# SECTION 4: INFORMATION SYSTEMS AND SERVICES


### Primary Numbers: 1300 – 1599



##### Section 4 includes subjects relating to the information systems in use, including computer applications, system usage, date resource management, and information services, including publications and presentations, internal library services, mail, courier and postal services, record management, archives management and public relations.

##### PRIMARY NUMBERS AND PRIMARY SUBJECTS

1310 Information Systems and Services - General

1320 Archives - General

1330 Computer Systems - General

1335 - Applications

1340 - Documentation

1345 - Networks and Communications

1350 - Service Requests

1355 - Reports and Statistics

1390 Information Services - General

1400 - Audio-Visual Aids

1405 - Lectures and Speeches

1415 - Newsletters

1420 - Photographs

1425 - Public Programs

1440 Library Services

1460 Mail, Postal, Courier Services

1490 Records Management

##### A SA FD

**1310 INFORMATION SYSTEMS AND SERVICES – GENERAL**

Includes administrative information relating to the management of information systems and services, which is not included elsewhere in the section.

-01 General CY + 1 6y D

##### 1320 ARCHIVES – GENERAL

Includes records which describe archival material, the designation of First Nation materials for archival preservation, the creation of facilities for internal archives and other relating records.

-01 General CY + 1 6y D

-20 Accessions, by number SO\* nil P

-30 Arrangement and description projects, by number SO\*\* nil P

-40 Appraisal projects, by number SO\*\* nil P

-50 Conservation projects, by number SO\*\* nil P

-60 Access projects, by number SO\*\* nil P

 (\*SO = until receipt and processing of application)

 (\*\*SO = upon completion of project)

##### 1330 COMPUTER SYSTEMS – GENERAL

Includes general records relating to computer systems which are not found elsewhere in this section.

-01 General CY + 1 6y D

##### 1335 COMPUTER SYSTEMS – APPLICATIONS

Includes records relating to the administration of computer system applications. Includes design information (project proposals, system requirements, specifications, etc.) and development and implementation strategies (technical working notes and progress reports).

-01 General CY + 1 6y D

-20 Applications, by name description S)\* 1y D

 (\*SO = until upgraded or replaced)

##### 1340 COMPUTER SYSTEMS – DOCUMENTATION

Includes systems documentation: operating instructions, procedure manuals, guidelines, etc. for the various applications in the systems.

-01 General CY + 1 1y D

-20 Documentation SO\* 1y D

 (\*SO = until replaced, NOTE: retain documentation for archived data)

##### A SA FD

##### 1345 COMPUTER SYSTEMS – NETWORKS AND COMMUNICATION

Includes documentation relating to communication networks used to interconnect terminals and hosts of the computer system(s).

-01 General CY + 1 6y D

##### 1350 COMPUTER SYSTEMS – SERVICE REQUESTS

Includes records relating to service requests for computer hardware and software, including emergency, corrective and development services.

-01 General CY + 1 6y D

-02 Log of service requests SO\* 1y D

-20 Service reports SO\* 1y D

 (\*SO = until replaced)

##### 1355 COMPUTER SYSTEMS – REPORTS AND STATISTICS

Includes records relating to reports and statistics generated about computer system usage, etc.

-01 General CY + 1 6y D

##### 1390 INFORMATION SERVICES – GENERAL

Includes records relating to the general administration of public relations and public affairs which are not found elsewhere in the information services and public relation sections. Includes news clippings, communication plans, etc.

-01 General CY + 1 6y D

-02 News clippings CY + 1 nil P

##### 1400 INFORMATION SERVICES – AUDIO-VISUAL AIDS

Includes records relating to motion pictures, slide shows, videotapes, and other audio-visual aids. Includes audio- visual production project files.

-01 General CY + 1 6y D

-20 Audio visual production projects SO\* nil P

 (\*SO = when completed)

##### 1405 INFORMATION SERVICES – LECTURES AND SPEECHES

Includes records relating to speeches, lectures, addresses and the arrangements for speaking engagements.

-01 General CY + 1 6y D

-20 Individual speeches, by author, date CY + 1 1y P

##### A SA FD

##### 1415 INFORMATION SERVICES – NEWSLETTER

Includes records relating to the administration, printing, production, and distribution of the newsletter. Publication files include manuscripts, source document information, etc., filed by date.

-01 General CY + 1 6y D

-02 Inventory fo newsletters SO\* nil P

 (\*SO = when updated)

-20 Individual issues SO\* nil P

 (\*SO – when completed)

##### 1420 INFORMATION SERVICES – PHOTOGRAPHS

Includes records relating to the acquisition, use and retention of photographic prints and negatives.

-01 General CY + 1 6y D

-20 Photographs CY + 1 1y P

##### 1425 INFORMATION SERVICES – PUBLIC PROGRAMS

Includes records relating to activities interacting with the public, including educational institutions and other organizations.

-01 General CY + 1 6y D

-20 Individual programs, by name SO\* nil P

 (\*SO = when completed)

##### 1440 LIBRARY SERVICES

Includes records relating to the provision of library services including the purchase, cataloguing and distribution of books, periodicals, newspapers, subscriptions and other types of information resources.

-01 General CY + 1 6y D

-02 Requests for materials CY 2y D

-03 Lists of library materials SO\* nil P

 (\*SO = when updated)

##### 1460 MAIL, POSTAL, COURIER SERVICES

Includes records relating to Canada Post, internal municipal mail and private courier services including rates, mail functions, regulations, inquiries and reports on lost or damaged mail, articles, etc.

-01 General CY + 1 6y D

##### A SA FD

##### 1490 RECORDS MANAGEMENT – GENERAL

Includes records relating to the Records and Information Management Program. This includes general records and information management operational standards and procedures, development, adoption and implementation of file classification systems, procedures and techniques for management of records systems. Each of these functions may include projects.

-01 General CY + 1 6y D

-02 File classification system SO\* nil P

-03 Records inventories SO\* nil D

-04 Records retention and disposal schedule SO\* nil P

-05 Records transfer lists SO\* nil P

-06 Micrographics/image management SO\* nil P

-07 Records destruction SO\* nil P

-08 Records centres SO\* nil P

-09 Forms management SO\* nil D

-10 Correspondence management SO\* nil D

 (\*SO = when updated)