

**File Series**

**Retention  
A/I/T/FD/VR**

**1000 Administration**

The Administration section reflects the general administrative functions within NTPC, including records relating to acts and legislation, committees, commissions, boards, agencies, co-operation and liaison with government agencies and community organizations. This section also organizes records relevant to conferences, meetings, speeches and presentations, travel, etc. See also 1100 Administration - Corporate Organization.

1000-1	<p>General</p> <p>Records that are created as a result of administrative functions that do not fit elsewhere in the Administration section.  For Building Administration see 3000  For Administration of Equipment and Supplies see 4000</p>	SO/2/SO+2/D
1000-2	<p>Acts and Regulations (acts, regulations, community bylaws, zoning, etc.)</p> <p>Records related to acts and regulations affecting the NTPC. May include correspondence, working papers and other records pertaining to the act or bylaw and the affect on the operation of the NTPC.</p> <p><i>*Retain on-site until act or by-law is superceded or becomes obsolete</i></p>	SO*/7/SO+7/D
1000-3	<p>Associations, Memberships</p> <p>Correspondence and information on associations, clubs, and memberships.</p>	SO/2/SO+2/D
1000-4	<p>Committees - General (meetings, task forces, etc.)</p> <p>Correspondence and information on external committees, task forces, etc.</p>	SO/7/SO+7/D
1000-5	<p>Committees - NTPC (meetings, task forces, staff assoc, etc.)</p> <p>Includes records related to the establishment, structure, role and operation of NTPC committees, task forces, and departmental meetings. May include agendas, notices, minutes, reports and any other records generated by the committee, task force, sub committee, etc.</p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/7/SO+7/AS-D***
1000-6	<p>Committees - Safety&amp;Environment (joint health and safety, whmis, etc.)</p> <p>This secondary includes information on the formation of the Joint Health and Safety Committee with representation from Management and the UNW and the regional subcommittees formed thereunder. Also includes information and correspondence on other safety and environmental committees.</p>	SO/101/SO+101/D

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File Series	Retention A/I/T/FD/VR
<p>1000-7    Communication, Cooperation, Liaison (liaison activities between NTPC and outside orgs, towns, municipalities, etc.)  Records related to communications or general exchange of information and liaison activities between NTPC and outside organizations such as other utilities, aboriginal organizations, cities, towns and hamlets, etc.</p>	SO/7/SO+7/D
<p>1000-8    Conferences, Seminars, Workshops  Records relating to the establishment, organization, planning, participation, and function of conferences, workshops, seminars, symposiums, etc. Includes agendas, participation lists, minutes, reports, and any other related records.</p>	SO/2/SO+2/D
<p>1000-9    GNWT (briefing notes, minister's correspondence, committees, directives, etc.)  Includes all issues related to the GNWT including, committees, directives, etc.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/10/SO+10/AS-D***
<p>1000-10    Speeches, Presentations  Correspondence and other general information related to internal and external speeches and presentations. See subject files for speeches given by the President. See 1200 - Board of Directors for speeches given by the Chairman.</p>	SO/2/SO+2/D
<p>1000-12    Library Services  Information related to the administration and operation of library services. It includes the acquisition, cataloguing, use and circulation of all types of library materials.</p>	SO/0/SO/D

**1100 Administration - Corporate Organization**

Corporate Administration organizes records related to the organization of NTPC. It includes NTPC's mandate of operation, corporation and departmental objectives, organization charts, reorganization proposals, policies & procedures, etc.

<p>1100-1    General  Information of a general nature relevant to the organization of NTPC that does not fit elsewhere within the Corporate Organization section.</p>	SO/7/SO+7/D
<p>1100-2    Departmental Objectives  Documentation and information related to NTPC's departmental objectives, including succession planning, performance indicators, etc.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/7/SO+7/AS-D***

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1100-3	<p>Division of the NWT  Documentation and information related to the Division of the NWT including, legislative issues, cost of division, etc.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/10/SO+10/AS-D***
1100-4	<p>Mandate and Objects  Information related to NTPC's objects and mandate of operation.  <i>*Retain onsite while current or until all actions have been completed.</i>  <i>**These records have full retention and will be retained until the Corporation is dissolved.</i>  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/**/FR**/AS-D***
1100-5	<p>Org Charts  Includes information related to the creation and management of NTPC organizational charts.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/10/SO+10/AS-D***
1100-6	<p>Policies and Procedures  Information related to the development, implementation and amendment of NTPC's policies and procedures.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/10/SO+10/AS-D***
1100-7	<p>Privatization  Documentation and information regarding the privatization of NTPC.  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/10/SO+10/AS-D***
1100-8	<p>Reorganization &amp; Restructuring  Documentation and information regarding the reorganization &amp; restructuring of NTPC.  <i>*Retain onsite until reorganization is completed.</i>  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/10/SO*+10/AS-D***

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1100-9	<p>Devolution</p> <p>Includes records related to the transfer of rights, powers, property, or responsibility to another, including Northern Canada Power Commission (NCPD) transfer to NTPC.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO**/FR**/AS-D***
1100-10	<p>Strategic Planning and Mission Statement</p> <p>Documentation and information related to NTPC's strategic plan and mission statement. Also includes departmental strategic planning records.</p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/7/SO+7/AS-D***
1100-11	<p>Access to Information/Protection of Privacy</p> <p>Documentation and information related to guidelines and procedures developed to comply with the provisions of the Access to Information/Protection of Privacy Act. Includes requests to access NTPC information and disclosure and protection of personal information..</p> <p><i>*Retain onsite until all actions related to each request are completed (including decisions on appeals).</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/10/SO*+10/AS-D***

**1200 Administration - Board of Directors**

The Administration - Board of Directors section organizes records related to the operation of the NTPC Board of Directors. It includes all information related to board of director and committee meetings, as well as information on the officers and directors of the board.

1200-1	<p>General</p> <p>Records of a general nature relevant to the NTPC Board of Directors that do not fit elsewhere within the 1200 - 1299 section.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO**/FR**/AS-D***/VR
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<p>1200-2    Audit and Efficiency Committee</p> <p>Records relating to the establishment, structure, role, and operation of the Audit and Efficiency committee. Includes agendas, notices, minutes, reports, and any other records.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	<p>SO**/FR**/AS-D***/VR</p>
<p>1200-3    Board Meetings</p> <p>Records relating to the establishment, structure, role, and operation of the NTPC Board of Directors. Includes agendas, notices, minutes, reports, and any other records.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	<p>SO**/FR**/AS-D***/VR</p>
<p>1200-4    Executive Committee</p> <p>Records relating to the establishment, structure, role, and operation of the Executive committee. Includes agendas, notices, minutes, reports, and any other records.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	<p>SO**/FR**/AS-D***/VR</p>
<p>1200-5    Governance and Compensation Committee</p> <p>Records relating to the establishment, structure, role, and operation of the Governance and Compensation committee. Includes agendas, notices, minutes, reports, and any other records.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	<p>SO**/FR**/AS-D***/VR</p>

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1200-6	<p>Large Projects Committee</p> <p>Records relating to the establishment, structure, role, and operation of the Large Project committee. Includes agendas, notices, minutes, reports, and any other records.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/**/FR**/AS-D***/VR
1200-7	<p>Officers and Directors</p> <p>Documentation and information related to the Officers and Directors of the Board of Directors. Includes statements of disclosure and indemnity, contracts, remuneration and honoraria, etc.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/**/FR**/AS-D***/VR

**1300 Administration - Public Relations & Marketing**

The Public Relations section organizes records related to NTPC's corporate image. It includes records related to customer service, donations, marketing, visits and tours, etc.)

1300-1	<p>General</p> <p>Records of a general nature that do not fit elsewhere in the 1300 section.</p>	SO/4/SO+4/D
1300-2	<p>Annual Report</p> <p>Records related to the production and distribution of NTPC's annual report.</p> <p><i>*Retain onsite while current or until all actions have been completed.</i></p> <p><i>**These records have full retention and will be retained until the Corporation is dissolved.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO/**/FR**/AS-D***
1300-3	<p>Donations, Sponsorships, Scholarships</p> <p>Records related to the management of NTPC sponsorships and scholarships as well as donations given and refused.</p>	SO/4/SO+4/D

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1300-4	Marketing (advertizing, promo, customer svc, newsletters, etc.) Records related to the advertising and promotion of NTPC programs and activities. Also includes information relating to customer service, corporate image, market research, news releases, news letters, powerline plus, etc. Also includes records relating to appreciations and complaints, as well as the arrangement, preparation, and conduction of visits, tours, travel, etc.	SO/4/SO+4/AS-D
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**2000 Information Technology**

The Information Technology section organizes records related to information management, including systems applications, telecommunications, and records management. It also includes system service requests and reports as well as statistics on systems use.

2000-1	General Includes records of a general nature that does not fit elsewhere in the 2000 section.	SO/2/SO+2/D
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2000-2	Hardware (AS/400,dell,etc) Records related to IT hardware and suppliers thereof. May include correspondence, working papers related to purchases, copies of contracts or maintenance agreements, etc. See 6000-2 Contracts and Agreements for original contract or agreement. See 5000-13 for Inventories and Fixed Assets.	SO/5/SO+5/D
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2000-3	Documentation and User Manuals Includes records related to system documentation and miscellaneous user instruction that does not fit elsewhere in the 2000 section.	SO/2/SO+2/D
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2000-4	Records Management Program Records relating to records management classification schedules, standards and guidelines, correspondence, e-record management, vital records identification and protection, implementation projects, etc. <i>*Retain onsite while current or until all actions have been completed.</i> <i>**For audit and legal purposes, documentation of records schedules must be retained for 75 years after close on-site.</i>	SO*/75/FR**/D
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2000-5	RM Retention and Disposition Records relating to the development and approval of records retention and disposal schedules. Also includes documentation related to disposal of NTPC records. <i>*Retain on-site until records schedule is repealed, cancelled or superseded.</i> <i>**For audit and legal purposes, documentation of records schedules must be retained for 75 years after close on-site.</i>	SO*/75/FR**/D
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<p>2000-6 Security  Records related to network and systems security. Could include correspondence, encryption keys, password information etc.</p>	SO/5/SO+5/D
<p>2000-7 Software (orcom, jde, novell, etc)  Records related to business systems that are developed for or purchased by NTPC. Records include business analysis reports, feasibility studies, needs assessments, application and data requirements, data design and testing, approvals, specifications, source listings of program code, user password lists / controls, etc. Records also include project development, implementation, operation and maintenance, and evaluations and audits. Also included are software / site licenses, upgrades and enhancements, system operating instructions, user guides and training manuals, etc. See 6000-2 Contracts and Agreements for original contract or agreement. See 5000-13 for Inventories and Fixed Assets.  <i>*Retain onsite until completion, replacement or termination of system.</i></p>	SO*/5/SO*+5/D
<p>2000-8 Data/Tele Communications (wan/lan, internet)  Records relating to data communication systems and telecommunication equipment, supplies, facilities and services, including computer networks. Includes specifications, justification, installation, issue, operation, maintenance and repair. Also includes records regarding the design and development of telecommunication systems. See 4000-2 for fax, telephone, mobile equipment. See 6000-2 Contracts and Agreements for original contract or agreement. See 5000-13 for Inventories and Fixed Assets.</p>	SO/5/SO+5/D

**3000 Buildings and Land (building O&M, land acquisition, etc.)**

Buildings and Land organizes records related to facilities management. It includes the acquisition, construction, maintenance and alteration of buildings owned or leased by NTPC. It also includes records related to the acquisition, development, maintenance and disposal of lands.

<p>3000-1 General  Records of a general nature relating to buildings and land, which do not fit elsewhere in this section. May include building directories, office locations, and other records of a general nature.</p>	SO/7/SO+7/D
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3000-2	<p>Buildings - Acquisition/Construction/Renovation</p> <p>Records related to building acquisition, disposal, and construction of buildings owned or leased by NTPC, including staff and transient housing. Includes geotechnical, superstructure, and mechanical records, etc. Also includes records relating to the planning, design, and accomplishment of major renovation and expansion of existing buildings. Includes justification, architects' reports, contractor estimates, etc. See also 9900 Capital and O&amp;M Projects.</p> <p><i>*Retain onsite until the ownership of the building is transferred from NTPC or until the building is demolished.</i></p> <p><i>**When a record reaches its Total Retention period, it will be evaluated by management and legal counsel to determine if all liability has expired. Those selected for continuing retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i></p>	SO*/7**/SO*+7**/D
3000-3	<p>Buildings - Operation and Maintenance</p> <p>Records related to the operations and maintenance of owned or leased buildings, including staff and transient housing. Could include correspondence, copies of job requisitions, work estimates for minor repair, janitorial, etc.</p>	SO/7/SO+7/D
3000-7	<p>Land - Acquisition and Disposal</p> <p>Records related to the management of land acquisition and disposal. Includes records related to easements, rights of way, surveys, taxes, etc. See 6000 - Legal, for original contracts, licences and land claim agreements. See also 5000-16 Taxation</p> <p><i>*Retain on-site until agreements, licenses, easements and other actions are completed, terminated, or replaced or land acquisition is cancelled or acquired lands have been disposed of, and all actions related to the disposal are completed.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/10/SO*+10/AS-D***
3000-8	<p>Land - Administration</p> <p>Records related to the management of land, including landscaping, ground maintenance, snow removal, repair, etc. See 6000 - Legal, for rights of way, surveys, taxes, titles, easements, contracts and licences.</p>	SO*/10/SO*+10/D

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**4000 Equipment and Supplies**

Equipment and Supplies organizes records related to materials management. It includes the acquisition, distribution, maintenance, storage and disposal of material, equipment, and supplies. It also includes fixed asset and inventory control, standing offer agreements, and vehicle and heavy equipment management. See 6000-2 Contracts and Agreements for original contracts or agreements. See 5000-13 for Inventories and Fixed Assets.

4000-1	<p>General</p> <p>Records of a general nature that relate to the management of equipment and supplies, and do not fit anywhere else in the 4000 section.</p>	SO/2/SO+2/D
4000-2	<p>Communications Equipment (fax, telephone, mobile, etc.)</p> <p>Records related to the procurement, use and maintenance of communications equipment, including fax machines, telephone, and mobile phones.</p> <p><i>*Retain onsite until equipment is surplussed or disposed of.</i></p>	SO*/2/SO*+2/D
4000-3	<p>Heavy Equipment</p> <p>Records related to the procurement, use and maintenance of heavy equipment. May include information on heavy equipment vendors.</p> <p><i>*Retain onsite until equipment is surplussed or disposed of.</i></p>	SO*/2/SO*+2/D
4000-4	<p>Office Equipment (photocopiers, postal, furniture, etc.)</p> <p>Records related to the procurement, use and maintenance of office equipment such as furniture, photocopiers, audio visual equipment, etc.</p> <p><i>*Retain onsite until equipment is surplussed or disposed of.</i></p>	SO*/2/SO*+2/D
4000-5	<p>Procurement (requisition, po, sa, pcard, etc.)</p> <p>Records related to procurement of goods and services, includes requisitions, purchase orders, etc. See 6000-Legal for Tenders and RFP's.</p>	SO/7/SO+7/D
4000-6	<p>Resupply (annual, fuel and oil)</p> <p>Records related to annual resupply of goods. Includes correspondence related to cut off dates, sailing schedules, and shipping instructions, etc. for fuel, oil and other goods.</p>	SO/7/SO+7/D
4000-7	<p>Safety Equipment (clothing, fire extinguisher, etc.)</p> <p>Records related to the management, maintenance and distribution of safety equipment.</p> <p><i>*Retain onsite until equipment is surplussed or disposed of.</i></p>	SO*/2/SO*+2/D

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4000-8 Shipping and Receiving (freight, courier, etc.) Records related to the shipping and receiving of NTPC goods. Includes shipping rates, bills of lading, receiving records, dangerous goods regulations, etc.	SO/2/SO+2/D
4000-9 Stationery and Forms Records related to the management of stationary and forms.	SO/2/SO+2/D
4000-11 Vehicles (registration, maintenance, etc.) Records related to the procurement, use and maintenance of vehicles. See 6000-8 for vehicle leases. See 9300-2 for accidents and prevention. <i>*Retain onsite until vehicle lease expires, or vehicle is surplusd or disposed of.</i>	SO*/2/SO*+2/D

**5000 Finance**

The Finance section organizes records related to the administration of NTPC accounting systems and procedures. Includes the administration of accounts and accounting, budgets, expenditure control, financial reports, and grants and contributions. It also includes audit and compliance reviews. Note: Many financial records are closed off on a fiscal basis and are superseded by the next year's records. They remain onsite for approximately 15 months and then are boxed and sent offsite.

5000-1 General Records relating to general accounting and financial administration functions that do not fit elsewhere in this section.	SO/7/SO+7/D
5000-2 Accounts Payable Records related to accounts payable, such as correspondence, manual cheque listing, voucher payment batches, weekly cheque requisitions, etc.	SO/7/SO+7/D
5000-3 Accounts Receivable/Billings (CSO, meter reads, etc.) Records related to accounts receivable, such as CSO's meter reads, correspondence, billing files and reports, TMI's, manual invoices, etc.	SO/7/SO+7/D/VR
5000-4 Audit and Compliance (auditor general, consolidated operating reports, compliance reviews) Records related to audit and compliance including auditor general audit reviews, consolidated operating reports, etc. <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i>	SO/7/SO+7/AS-D***
5000-5 Budgets - General Records of a general nature relating to budget practices, controls, programs, etc.	SO/7/SO+7/D

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A/I/T/FD/VR**

5000-6	Budgets - Final Records related to the approved budget. Includes working papers and supporting documents.	SO/7/SO+7/D
5000-9	Collections Records related to NTPC cash control systems and collection of debt. <i>*These records remain active until the debt is either repaid or written off.</i>	SO*/7/SO*+7/D
5000-10	Financial Administration (code of accounts, balancing and control, subsidy programs, signing authorities, control reports, dividends, etc.) Records related to financial administration, including code of accounts, financial balancing and control, subsidy programs, signing authorities, control reports, dividends, etc.	SO/7/SO+7/D
5000-11	Financial Statements Records related to the preparation of NTPC's financial statements.	SO/7/SO+7/D
5000-12	Internal Audit Records related to internal audit controls and systems. <i>*Retain onsite until all actions have been completed.</i> <i>**These records have full retention and will be retained until the Corporation is dissolved.</i>	SO*/**/FR**/D
5000-13	Inventories and Fixed Assets (surplus & disposal, storage, loss, etc.) Records related to all aspects of fixed assets and inventory control, including disposal and surplus (write offs) of equipment, including computers, office machines, etc., and furniture according to NTPC procedures.	SO/7/SO+7/D/VR
5000-14	Reconciliations Records related to the reconciliation of NTPC accounts.	SO/7/SO+7/D
5000-15	Risk Management and Insurance Records related to risk assessment and insurance services. Includes insurance policies, appraisals, material relating to the prevention, elimination, and reduction of risk related losses, legal liability, inability to provide services, etc. <i>*When a record reaches its Total Retention period, general liability policies will be evaluated by legal counsel and Insurance and Risk Management to determine if all liability has expired. Those selected for continuing retention will be stored for an additional 5-year inactive period. At the end of this period, the policies will be re-evaluated and considered for conversion to a long-term storage media, such as microfilm.</i>	SO/7/SO*+7/D/VR

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File Series	Retention A/I/T/FD/VR
5000-16 Taxation Records relating to federal customs and excise taxes, tax incentives, income taxes, GST, etc. May also include financial records related to land taxes.	SO/7/SO+7/D
5000-17 Treasury Records related to treasury, including banks and banking, long term debt, sinking funds, short term borrowing, hedging, etc.	SO/7/SO+7/D

**6000 Legal (Contracts, Agreements, Leases, MOU, etc)**

The Legal section organizes records related to legal matters and claims, contracts and agreements. Includes corporate registries, legal opinions, current and pending litigation. Also includes all forms of contractual agreements, including leases, licenses, tenders, MOU's etc.

6000-1 General Records of a general nature related to legal matters, claims, agreements, etc. that do not fit elsewhere in the 6000 section.	SO/7/SO+7/D
6000-2 Contracts and Agreements Records related to the development, approval and management of contracts and agreements. Includes draft agreements and working papers. <i>* Retain on-site until terminated or replaced.</i> <i>**When a record reaches its Total Retention period, it will be evaluated by management and legal counsel to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/10/SO**+10/D/VR
6000-3 Distribution and Transmission Contracts & Licences Records related to the development and management of distribution and transmission line contracts and licenses. <i>* Retain on-site until terminated or replaced.</i> <i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/10/SO**+10/D/VR

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File Series

Retention  
A/I/T/FD/VR

6000-4	<p>Easements and Rights of Way</p> <p>Information leading to the development, approval and management of easements and rights of way, including transmission and fuel pipe line easements and rights of way.</p> <p><i>* Retain on-site until terminated or replaced.</i></p> <p><i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i></p>	SO*/10/SO**+10/D/VR
6000-5	<p>Franchise Agreements</p> <p>Information leading to the development, approval and management of NTPC franchise agreements.</p> <p><i>* Retain on-site until terminated or replaced.</i></p> <p><i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i></p>	SO*/10/SO**+10/D/VR
6000-6	<p>Joint Use Contracts and Agreements</p> <p>Records related to the development of joint use contracts and agreements.</p> <p><i>* Retain on-site until terminated or replaced.</i></p> <p><i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i></p>	SO*/10/SO**+10/D/VR
6000-7	<p>Land (contracts, leases, titles, permits, etc.)</p> <p>Records related to land management. Includes original contracts, land lease documents, use and development permits, land title information, orders in council, assessments and taxes, etc. See also 3000-7 Land - Acquisition and Disposal</p> <p><i>* Retain on-site until terminated or replaced.</i></p> <p><i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i></p>	SO*/10/SO**+10/D/VR

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File Series

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6000-8	Leases (building, vehicle, equipment, etc.) Records related to general leases, including building leases, vehicle and equipment leases, etc. <i>* Retain on-site until terminated or replaced.</i> <i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/10/SO**+10/D/VR
6000-9	Legal (legal opinions, current and pending litigation) Records related to legal matters and claims. Includes corporate registries, legal opinions, current and pending litigation. <i>*Retain until settled, discontinued, or court order received, and all appeal periods expired.</i> <i>** When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/10/SO**+10/D/VR
6000-10	Licenses Records related to development and management of licenses between NTPC and outside parties. Includes business, software, water, radio and other licences. <i>* Retain on-site until terminated or replaced.</i> <i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/7/SO**+7/D/VR
6000-11	Tenders and RFPs Information used in the development of tenders and requests for proposals. <i>* Retain on-site until terminated or replaced.</i> <i>**When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.</i>	SO*/7/SO**+7/D/VR

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Retention  
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6000-12 Land Claim Agreements SO\*/10/SO\*\*+10/AS-D\*\*\*  
 Records related to NWT land claim agreements and the affect on NTPC.  
*\* Retain on-site until terminated or replaced.*  
*\*\*When a record reaches its Total Retention period, it will be evaluated to determine if the record is no longer necessary to protect the Corporation's legal interests. Those selected for continued retention will be stored for an additional 5-year inactive period. At the end of this period, the record will be re-evaluated.*  
*\*\*\*These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.*

**6500 Regulatory Affairs**

This section organizes records related to NTPC regulatory matters including rates, rate applications, terms of service, etc.

6500-1 General SO/\*\*/FR\*\*/D  
 Records of a general nature that do not fit elsewhere in the 6500 section.  
*\*\*These records have full retention and will be retained until the Corporation is dissolved.*

6500-2 Forecast - Load and Revenue SO/\*\*/FR\*\*/D  
 Records and information used in the development of load and revenue forecasts.  
*\*\*These records have full retention and will be retained until the Corporation is dissolved.*

6500-3 Other Utilities (research materials, reports, etc) SO/7/SO+7/D  
 Information on other utilities such as annual reports, terms and conditions of service, rates, etc. that is retained by NTPC for research purposes.

6500-4 Street and Private Area Lighting SO/\*\*/FR\*\*/D  
 Records related to the management of private and area street lighting, including counts, change out data, lighting rates, etc.  
*\*\*These records have full retention and will be retained until the Corporation is dissolved.*

6500-5 Terms and Conditions of Service SO/\*\*/FR\*\*/D  
 Information related to the development of terms and conditions of service, includes customer classifications, information on major customers, etc.  
*\*\*These records have full retention and will be retained until the Corporation is dissolved.*

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**File Series**

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6500-6	General Rate Applications (includes PUB records of decision) Records used in the development of rate applications and the PUB records of decision. Includes working papers, information requests, direct evidence, hearing information, argument and reply, etc. <i>**These records have full retention and will be retained until the Corporation is dissolved.</i>	SO/**/FR**/D
6500-7	Rates (major customers, riders, stabilization fund, etc) Records related to NTPC rates, rate structures, and factors that affect rates. <i>**These records have full retention and will be retained until the Corporation is dissolved.</i>	SO/**/FR**/D
6500-8	Regulatory Agencies Applications and Approvals - Other Jurisdictions Information related to regulatory boards and agencies. Includes Public Utility Board, National Energy Board, etc.	SO/7/SO+7/D

**7000 Human Resources and Pay Administration**

This section organizes records related to administrative actions taken regarding all NTPC employees. This includes pay and benefits, staffing, recruitment, training, job evaluation and discipline.

7000-1	General Human resources and pay information of a general nature that does not fall elsewhere in the 7000 section.	SO/7/SO+7/D
7000-2	Benefits Administration Records related to the general administration of employee benefits. Includes PSMIP, health benefits and programs, employment insurance, superannuation, Canada Savings Plan deductions, employee assistance programs, disability and other benefits. See 7000-4 Personnel Files for individual employee benefit records. <i>*Retain onsite until the plan or benefit is superseded or cancelled.</i>	SO*7/SO*+7/D/VR
7000-3	Recruitment and Relocation Records relating to the recruitment and staffing of casual, term and permanent employees. Includes staffing, job sharing, secondment, summer student and work experience, competitions, notice of appointments, etc.	SO/5/SO+5/D
7000-4	Personnel Files (employee records, pay cards) Records relating to individual employees. Includes resumes, job performance appraisals, training and education, disciplinary actions, commendations, pay adjustments, benefit adjustments, superannuation and other related payroll information. <i>*Record remains active until the employee's termination date.</i> <i>**Retain for 60 years after employee terminates employment with NTPC.</i>	Term*/60**/Term+**/D/VR

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**File Series**

**Retention**  
**A/I/T/FD/VR**

7000-5	<p>Leave and Attendance (timesheets, leave records)</p> <p>Timesheets and leave records for individual employees. For general leave and attendance records such as memos on special leave, sick leave, directives, etc. see 7000-9 Payroll and HR Administration.</p> <p><i>*Record remains active until the employee's termination date.</i></p> <p><i>**Retain for 60 years after employee terminates employment with NTPC.</i></p>	Term*/60**/Term+**/D/VR
7000-6	<p>Training and Development</p> <p>Records relating to the general administration of training and development for both technical and non-technical training. Includes training schedules, training directives, employee orientation, etc.</p>	SO/5/SO+5/D
7000-7	<p>Labour Relations</p> <p>Records related to the administration of labour relations. May include guidelines, discipline and grievances, collective bargaining, collective agreement interpretations, bargaining proposals, delegated authorities, etc.</p> <p><i>*Retain on-site until all actions have been completed</i></p>	SO*/7/SO*+7/D
7000-8	<p>Job Evaluation (classifications, position description, etc)</p> <p>Records relating to the classification and review of positions, the reclassification of positions, the outcome of related appeals, and historical information relating to implementation of changes to each position.</p> <p><i>*Retain onsite until position is cancelled.</i></p>	SO*/7/SO*+7/D
7000-9	<p>Payroll &amp; HR Administration</p> <p>Records related to the general administration of human resources and payroll. Includes general information related to salaries, wages and benefits, separations and layoffs, as well as standards, guidelines and directives relating to attendance and all types of leave. Also includes payroll liabilities, yearend reporting, etc. See 7000-4 Personnel Files for records related to individual employees.</p>	SO/7/SO+7/D/VR
7000-10	<p>Payroll Registers (HED)</p> <p>Records and reports relating to the Hours, Earnings, and Deductions Pay Registers.</p> <p><i>*Record remains active until the employee's termination date.</i></p> <p><i>**Retain for 60 years after employee terminates employment with NTPC.</i></p>	Term*/60**/Term+**/D/VR

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**File Series**

**Retention**  
**A/I/T/FD/VR**

**8000 Business Development, Joint Ventures, Subsidiaries, Affiliates**

This section organizes records related to NTPC business development initiatives. Includes records related to joint venture initiatives, affiliations with other organizations and subsidiary companies.

8000-1	<p>General</p> <p>Records of a general nature that do not fit elsewhere in the 8000 section.</p>	SO*7/SO+7/D
8000-2	<p>Business Development (initiatives, proposals, etc. filed by project)</p> <p>Records related to the development of new business, including correspondence, proposals, etc. Includes gas and hydro development, mining initiatives, etc.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 6 years after the life of the project.</i></p>	SO*/7/LOP+7**/D
8000-3	<p>Subsidiaries, Joint Ventures, Affiliates (filed by company, project)</p> <p>Records related to the formation and management of joint ventures, subsidiaries and affiliates. Includes correspondence, copies of agreements and MOU's and backup information filed by company or project. See 6000-Legal for original agreements. See 9900 for Capital Project information.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**These records are retained for the life of the subsidiary or affiliate.</i></p> <p><i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO**/FR**/AS-D***

**9000 Engineering and Operations**

This section covers all records relating to the operational and engineering functions of the corporation. This includes plant operations, engineering and construction, distribution systems, etc.

9000-1	<p>General</p> <p>Operational records of a general nature that do not fit elsewhere in the 9000 section.</p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-2	<p>Demand Side Management</p> <p>Records related to demand side management including energy efficiency, customer load and street lighting.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D

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**File Series**

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A/I/T/FD/VR**

<p>9000-3 Diesel Power Operations</p> <p>Records related to diesel power operation, including load data, power generation summaries, engine performance data, as well as power plant components and inventory, operating hours and age.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9000-4 Distribution and Transmission</p> <p>Records related to the operation and maintenance of distribution and transmission systems. Includes records related to distribution lines, electrical service requirements, line repairs, system studies, route plans, automatic meter reading, commercial and domestic meters, etc. See also 6000-3 Distribution &amp; Transmission Licences and Agreements.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9000-5 Energy (Residual, Alternative, Renewable)</p> <p>Records related to energy issues including wind energy, alternative and renewable energy, residual heat and heat recovery, etc.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9000-6 Engineering Design (CAD, drawings, blueprints, specifications, plant technical profiles, maps and photography, etc.)</p> <p>Records related to engineering and construction design. Includes technical community and plant profiles, drawings, photographs, maps, blueprints, specifications, etc. See also 9900 Capital and O&amp;M Projects for records related to a specific project.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9000-7 Fuel and Oil</p> <p>Records related to fuel and oil including operation and maintenance of storage facilities, berms, tank farms, etc.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9000-8 Hydro Power Operations</p> <p>Records which relate to the operation and maintenance of hydro power operations. Includes Bluefish, Snare and Taltson hydro operations. Records may include site plans, system studies, operational reports, inspection reports, etc. See 6000-10 Licences for Water Licences.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>

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**File Series**

**Retention  
A/I/T/FD/VR**

9000-9	<p>Plant Operations (operational functions, logs, outage reports, etc.)  Records related to the operational functions of NTPC. Includes daily, weekly and monthly logs and reports, outage reports, etc..  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-10	<p>Plant Auxiliary Equipment  Records related to the operation and maintenance of plant auxiliary equipment. Including crant vents, fuel system components, load banks, boilers, etc.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-11	<p>Plant Maintenance (equipment failure, relay coordination, standards &amp; specs, etc.)  Records related to the operational functions carried out to perform plant maintenance. Includes standards, specifications, failure reports, maintenance reports, etc.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-12	<p>Prime Movers  Records related to the operation and maintenance of prime movers. Includes correspondence, maintenance records, log sheets, unit failure reports, etc.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-13	<p>Reports and Studies (civil, mechanical, hydro, feasibility, engineering, etc.)  Bound, completed copies of internal and external reports and studies.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i>  <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/7**/CLS+7**/AS-D***
9000-14	<p>Substations  Records related to the operation and maintenance of substations. Includes logs, maintenance reports, etc.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D

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**File Series**

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9000-15	<p>Switchgear</p> <p>Records related to the operation and maintenance of switchgear. Includes logs, maintenance reports, etc.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9000-16	<p>Utilidor</p> <p>Records related to the operation and maintenance of the Inuvik utilidor. Includes logs, maintenance reports, etc.</p> <p><i>*Retain onsite until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D

**9200 Environment**

This section organizes records relating to the environmental functions of NTPC. Records include environmental liabilities, hazardous materials and spill management, site assessment, water monitoring, etc.

9200-1	<p>General</p> <p>Records related to environmental issues that do not fall elsewhere within the 9200 record series.</p>	SO/7/SO+7/D
9200-2	<p>Environmental Regulation</p> <p>Records related to environmental regulators including RWED, CCME, and CCG.</p> <p><i>*Retain on site until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9200-3	<p>Air Quality</p> <p>Records related to air quality issues such as greenhouse gas emissions.</p> <p><i>*Retain on site until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9200-4	<p>Hazardous Materials &amp; Spill Management</p> <p>Records related to the management of hazardous materials and fluid spills. Includes information on PCB's, spill contingency plans, etc.</p> <p><i>*Retain on site until all actions are completed.</i></p> <p><i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D

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File Series

Retention  
A/I/T/FD/VR

9200-5	<p>Risk Assessment and Environmental Audits Records related to environmental risk assessment and environmental audits. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i> <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/7**/CLS+7**/AS-D***
9200-6	<p>Site Assessment, Restoration and Remediation Records related to the environmental aspects of NTPC site assessments and restorations. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i> <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p>	SO*/7**/CLS+7**/AS-D***
9200-7	<p>Environmental Management System Records related to NTPC's environmental management system. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9200-8	<p>Water Monitoring &amp; Management Records related to water monitoring and management of water. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9200-9	<p>Environmental Liabilities (federal claim, etc.) Records related to environmental liabilities, including the federal claim. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D
9200-10	<p>Vegetation Management Records related to vegetation management and affect on NTPC. <i>*Retain on site until all actions are completed.</i> <i>**Inactive records are retained for 7 years following plant closure.</i></p>	SO*/7**/CLS+7**/D

**9300 Safety**

This section organizes all records relating to the safety functions of NTPC, including safety newsletters, safety investigations, injury reports, regulations and guidelines, and the Emergency Plan (disaster recovery, emergency & precautionary measures, etc.)

9300-1	<p>General Records of a general nature that do not fit elsewhere in the 9300 section.</p>	SO/7/SO+7/D
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<p>9300-2 Accidents and Prevention  Records related to accidents and prevention. See 7200 - Training and Development for files related to safety training programs for employees.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9300-3 Emergency Plan (disaster recovery, emergency &amp; precautionary measures, etc.)  Records related to the continuation and resumption of NTPC in the event of an emergency. Includes emergency and precautionary measures, fire protection, etc.  <i>*Retain on-site until all actions are completed, or the plan or procedure is amended or terminated. However, if a plan is used as a result of a disaster, the records generated as a result of the disaster/plan, plus a copy of the plan, should be filed with the relevant operational records.</i></p>	<p>SO*/7/SO+7/D</p>
<p>9300-4 Safety Audits and Inspections  Records related to safety audits and inspections.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9300-5 Safety Industry Standards  Records related to Safety Industry Standards and reference manuals such as NTPC safety rule book, contractor's safety handbook, etc.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9300-6 Safety Regulators  Records related to Safety Regulators.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>
<p>9300-7 Safety Reports  Records related to safety reporting.  <i>*Retain onsite until all actions are completed.</i>  <i>**Inactive records are retained for 7 years following plant closure.</i></p>	<p>SO*/7**/CLS+7**/D</p>

<p>Legend: (See summary of retention at end of report for more detail)  A=Active AS-D=Archival Selection/Destroy CLS=Closure (of Plant) D=Destroy FD=Final Disposition FR=Full Retention I=Inactive  LOP=Life of Project N/S=Not Specified SO=Superseded/Obsolete T=Total Term=Termination VR=Vital Record</p>	
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File Series

Retention  
 A/I/T/FD/VR

**9900 Projects - Capital and O&M**

This section covers all records relating to Capital and Operations and Maintenance projects carried out by NTPC. Records include job authorizations, project planning, project briefs, job correspondence, progress reports, etc.

- |        |  |                            |
|--------|--|----------------------------|
| 9900-1 | <p>General<br/>         Records of general nature that do not fit elsewhere in the 9900 section.<br/> <i>*Retain onsite until all actions are completed.</i><br/> <i>**Inactive records are retained for 7 years following plant closure.</i></p>  | SO*/7**/CLS+7**/D/VR       |
| 9900-2 | <p>Capital Projects (briefs, forms, status, etc.)<br/>         Records related to NTPC capital projects including project briefs, status, etc.<br/> <i>*Retain onsite until all actions are completed.</i><br/> <i>**Inactive records are retained for 7 years following plant closure.</i><br/> <i>***These records have been flagged for GNWT Archival Selection and cannot be destroyed without permission from the GNWT Archivist.</i></p> | SO*/7**/CLS+7**/AS-D***/VR |
| 9900-3 | <p>O&amp;M Projects (briefs, forms, status, etc.)<br/>         Records related to NTPC operations and maintenance projects including project briefs, status, etc.<br/> <i>*Retain onsite until all actions are completed.</i><br/> <i>**Inactive records are retained for 7 years following plant closure.</i></p>   | SO*/7**/CLS+7**/D/VR       |

Legend: (See summary of retention at end of report for more detail)  
 A=Active AS-D=Archival Selection/Destroy CLS=Closure (of Plant) D=Destroy FD=Final Disposition FR=Full Retention I=Inactive  
 LOP=Life of Project N/S=Not Specified SO=Superseded/Obsolete T=Total Term=Termination VR=Vital Record