

# National Cadet and Junior Canadian Rangers Support Group - Record Keeping – File Index

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<b>SERIES FILE NUMBER</b>	<b>SERIES TITLE</b>
<b>1000 – 1999</b>	<b>GENERAL ADMINISTRATION AND MANAGEMENT</b>
<b>2100 – 2149</b>	<b>SECURITY</b>
<b>2900 – 2999</b>	<b>PUBLICATIONS</b>
<b>4500 – 4999</b>	<b>TRAINING</b>
<b>5000 – 5899</b>	<b>SERVICE PERSONNEL</b>
<b>6000 – 6099</b>	<b>CIVILIAN PERSONNEL</b>
<b>6600 – 6899</b>	<b>MEDICAL PLANS AND SERVICES</b>
<b>7000 – 7499</b>	<b>FINANCE AND ACCOUNTING</b>
<b>7500 – 7599</b>	<b>TRANSPORTATION</b>
<b>7600 – 7999</b>	<b>CONSTRUCTION ENGINEERING</b>
<b>9000 – 9499</b>	<b>INFORMATION MANAGEMENT</b>
<b>9900 – 9999</b>	<b>KNOWLEDGE MANAGEMENT</b>
<b>10000 – 10099</b>	<b>EQUIPMENT AND SUPPLIES - GENERAL</b>
<b>11000 - 11499</b>	<b>EQUIPMENT AND SUPPLIES - WEAPONS</b>

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Primary File #	Secondary	Subject	Retention / Disposition
<u>1000 – 1999 - GENERAL ADMINISTRATION AND MANAGEMENT</u>			
<b>1000</b>		<b>General Administration and Management - General</b>	<b>2 yrs / Destroy</b>
<b>1052</b>		<b>Canadian Forces Liaison Council</b>	<b>5 yrs / Destroy</b>
<b>1080</b>		<b>Boards of Inquiry and Summary Investigations</b>	<b>2 yrs / Destroy</b>
<b>1085</b>		<b>Cadets – Administration</b>	
	1	General	2 yrs / Destroy
	2	Significant Incident Reports	2 yrs / Transfer
	3	Documents, records and forms	2 yrs / Transfer
	4	Cadet & JCR Personal and Membership Information	2 yrs / Destroy
	5	Accommodation	
	6	Complaints and Conflict Management	
	7	Ceremonial reviews, parades & ceremonies	5 yrs / Transfer
	8	Appreciations, congratulations & greetings	2 yrs / Destroy
	9	History and heritage	1 yr / Destroy
		<b>Organization &amp; Establishment</b>	<b>3 yrs / Transfer</b>
<b>1085 - 10</b>	10-1	General	
	10-Dept Id	Individual Cadet Corps / Squadron, JCR Patrol, CTC & CTS files	
		<b>Regulations, Directives &amp; Instructions</b>	<b>2 yrs / Transfer</b>
<b>1085 - 11</b>	11-1	General	
	11-2	Policy, CATOSs & JCRATOs	
		<b>Visits &amp; Inspections</b>	<b>2yrs / Transfer</b>

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<b>1085 - 12</b>	12-1	General	
	12-2	Staff Assistance Visits & Inspections	
<b>1085 - 13</b>		<b>Reports &amp; Returns</b>	5 yrs / Transfer
	13-1	General	
	13-2	Annual Youth Program Statistical Report	
<b>1085 - 14</b>		<b>Conferences, Meetings &amp; Seminars</b>	
	14-1	General	
	14-2	CO RCSU / CRPG conferences	
	14-3	National Cadet Council (NCC)	
	14-4	Training Conferences and working groups	
	14-5	Department / Section Head Meetings	
	14-6	Cadet Program Management Board	
	14-7	CCO IM/ IT CCB Meetings	
	14-8	CC / Sqn CO conferences	
	14-9	CTC CO conferences	
	14-10	Cadet Program Management Committee	
	14-11	Operational Programme Coordination Board	
	14-12	Regional Cadet Advisory Group	
	14-13	Community Coordinating Committee	
	14-14	Cadet League conferences	
	14-15	International Cadet conferences	
	14-16	Misc staff meetings	
	14-17	Misc conventions / seminars	

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<b>1085-15</b>	<b>Renewal for the Cadet &amp; JCR Program</b>		5 yrs / Transfer
	15-1	General	
<b>1085-16</b>	<b>Cadet &amp; JCR Training &amp; Qualification</b>		5 yrs Transfer
	16-1	General	
	16-2	Instructional publications & materials	
	16-3	CC / Sqn / Patrol Training & activities - General	
	16-4	CTC / ETS Training & activities - General	
	16-5	Regional training & activities - General	
	16-6	National & international training & activities - General	
<b>1085-17</b>	<b>Cadets &amp; JCR</b>		<b>5 yrs Transfer</b>
	17-1	General	
	17-2	Membership & participation	
	17-3	Honours & recognition	
<b>1085-18</b>	<b>Evaluation &amp; Validation</b>		5 yrs / Transfer
	18-1	General	
	18-2	Cadet Corps / Squadron / Patrol Training Evaluation	
	18-3	CTC / ETS Evaluation	
	18-4	Cadet / JCR Directed Activities Evaluation	
	18-5	Cadet / JCR Training Validation	
	18-6	Supplemental Evaluation / Validation Activities	
	18-7	Program Evaluation and Validation	
	18-8	Program Participant Research	
	18-9	Public Opinion Research	

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	18-10	Performance Measurement	
<b>1085-19</b>		<b>Information Technology</b>	
	19-1	General	5 yrs / Destroy
	19-2	Security	5 yrs / Destroy
	19-3	Procurement / Contracting	5 yrs / Destroy
	19-4	Certification and Accreditation	7 yrs / Destroy
<b>1110</b>		<b>Ceremonies and Celebrations</b>	<b>5 years / Destroy</b>
<b>1135</b>		<b>Claims</b>	<b>2 yrs / Destroy</b>
<b>1180</b>		<b>Conferences and Meetings</b>	
	1	General	5 yrs / Destroy
	2	CIC Training Executive Council (TEC)	
	3	CIC Training Management Board (TMB)	
	4	CIC Communities of Practice (CoP)	
	5	CIC BAC	5 yrs / Destroy
<b>1190</b>		<b>Contracting</b>	
	1	General	2 yrs / Destroy
	2	CIC Training Contracts	
<b>1211</b>		<b>Official Languages</b>	2 yrs / Destroy
<b>1243</b>		<b>Directives</b>	
	1	General	2 yrs / Destroy
	2	(CICTI#) Cadet Instructors Cadre Training Instructions (CICTIs)	
	3	CIC Training Directive	
<b>1310</b>		<b>Handing Over and Change of Command</b>	2 yrs / Transfer

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<b>1325</b>		<b>Historical Matters</b>	10 yrs / Transfer
<b>1349</b>		<b>Award Programs</b>	2 yrs / Destroy
<b>1460</b>		<b>Legislation and Legislative Acts</b>	5 yrs / Transfer
<b>1463</b>		<b>Legislative Acts – Access to Information Act</b>	2 yrs / Destroy
<b>1464</b>		<b>Legislative Acts – Privacy Act</b>	2 yrs / Transfer
<b>1467</b>		<b>Legislation – Conflict of Interest</b>	2 yrs / Destroy
<b>1540</b>		<b>Ministerial Inquires</b>	2 yrs / Destroy
<b>1600</b>		<b>Regulations and Orders</b>	2 yrs / Transfer
<b>1636</b>		<b>Shared Support Services</b>	5 yrs / Destroy
<b>1700</b>		<b>Social Functions</b>	2 yrs / Destroy
<b>1775</b>		<b>Visits</b>	3 yrs / Destroy
	1	CIC Quality Assurance Evaluation Visits (QAE)	
<b>1901</b>		<b>Organization</b>	
<b>1901</b>	0	Policy	5 yrs (after superseded) / Transfer
	1	General	2 yrs / Transfer
	2	COATS Organization	
	3	CIC Branch Advisory Council	
<b>1920</b>		<b>Establishment</b>	
	0	Policy	
	1	General	2 yrs / Transfer
	2	COATS Establishment NCSE	
	2-1	EC – NCSE	

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2-2	Positions / Manning Reports - NCSE	
3	COATS Establishment Atlantic	
3-1	EC – Atlantic	
3-2	Positions / Manning Reports - Atlantic	
4	COATS Establishment Eastern	
4-1	EC – Eastern	
4-2	Positions / Manning Reports - Eastern	
5	COATS Establishment Central	
5-1	EC – Central	
5-2	Positions / Manning Reports - Central	
6	COATS Establishment Northwest	
6-1	EC – Northwest	
6-2	Positions / Manning Reports Northwest	
7	COATS Establishment Pacific	
7-1	EC – Pacific	
7-2	Positions / Manning Reports Pacific	
<b>1948</b>	<b>Business Planning Coordination</b>	
1	General	2 yrs / Transfer
2	CCO Business Planning	
3	CIC Training Production Planning	
<b>1950</b>	<b>Management</b>	2 yrs / Destroy
2	CCO Program Management	
3	CIC Training Management Development	

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4	CIC Performance Management (includes Quality Management & Program Evaluation)	
<b>1959</b>	<b>Change Management and Renewal Services</b>	5 yrs / Transfer
<u>2100 – 2149 - SECURITY</u>		
<b>2100</b>	<b>Security</b>	5 yrs / Destroy
<b>2102</b>	<b>Security – Information Systems</b>	5 yrs / Transfer
	0 Policy	
<b>2130</b>	<b>Security of Information</b>	2 yrs / Destroy
<b>2140</b>	<b>Security of Personnel - Clearances</b>	3 yrs / Destroy
<b>2141</b>	<b>Security of Personnel – Special Security Requirements</b>	5 yrs / Destroy
	1 Vulnerable Sector Screening (VSS) / Police Records Check (PRC)	
<b>2142</b>	<b>Security of Personnel – Adverse Clearance Cases</b>	
<u>2900 – 2999 - PUBLICATIONS</u>		
<b>2900</b>	<b>Publications</b>	2 yrs / Transfer
<b>2910</b>	<b>Publications – Canadian Forces Publications</b>	5 yrs / Transfer
	1 CIC Training Publications	
<b>4500</b>	<b>Training</b>	
	0 (CICTI#) Cadet Instructors Cadre Training Instructions	
	1 General	3 yrs / Destroy
	2 Training Authority / Designated Training Authority	
	3 CIC Training Coordination	
	4 Needs Assessment	
	5 Courseware Development	
	6 Training Validation	



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	7	CIC Distributed Learning Production	
	8	CIC Distributed Learning Conduct	
	9	CIC In-House Course Conduct	
<b>4640</b>		<b>Courses – In Service</b>	
	1	General	2 yrs / Destroy
	2	CIC Job-Based Courses	
	3	CIC Specialty Courses	
	4	CIC Distributed Learning Courses	
	5	CIC Course Trials	
<b>4641</b>		<b>Courses - Out service</b>	3 yrs / Destroy
<b>4760</b>		<b>Military Training and Cooperation Program</b>	5 yrs / Destroy
	1	Foreign Officers on CIC Courses	
<b>4798</b>		<b>Officer Occupational Training</b>	5 yrs / Destroy
	1	CIC Officer Occupational Training	
<b>4816</b>		<b>Physical Education and Recreation</b>	5 yrs / Destroy
	1	CIC FORCE Program Testing	
<u>5000 – 5899 - SERVICE PERSONNEL</u>			
<b>5000</b>		<b>Service Personnel - General</b>	
	0	Policy	5 yrs / Transfer
	1	COATS AD&D Insurance	5 yrs / Destroy
<b>5025</b>		<b>Service Personnel – Appointments</b>	10 yrs / Destroy
	1	CIC Colonel Commandant	
<b>5060</b>		<b>Service Personnel – Benefits</b>	3 yrs / Destroy

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	1	Request for relocation benefits	
<b>5075</b>		<b>Service Personnel – Careers</b>	2 yrs / Destroy
	2	COATS - Prior Learning Assessment and Recognition (PLAR)	
	3	COATS – Depart with Dignity	
	4	COATS – Administrative Medical Waivers	
	5	COATS – Administration Reviews	
	6	COATS – Annuitants	
<b>5080</b>		<b>Service Personnel – Grievances</b>	5 yrs / Destroy
	#	(Individual Case Files)	
<b>5085</b>		<b>Service Personnel - Harassment</b>	8 yrs / Transfer
	#	(Individual Case Files)	
<b>5090</b>		<b>Service Personnel – Casualties, Deaths and Funerals</b>	5 yrs / Destroy
<b>5200</b>		<b>Service Personnel – Discipline – General</b>	5 yrs / Transfer
<b>5225</b>		<b>Service Personnel – Documentation and Records</b>	3 yrs / Destroy
<b>5250</b>		<b>Service Personnel – Dress Instructions</b>	5 yrs / Destroy
<b>5320</b>		<b>Service Personnel – Employment</b>	5 yrs / Destroy
<b>5323</b>		<b>Service Personnel – Employment – Reserves</b>	5 yrs / Destroy
	1	COATS – Recruiting and Enrolment	
	2	COATS - Reserve Service	
	3	COATS - Out of Region Summer Staffing	
	4	COATS - Annuitants	
	5	Reserve Employment Opportunities (REO)	
<b>5380</b>		<b>Service Personnel – Exchanges, Loans and Secondments</b>	5 yrs / Destroy

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<b>5400</b>		<b>Service Personnel – Honours and Awards</b>	3 yrs / Destroy
<b>5420</b>		<b>Service Personnel – Housing Administration</b>	5 yrs/ Destroy
<b>5555</b>		<b>Service Personnel – Military Occupational Structure</b>	
	0	Policy	5 yrs (after superseded) / Transfer
<b>5595</b>		<b>Service Personnel – Canadian Forces Fitness Programs</b>	3 yrs / Destroy
	1	COATS – Physical Fitness	
<b>5600</b>		<b>Service Personnel – Posting and Transfers</b>	3 yrs / Destroy
<b>5640</b>		<b>Service Personnel – Promotions</b>	5 yrs / Destroy
	1	COATS – Promotion	
<b>5705</b>		<b>Service Personnel – Releases</b>	5 yrs / Destroy
	1	COATS - Release	
<b>5805</b>		<b>Service Personnel – Temporary Duty</b>	2 yrs / Destroy
<u>6000 – 6099 – CIVILIAN PERSONNEL</u>			
<b>6000</b>		<b>Civilian Personnel</b>	2 yrs /Destroy
	1	Civilian Instructors - General	
	2	Employment Civilian Instructors	
	3	Federal Student Workplace Employment Program (FSWEP)	
<b>6004</b>		<b>Civilian Personnel – Staffing</b>	
	1	General	5 yrs / Destroy
<b>6021</b>		<b>Civilian Personnel – Employment Equity Program</b>	
	1	General	2 yrs / Destroy
<u>6600 – 6899 – MEDICAL SERVICES</u>			
<b>6600</b>		<b>Medical Plans and Services</b>	2 yrs / Destroy

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### 7000 – 7499 – FINANCE AND ACCOUNTING

7000	Finance and Accounting		
	1	General	6FY / Destroy
	2	CIC Training Budget	
<b>7006</b>		<b>Accounting – Pay Accounting Procedures</b>	6FY / Destroy
<b>7010</b>		<b>Accounts - Payable</b>	
<b>7015</b>		<b>Accounts - Recoverable</b>	
<b>7035</b>		<b>Financial Arrangements and Agreements</b>	
	1	General	
	2	Cadet Program Contracts	
<b>7045</b>		<b>Auditing</b>	6FY / Destroy
<b>7050</b>		<b>Auditing – Functional Audit Program</b>	6FY / Destroy
<b>7090</b>		<b>Auditing – Auditor General Comprehensive Audit of DND</b>	6FY / Destroy
<b>7100</b>		<b>Costing</b>	
<b>7150</b>		<b>Estimates</b>	6FY / Destroy
<b>7170</b>		<b>Financial Administration</b>	6FY / Destroy
<b>7200</b>		<b>Financial Benefits – Pay and Allowances – General</b>	6FY / Destroy
<b>7209</b>		<b>Transportation and Travelling Expenses</b>	6FY / Destroy
<b>7315</b>		<b>Forecast of Expenditures</b>	6FY / Destroy
<b>7331</b>		<b>Funds – Non-Public</b>	6FY / Destroy
<b>7332</b>		<b>Funds – Strathcona Trust</b>	6FY / Destroy
<b>7335</b>		<b>Funds - Public</b>	6FY / Destroy
<b>7336</b>		<b>Funds – Official Hospitality</b>	6FY / Destroy

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7340	General Allowance Claim	6FY / Destroy
7345	Grants	6FY / Destroy
7351	Inspections – Command Controller	6FY / Destroy
7375	Reports and Returns – Financial	6FY / Destroy
7490	Write Offs	6FY / Destroy
<u>7500 – 7599 - TRANSPORTATION</u>		
7500	Transportation – General	1 yr / Destroy
7510	Transportation – Personnel	3 yrs / Destroy
<u>7600 – 7999 – CONSTRUCTION ENGINEERING</u>		
7600	Construction Engineering	2 yrs / Destroy
7603	Construction Engineering – Facilities Management	3 yrs / Destroy
2	Cadet Facilities Management	
7605	Construction Engineering – Accommodation – Requirements	
1	General	2 yrs / Destroy
2	National Cadet CTC Development Plan	
<u>9900 – 9999 INFORMATION MANAGEMENT</u>		
9000	Information Management	5 yrs / TBD
<u>9900-9999 KNOWLEDGE MANAGEMENT</u>		
9910	Knowledge Management – Organizational Learning	
0	Policy	5 yrs / TBD
9935	Knowledge Management – Knowledge Transfer	5 yrs / Destroy
1	CIC Training Organization Knowledge Management	
<u>10001 – 10099 – EQUIPMENT AND SUPPLIES</u>		

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<b>10001</b>	<b>Equipment and Supplies - General</b>		
	1	General	3 yrs / Destroy
	2	Cadet Clothing requirement	
	3	Musical Instruments	
	4	Glider and related Equipment Maintenance	
	5	Sea Cadet Badges and Insignia	
	6	Army Cadet Badges and Insignia	
	7	Air Cadet Badges and Insignia	
	8	Boats / Sea vessels and related equipment	
	9	Cadet Unit Customer Service Account - Logistic	
<u>11000 – 11499 – EQUIPMENT AND SUPPLIES – WEAPONS</u>			
<b>11000</b>	<b>Equipment and Supplies - General</b>		
	1	General	5 Yrs / Transfer
	2	Cadet Ranges	
	3	Cadet Ammunition	
	4	Cadet Rifles and maintenance	