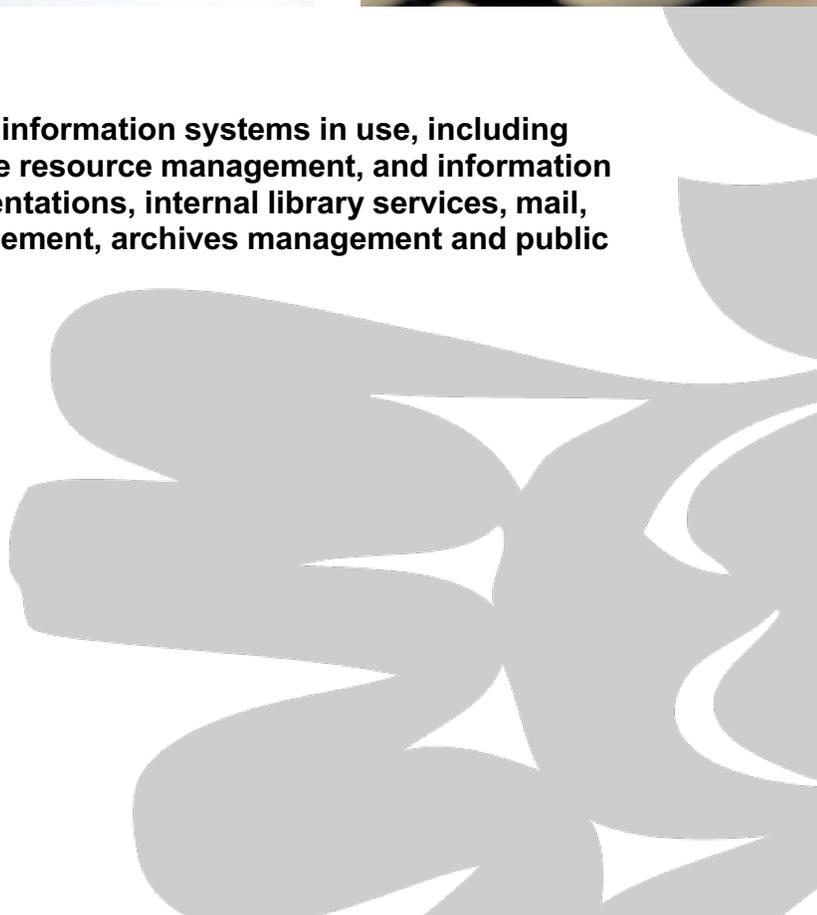# SECTION 4: INFORMATION SYSTEMS AND SERVICES

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).

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	SA	FD
-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.

		A	**SA**	**FD**
-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)			