicators.										
		901/1/2	Policies											
		901/1/3	Procedures											
		901/1/4	Guidelines											
	901/2	Networking	Includes plans (network, network designs, change records, configuration documentation and reports.											
	901/3	Hardware Procurement	Includes servers, cables, ps, needs assessment, comparative analysis, networking and justification.											
		901/3/1	Server											
		901/3/2	Networking											
		901/3/3	Endpoint Devices and Accessories	Includes printers, computers, smart phones, scanners, laptops, tablets, headsets, mouse, keyboards etc.										
	901/4	Software Development	Includes user requirements, functional requirements, and software testing, threat modeling reports, quality assurance and source code (internal development).											
		901/4/1	Internal Software Development											
		901/4/2	External Software Development	Includes cloud and software as a service (SaaS)										
	901/5	Maintenance	Includes schedules (network/software upgrading - patches, replacing obsolete hardware), migration (data, software, hardware), and implementation testing.											
		901/5/1	Service Level Agreements	Excludes SLAs in 800										
		901/5/2	Change Records											
		901/5/3	Configuration Documentation	Application configuration										
		901/5/4	Back Up and Recovery	Includes network back up and recovery-daily, monthly incremental back up, different from disaster recovery, this is more granular										
	901/6	Monitoring	Includes network availability, software availability server availability, fail-over, hardware monitoring, network performance, incidents and error detection.											
	901/7	ICT Security	Includes risk assessment, network security, authentication, confidentiality (speak to how the user access information), security access, ICT auditing, and reporting.											
		901/7/1	Vulnerability Management	Documentation includes Scan Reports, vulnerability assessment and penetration testing. May trigger risk exceptions and risk acceptance document.										
			901/7/1/1	Change Records										
			901/7/1/2	Configuration										
		901/7/2	Patch Management	May generate reports, and change records (generated to indicate that a change was made in the environment).										
			901/7/2/1	Change Records										
			901/7/2/2	Configuration										
	901/7/3	Threat Management	Change records generated and sometimes actioned. Diagrams or other configuration documentation may be generated to support deployment.											
		901/7/3/1	Change Records											
		901/7/3/2	Configuration											
		901/7/3/3	Threat Modeling											
901/8	Desktop and User Support													
	901/8/1	Service Requests												
	901/8/2	Log Books												
	901/8/3	Incident Reports												
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902	Records and Archives Management (RAM)		Includes RAM planning and strategy development, records creation, registration and capture, records distribution and use, storage and maintenance, and retention and disposition.											
	902/1	RAM Planning and Strategy Development	Includes policies, procedures, records classification scheme, records appraisal, retention and disposition schedule, records survey/inventory, and indexes.											
		902/1/1	RIM Committee	Including Sub Committees and working groups. Terms of Reference, minutes of meetings, agendas, invitation letters, action plan	Long-term (11+ years)	Business & Accountability	15 years	3 months after 15 years	No	Yes	Archives Acts; G03 RIM Policy and Procedures, J01C Policy and Procedures	Information	Strategic Decisions	15 years
		902/1/2	RAM Policies											
		902/1/3	RAM Procedures											
		902/1/4	RAM Standards											
	902/2	Records Creation, Registration and Capture												
		902/2/1	Records Inventory/Survey											
		902/2/2	Records Classification											
			902/2/2/1	Classification Schemes										
			902/2/2/2	File Plans										
			902/2/2/3	Reclassification										
		902/2/3	Indexing											
			902/2/3/1	File Index										
		902/2/4	Metadata Management											
	902/3	Mail Management	Includes incoming mail book, outgoing mail book, header books,											
	902/4	Records Distribution and Use												
		902/4/1	Records Loans	Includes loan charge-out books, logs, cards, and reports										
		902/4/2	Access to Information (ATI) Requests and Responses											
		902/4/3	Data Protection Requests and Responses											
	902/5	Storage and Maintenance												
		902/5/1	Shelf Planning	Includes records transfer and security access. Includes shelf plan, suppliers listing, procuring records, preservation, and conservation.										
		902/5/2	Acquisition of Storage											
		902/5/3	Maintenance of Storage Area	Includes scheduled cleaning, pest control treatment										
		902/5/4	Preservation											
	902/6	Retention and Disposition												
		902/6/1	Records Appraisal											
		902/6/1/1	Appraisal Assessment	Includes assessment of retention schedule for changes										
		902/6/1/2	Appraisal Reports											
	902/6/2	Retention and Disposition Scheduling												
	902/6/3	Records Transfer	Includes documents transferred to JARD, external storage or between offices, and declassification											
	902/6/4	Records Destruction												

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