



LIFE CYCLE OF A RECORD

The time from which a record is created or received until it is stored or retained for archival purposes. There are three stages to a life cycle

ACTIVE RECORD (A)

A record which a department or agency refers to and requires constantly in the conduct of its business, and which must, therefore, be retained and maintained in office space and equipment.

SEMI ACTIVE (SA)

A record which is not required constantly for current use in the department and does not need to be maintained in office space and equipment. The term does not include a closed volume of an active file

FINAL DISPOSITION (FD)

Final disposition is undertaken in one of two ways. Records no longer having any value are disposed of through destruction by means of burning, shredding or recycling. Departments and agencies normally release these records to the custody of the Department of Transportation and Public Works, which make appropriate arrangements for records destruction.

Records identified as having ongoing value (legal, historical or fiscal) are transferred to the Prince Edward Island Public Archives for Selective Retention or Permanent Retention.

| | Common Secondaries | OPR | | | Non-OPR | | |
|-------|-----------------------------------|---------|----|----|---------|----|----|
| | | A | SA | FD | A | SA | FD |
| -00 | Policy, Standards & Guidelines | AP | 4y | SR | AP | 4y | SR |
| -01 | General | Cy+1y | 0y | D | Cy+1y | 0y | D |
| 02-19 | Subject Files | S/O | 0y | D | S/O | 0y | D |
| | | | | | | | |
| -AC | Acts & Legislation Development | AP* | 5y | SR | AP* | 0y | D |
| -AG | Agreements & Contracts Management | AP**+1y | 6y | SR | AP**+1y | 0y | D |
| -AS | Associations & Conferences | AP* | 2y | SR | AP* | 0y | D |
| -CO | Committees | AP* | 4y | SR | AP* | 0y | D |
| -PL | Planning | AP**+1y | 2y | SR | AP** | 0y | D |
| -RP | Reports | Cy+1y | 4y | SR | Cy+1y | 2y | D |