

**CMP Preparedness Time-line: records and filing related activities**

	2011			2012												2013	
	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	
<b>Mid-rise: Floors 17-26</b>	Meet with CMP and ARMS for planning	Focal point training by ARMS	Perform records inventory	Implement retention policy (Departmental and/or RCUN)						Move back to Secretariat							
	Nominate Records Management Focal Points	Review existing Retention Schedule and propose changes	Finalize changes to Retention Schedule	Identify which records will be moved back to the Secretariat	Dispose time-expired records in situ			Transfer records to ARMS									
<b>Low-rise: Floors 7-14</b>		Meet with CMP and ARMS for planning	Focal point training by ARMS	Perform records inventory	Implement retention policy (Departmental and/or RCUN)						Move back to Secretariat						
		Nominate Records Management Focal Points	Review existing Retention Schedule and propose changes	Finalize changes to Retention Schedule	Identify which records will be moved back to the Secretariat	Dispose time-expired records in situ			Transfer records to ARMS								
<b>High-rise: Floors 29-38</b>		Meet with CMP and ARMS for planning	Focal point training by ARMS	Perform records inventory	Implement retention policy (Departmental and/or RCUN)						Move back to Secretariat						
		Nominate Records Management Focal Points	Review existing Retention Schedule and propose changes	Finalize changes to Retention Schedule	Identify which records will be moved back to the Secretariat	Dispose time-expired records in situ			Transfer records to ARMS								
<b>Sec: Floors 1B-5</b>		Nominate Records Management Focal Points	Meet with CMP and ARMS for planning	Review existing Retention Schedule and propose changes	Perform records inventory	Implement retention policy (Departmental and/or RCUN)											Move back to Secretariat
			Focal point training by ARMS		Finalize changes to Retention Schedule	Identify which records will be moved back to the Secretariat	Dispose time-expired records in situ					Transfer records to ARMS					

\* Note: this is a general timeline for Departments/Offices to follow. It does not for example, include the development of retention policy necessary for those Departments/Offices which do not have one; nor does it include the implementation of electronic record-keeping/digitization programmes. Departments/Offices which intend to include either of these activities in the timeline, should contact ARMS to develop a more tailored timeline suited to their needs.