

COMMON RECORDS SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO

These common records series will assist public bodies in managing the retention and disposal of the records (paper and electronic) created, received and used in common administrative functions including:

- Human Resources Management
- Purchasing: Equipment, Supplies and Services
- Accommodations and Moveable Assets
- Financial Management
- Audit Management
- Information and Information Technology Management
- General Administration

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Provincial agencies can access the document on AGNES, the Agency Network Solutions website [Click for the Agency Network Solutions website](#)

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

SUMMARY OF REVISIONS

The Common Schedule for Administrative Records for the Government of Ontario was last revised on November 17, 2003. In summary, the revisions in this version are as follows:

CHANGE	RATIONALE
Content Changes	
Title changed	For consistency with the <i>Archives and Recordkeeping Act, 2006</i> , which uses the term records schedule at the level of a single public body.
Replaced introduction	Extensively revised for consistency with the <i>Archives and Recordkeeping Act, 2006</i> and the Archives of Ontario Records Schedule Requirements.
GOV-[ACRONYM]-1000 Clarified statement regarding disciplinary letters	Compliance with collective agreements that require that disciplinary letters be removed from the personnel file of employees 3 years following receipt of letter and placement on file, provided that the employee's record/files have been clear of similar offences for the past three years. To exclude security clearance files which are now held by Emergency Management and Safety Branch of MGCS under Ontario Public Service Personnel Screening Checks Policy Removed reference to this series replacing previous government common series 77-505-(3/80)
GOV-[ACRONYM]-1000-10 Added sub-series	To cover duplicate sets of employee files maintained by program areas; these are not transitory
GOV-[ACRONYM]-1050 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-1150 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-1150-20 Added new series	To cover “unsolicited applications” (i.e. resumes) received from individuals outside of the competitive process.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
GOV-[ACRONYM]-1250 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-1350 Removed series.	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-1350-10 Deleted sub-series	Ministry copies of Benefit Plan records are now available on the MGCS Human Resources Intranet and their retention is covered under the <i>Government of Ontario Records Schedule for Transitory Records</i> .
GOV-[ACRONYM]- 1400 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-1450 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-1600 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]1600-40 Increased retention period	To change the retention to 10 years as to comply with the Canada Occupational Health and Safety Regulation SOR / 86-304 s. 15.7, 15.9, 15.11
GOV-[ACRONYM]-1650 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-2000 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-3000 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-3050	Unnecessary – records are fully covered by sub-series.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
Removed series	
GOV-[ACRONYM]- 3100 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-3150 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-3150-10 Increased retention period	To increase the retention periods of series with +6 year to +7 years because the listed series may contain financial information that is retained under other series for 7 years.
GOV-[ACRONYM]-3200 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]- 3250 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-3300 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-3400 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-3450 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-3500 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]- 3700 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-4000 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
<p>GOV-[ACRONYM]- 4050 Increased retention period Added exclusion for records covered by Policy and Planning series PP-[ACRONYM]-4200.</p>	<p>To change the retention period to CFY+10 years after all administrative actions are completed for consistency with similar records in the Policy and Planning series PP-[ACRONYM]-4200.</p> <p>To include reference to the Policy and Planning common schedule.</p>
<p>GOV-[ACRONYM]-5000 Removed series</p>	<p>Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.</p>
<p>GOV-[ACRONYM]-5050 Revised retention period</p>	<p>To change the retention trigger event so that records of audits without regular occurrences can be destroyed.</p> <p>To increase the retention periods of series with +6 years to +7 years because the series may contain financial information that is retained under other series for 7 years.</p>
<p>GOV-[ACRONYM]-5060 Added series</p>	<p>New series to address records created as a result of special circumstance audits where the audit function is not repeated.</p>
<p>GOV-[ACRONYM]-6000 Removed series</p>	<p>Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.</p>
<p>GOV-[ACRONYM]-6200 Removed series</p>	<p>Unnecessary – records are fully covered by sub-series.</p>
<p>GOV-[ACRONYM]- 6250-10 Increased retention period</p>	<p>Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i>.</p>
<p>GOV-[ACRONYM]-6250 Removed series</p>	<p>Unnecessary – records are fully covered by sub-series.</p>
<p>GOV-[ACRONYM]-6250-40 Increased retention period</p>	<p>Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i>.</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
GOV-[ACRONYM]-6350 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-6450 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]- 6550 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]-6550-10 Removed sub-series	Records formerly address by this sub-series (Disaster Planning and Recovery Plans) are now covered by the new series GOV-[ACRONYM]-7025 Business Continuity Planning.
GOV-[ACRONYM]- 6600 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-6600-10 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-6650-30 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-6650-40* Increased retention period	To increase the retention period from +6 months to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-6700 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-02 can be used.
GOV-[ACRONYM]-6700-10 Revised description	To delete note referencing that this series replaces government common series 5002.
GOV-[ACRONYM]- 6750	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
Increased retention period	two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]- 6800 Removed series	Unnecessary – records are fully covered by sub-series.
GOV-[ACRONYM]- 6800-10 Revised retention period Revised description	To clarify that the trigger even occurs when a records schedule becomes superseded or obsolete. Removed paragraph noting that the series replaces a previous version of the common schedule
GOV-[ACRONYM]-6800-30 Revised description	Removed paragraph noting that the series replaces a previous version of the common schedule
GOV-[ACRONYM]-6800-40 Revised description	Removed paragraph noting that the series replaces a previous version of the common schedule
GOV-[ACRONYM]-6850 Removed series	Replaced by the transitory records schedule series TR-[ACRONYM]-100-06.
GOV-[ACRONYM]- 6850-10 Changed title	To clarify that the sub-series pertains to library services.
GOV-[ACRONYM]- 6850-20 Changed title	To clarify that the sub-series pertains to library services.
GOV-[ACRONYM]- 6850-30 Changed title	To clarify that the sub-series pertains to library services.
GOV-[ACRONYM]- 6850-40 Changed title	To clarify that the sub-series pertains to library services.
GOV-[ACRONYM]-6900 Removed series	Replaced by the transitory records schedule series TR-[ACRONYM]-100-06.
GOV-[ACRONYM]-6900-20	Removed paragraph noting that the series replaces a previous version of the common schedule

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
Revised description	
GOV-[ACRONYM]-6950-10 Added sub-series	To cover records created in response to PHIPA requests
GOV-[ACRONYM]-6950-20 Added sub-series	To cover records created in response to PHIPA requests
GOV-[ACRONYM]-7025 Added series	To include records pertaining to Business Continuity Plans.
GOV-[ACRONYM]-7150 Removed series	Unnecessary – the Common Schedule for Transitory Records, series TR-[ACRONYM]-100-01 can be used.
GOV-[ACRONYM]-7250 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
GOV-[ACRONYM]-7250-10 Increased retention period	To increase the retention periods of series with +6 years to +7 years because the series may contain financial information that is retained under other series for 7 years.
GOV-[ACRONYM]-7300 Deleted series	Office Support Services and Duplicating and Reproduction Services records are now part of the overall purchasing function and therefore fall under GOV-[ACRONYM]-2000-20.
GOV-[ACRONYM]-7300-10 Deleted sub-series	Office Support Services and Duplicating and Reproduction Services records are now part of the overall purchasing function and therefore fall under GOV-[ACRONYM]-2000-20.
GOV-[ACRONYM]-7400 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
GOV-[ACRONYM]-7600 Deleted series	Replaced by the transitory records schedule series TR-[ACRONYM]-100-06.
GOV[ACRONYM]-7600-30 Deleted sub-series	Records created in the administration of the Ontario Public Service Personnel Screening Checks policy are now addressed by a standard schedule for the Emergency Management and Security Branch of MGCS
GOV-[ACRONYM]-7650 Increased retention period	Retention periods of series with +1 year changed to +2 years for consistency with the basic limitation period of two years in the <i>Limitations Act, 2002</i> .
Format Changes	
Minor editorial revisions	To correct any spelling and/or grammar mistakes
The term 'operational' - removed from all the series and sub-series descriptions	To eliminate confusion by the mention of the distinction.
Template format has been changed	To streamline and shorten the series and make it simpler to read
Office of Primary Responsibility (OPR) term has been omitted	To ensure that all program areas consider the purpose of their administrative records and allow for proper retention based on their own business needs.
Separate retention and disposition fields for duplicates have been omitted	To reinforce the fact that where there is a need to keep duplicate sets of records to serve a business purpose (e.g., a branch copy of employee files), the public body needs to create a separate series for the duplicate records.
The "Excludes" statement in each series' entry regarding "Operational Records and Archival Records" has been deleted	To eliminate any possible misinterpretation.
The statement "administrative records filed in operational records	To clarify and explain that sometimes unique documents or duplicates of administrative records can be found in

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

CHANGE	RATIONALE
series are not covered by this schedule” has been added under the “Introduction”	program-specific series for legitimate purposes, and that this series should not be used to dispose of such items; they should be scheduled under the program-specific series for the public body.
“In-office” and “off-site” retention periods have been removed; now includes only total retention	To provide more flexibility for public bodies to retain hardcopy records on-site for the duration of their operational needs within the total retention period.
Trigger events were added for series that didn’t have them	To clarify the time when the retention period takes effect
Change format of series numbers	For consistency across Archives of Ontario common series documents.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

AUTHORIZATION

**Common Records Series for the
Administrative Functions
of the Government of Ontario**

Copy of original signed document available – please contact 416-327-1600

Miriam McTiernan,

Archivist of Ontario: _____

Date: _____

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

TABLE OF CONTENTS

1	<u>INTRODUCTION</u>	13
1.1	<u>Authority</u>	13
1.2	<u>Scope and Adoption</u>	13
1.3	<u>Excluded Records</u>	14
1.3.1	<u>Transitory records</u>	14
1.3.2	<u>Excluded records as identified in series entries</u>	14
2	<u>SERIES INFORMATION</u>	14
2.1	<u>Series Number</u>	14
2.2	<u>Description of the Records</u>	15
2.3	<u>Retention Periods</u>	15
2.4	<u>Storage</u>	16
2.5	<u>Final Disposition</u>	16
3	<u>ADMINISTRATIVE FUNCTIONS</u>	17
3.1	<u>HUMAN RESOURCES MANAGEMENT</u>	18
3.2	<u>PURCHASING: EQUIPMENT, SUPPLIES AND SERVICES</u>	28
3.3	<u>ACCOMMODATIONS AND MOVEABLE ASSETS MANAGEMENT</u>	30
3.4	<u>FINANCIAL MANAGEMENT</u>	39
3.5	<u>AUDIT MANAGEMENT</u>	47
3.6	<u>INFORMATION AND INFORMATION TECHNOLOGY MANAGEMENT</u>	50
3.7	<u>GENERAL ADMINISTRATION</u>	65
4	<u>ALPHABETIC LIST OF SERIES</u>	71

COMMON RECORD SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO

INTRODUCTION

A records schedule is an authorized document governing the retention and disposition of all records created by a public body. Within a schedule are record series and sub-series that describe records used in performing functions of a public body. Taken together, the records series and sub-series comprise a records schedule for the entire public body.

Government common records series describe records that are typically found in many public bodies. Public bodies that are subject to the *Archives and Recordkeeping Act, 2006* may adopt government common series with the approval of the Archivist of Ontario. The common series that are adopted form part of the public body's records schedule along with series and sub-series that are specific to the public body's programs and services.

Public bodies are encouraged to adopt as many common series as are appropriate for records created, collected and used in the performance of functions that are similar or identical across the Ontario government. If not adopted, public bodies must have in place specific series in their approved records schedule that describe records of the common administrative functions.

These common series can be found on the Archives of Ontario intranet site at [Click for the Archives of Ontario intranet site](http://intra.archives.mbs.gov.on.ca/) <http://intra.archives.mbs.gov.on.ca/>. Government agencies will find the common series through the Agency Network Solutions (AGNES) website at [Click for the Agency Network \(AGNES\) website](http://www.agnes.gov.on.ca/) <http://www.agnes.gov.on.ca/>

Authority

These series have been approved by the Archivist of Ontario in accordance with the *Archives and Recordkeeping Act, 2006*. This Act provides the Archivist with full authorization for retention and disposal of records that these series describe.

Scope and Adoption

These series cover records used to document the Government of Ontario's common administrative functions. They are applicable to all records regardless of their format or medium of storage.

In order to obtain approval of the Archivist of Ontario to include these series in its records schedule, the public body must prepare "Adoption of Government Common Schedule Series" template found in Appendix C of the *Government of Ontario Records Schedule Requirements* document. Send the completed template to recordkeeping@ontario.ca.

Questions about the use of these series should be directed to the Archives of Ontario, Recordkeeping Support Unit at 416-327-1600, toll free at 1-800-668-9933 or by email to recordkeeping@ontario.ca

COMMON RECORD SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO

Excluded Records

1.1.1 Transitory records

Transitory records are records of temporary usefulness in any format or medium, created or received by a public body in carrying out its activities, having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. They are of such short-term value that they are not required to meet legal or fiscal obligations, initiate, sustain, evaluate or provide evidence of decision-making, administrative or operational activities.

The *Common Records Schedule for Transitory Records of the Government of Ontario* authorizes the individual who created, received or is responsible for the transitory records to destroy them immediately when no longer used or actively referred to.

Note that transitory records are not the same as duplicate sets of records that are maintained by an office where there is a need to keep duplicate sets of records to serve a business purpose. These duplicate series are to be scheduled and not treated as transitory records

For more information about transitory records, consult the schedule for a detailed description of what constitutes a transitory record. Additional information can also be found in Recordkeeping Fact Sheet: The Fine Art of Destruction: Weeding Out Transitory Records on the Archives of Ontario's RIM Intranet site at [Click for the Archives of Ontario's RIM Intranet site](http://intra.archives.mbs.gov.on.ca/), <http://intra.archives.mbs.gov.on.ca/> or on AGNES at [Click for the Agency Network website \(AGNES\)](http://www.agnes.gov.on.ca/) <http://www.agnes.gov.on.ca/>

Excluded records as identified in series entries

These series do not apply to records explicitly excluded in the series descriptions described below.

SERIES INFORMATION

Series Number

Each series and sub-series described below represents a logical grouping of related records. Each has a unique number that includes the following:

The prefix GOV, indicating that the records are covered by the Government of Ontario Common Record Series for the Common Administrative Functions.

The acronym that identifies the public body. For example, for the Ministry of Natural Resources, individual employee files, GOV-[ACRONYM]-1000, would be series number GOV-MNR-1000.

- In cases where the records form part of a sub series, for example Ministry of Labour Orders, the sub-series number for MNR would be GOV-MNR-1600-80

COMMON RECORD SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO

These series numbers must be used when transferring records to the government records centre facilities or to the Archives of Ontario.

Description of the Records

Each records series and sub-series includes a description of the records. The description is not meant to be exhaustive. It is intended to indicate the function of the records, their subject contents and/or examples of typical types of documents, and the purpose for which they are used. Where required, the description also indicates records that are specifically excluded, and provides notes about particular limitations on the records.

To accommodate the variety of records typically maintained by the functions described in this document, the series have been somewhat generalized. It is understood that the series identified do not necessarily reflect the way that records are organized within any particular office. Each office will have its own file plan or system of organizing files, which will be far more detailed than the series identified here. Therefore, applying these series in a particular office will require some analysis of the existing filing system in order to determine which files or file classes fall within each series designated for retention purposes.

Retention Periods

Each series indicates a retention period that the records should be kept by the public body. The government common series should not be adopted if the public body requires a different retention period for a particular records series. Instead, a separate series specific to the public body should be prepared for those records. The new series will need to be approved by the Archivist of Ontario as part of the schedule for the public body.

The retention period begins when the file, or set of records, is closed. Criteria for closing a file are based on a trigger event. Sometimes the trigger event is the completion of a project or the resolution of an issue, when there is no further activity on the file. In other cases, the trigger event is more concrete, such as the termination of a contract or the superseding of a policy. For files of an ongoing nature, the end of a calendar or fiscal year may be treated as a trigger event that closes a file pertaining to that year. Once the trigger event occurs, the file is closed and retention period begins.

The following terms are used throughout the series:

Current Calendar Year (CCY): the current calendar year ends on December 31st

Current Fiscal Year (CFY): the current fiscal year ends on March 31st

Superseded or obsolete: a record is considered to be superseded or obsolete when it is replaced by a more current record (such as a new policy or procedure), or withdrawn from circulation.

COMMON RECORD SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO

Storage

Series descriptions do not specify a separate on-site and off-site retention; only the overall total retention period is given. Public bodies are free to determine their own on-site versus off-site storage periods and arrange transfer of paper and other hardcopy records to the Information Storage & Retrieval government records centre as necessary. Note, however, that storage at the records centre can only begin after the trigger event for the retention period has occurred.

Electronic records are *not* transferred to the government records centre, but kept by the public body until their full retention requirements have been met. They must be maintained in a fully readable and accessible format for their entire retention period.

Final Disposition

There are normally two types of disposition for records; transfer to Archives or destroy. All records described in the Common Record Series for the Administrative Functions have a “destroy” disposition.

Records in the custody of the Information Storage & Retrieval government record centre will be destroyed on behalf of the public body, and with their consent, at the end of the retention period. Electronic records retained by the public body should be deleted and then irretrievably destroyed at the end of the retention period.

Public bodies must ensure that non-transitory records destructions are documented. It is also the responsibility of the public body to ensure that all legal and operational requirements have been met before records are destroyed. No records may be destroyed where a request for access under the *Freedom of Information and Protection of Privacy Act* is pending, if the public body is aware of pending legal action, where a commission of inquiry or investigation requires the records as evidence, or where the Archivist of Ontario has imposed a temporary moratorium on records destruction.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

ADMINISTRATIVE FUNCTIONS

These series describe records created in the performance of the following administrative functions:

Human Resources Management (1000 to 1999)

Purchasing: Equipment, Supplies and Services (2000 to 2999)

Accommodations and Moveable Assets Management (3000 to 3999)

Financial Management (4000 to 4999)

Audit Management (5000 to 5999)

Information and Information Technology Management (6000 to 6999)

General Administration (7000 to 7999)

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

HUMAN RESOURCES MANAGEMENT

GOV-[ACRONYM]-1000	Individual Employee Files
GOV-[ACRONYM]-1000-10	Individual Employee Files – Program Area Copy
GOV-[ACRONYM]-1100	Job Positions and Classifications
GOV-[ACRONYM]-1150-10	Staffing – Competitions
GOV-[ACRONYM]-1150-20	Staffing – Unsolicited Applications
GOV-[ACRONYM]-1200	Hours of Work
GOV-[ACRONYM]-1250	Leave and Absenteeism
GOV-[ACRONYM]-1300	Payroll – Human Resources
GOV-[ACRONYM]-1400	Training and Development
GOV-[ACRONYM]-1450-10	Grievances and Arbitrations
GOV-[ACRONYM]-1450-20	Collective Agreements and Interpretations
GOV-[ACRONYM]-1450-30	Union Files
GOV-[ACRONYM]-1450-40	Strike Planning
GOV-[ACRONYM]-1600-10	Material Safety Data Sheets
GOV-[ACRONYM]-1600-20	Programs and Prevention
GOV-[ACRONYM]-1600-30	Control Measures
GOV-[ACRONYM]-1600-40	Accident and Incident Reports
GOV-[ACRONYM]-1600-50	Individual Claims – Workplace Safety and Insurance Board (WSIB)
GOV-[ACRONYM]-1600-60	Designated Substances Control Program Records
GOV-[ACRONYM]-1600-70	Occupational Health Centre – Employee Health Records
GOV-[ACRONYM]-1600-80	Ministry of Labour Orders
GOV-[ACRONYM]-1650-10	Employee Transition – Individual Employee Records
GOV-[ACRONYM]-1700	Workplace Discrimination and Harassment and Human Rights Employee Case Files

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1000	<p data-bbox="378 394 837 422">INDIVIDUAL EMPLOYEE FILES</p> <p data-bbox="378 449 1203 915">Records documenting the work history of classified, unclassified, and student employees. Records may include employee application and group insurance enrolment forms, authorities for appointment, oaths, and affirmations, letters of appointment, health information, Workplace Safety and Insurance Board (WSIB) information, return to work or employment accommodation plans, attendance support documentation, disciplinary letters, pension benefit information, accident information, grievance and appeal information (including grievance settlements/appeals), job security information, employment transition information, and return to work documents.</p> <p data-bbox="378 942 1203 1297">Also may include performance appraisals, medical surveillance records, designated substances control program records, personal protective equipment records, photographs, fingerprints and police background checks, exit records, authorizations for educational assistance, authorizations for payroll deductions, records related to employee leaves and absenteeism due to vacation, illness, or special leave, records relating to Long Term Income Protection (LTIP), and any other appropriate documentation.</p> <p data-bbox="378 1325 1203 1461"><u>Note:</u> Disciplinary letters must be pulled from the file and destroyed 3 years from the date of the letter, provided that the employee's personnel file has been clear of similar offences for the past three years.</p> <p data-bbox="378 1488 1203 1696"><u>Note:</u> Ministries should ensure that a suitable process exists to restrict access to individual employee health information, attendance support information, return to work plans, and employment accommodation plans (for example, by storing this information separately within files in sealable envelopes).</p> <p data-bbox="378 1724 1203 1858"><u>Note:</u> In most ministries all employee records are kept in a single employee file and are covered by the retention requirements indicated here. However, in some ministries certain records related to individuals may instead be kept</p>	Destroy CCY + 50 years after termination of employment

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	<p>in separate series, to which series entries found in the next few pages in this schedule then apply. These series include Workplace Safety and Insurance Board (WSIB), Accident Reports, Workplace Discrimination and Harassment and Human Rights Employee Case Files, and Grievances.</p> <p><u>Note:</u> All accidents and incidents involving lost time or health care are reported to the Workplace Safety and Insurance Board (WSIB).</p> <p><u>Excludes:</u> Records maintained by the Emergency Management and Security Branch of the Ministry of Government and Consumer Services pursuant to the Ontario Public Service Personnel Screening Checks Policy.</p>	
GOV- [ACRONYM]- 1000-10	<p>INDIVIDUAL EMPLOYEE FILES – PROGRAM AREA COPY</p> <p>The program area’s reference files on its employees.</p> <p><u>Note:</u> The official copy of employee records can be found in the Individual Employee Files (GOV-[ACRONYM]-1000) normally kept by each ministry’s Human Resources Division. Before destroying any files from this sub-series, ensure that there is a central file for the employee kept in the ministry’s Human Resources Division.</p>	<p>Destroy CCY + 2 years after employee no longer assigned to program area</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1100	<p>JOB POSITIONS AND CLASSIFICATIONS</p> <p>Records relating to the creation and documentation of job positions and job classifications in the OPS, including:</p> <p>Classification: Records documenting new job classifications, rejected classification requests, and the reclassification of existing positions, as well as job position descriptions and group and records relating to individual classification review procedures and appeals. Includes all classification categories.</p> <p>Establishment: Records relating to the establishment of individual positions, related human resources requirements, and position allocations. May also include rejected requests for the establishment of positions.</p> <p>STAFFING</p> <p>See sub-series below.</p>	Destroy CCY + 11 years after superseded
GOV- [ACRONYM]- 1150-10	<p>STAFFING – COMPETITIONS</p> <p>Records relating to staffing competitions. Includes requisite approvals to begin competitions, position descriptions, selection criteria, area of search documentation, internal and external job postings/advertisements, clearance number and date documentation, lists of candidates, interview schedules, and lists of selection board members. Also includes interview formats and questions, rating and ranking materials, candidates' written consent to check references, reference check information, applications for employment, interview reports, and correspondence with applicants, including offer or rejection letters where applicable.</p>	Destroy CCY + 6 years after position staffed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1150-20	<p>STAFFING – UNSOLICITED APPLICATIONS</p> <p>Records relating to resumes received by a program area, from individuals interested in employment with the public body, but not as the result of an announced staffing competition.</p> <p><u>Excludes:</u> Applications received in response to an advertised competition.</p>	<p>Destroy CCY + 2 year after resume is received</p>
GOV- [ACRONYM]- 1200	<p>HOURS OF WORK</p> <p>Records relating to methodologies, procedures, and agreements used in scheduling hours of work, including guidelines for flexible hours, job sharing, and early closing and overtime, as well as call-back agreements, and supporting documentation.</p>	<p>Destroy CCY + 10 years after guidelines are superseded or agreement expires</p>
GOV- [ACRONYM]- 1250	<p>LEAVE AND ABSENTEEISM</p> <p>Records relating to employee leaves, absenteeism, and vacation. Records may include reports and general program information.</p> <p><u>Excludes:</u> Employee personal information. See GOV-[ACRONYM]- 1000</p>	<p>Destroy CCY + 2 years after superseded</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1300	<p>PAYROLL – HUMAN RESOURCES</p> <p>Records relating to payroll, including:</p> <p>Payroll Registers and Reporting: Payroll registers, payroll reporting documentation, adjustments, and printouts.</p> <p>Payroll Deductions: Records detailing individual employees' deductions as well as working copies of rules and regulations used to calculate the various deductions from employee pay including deductions for the Canada Pension Plan, unemployment insurance, and income tax, as well as non-statutory deductions such as those for group insurance.</p> <p>Timesheets and Attendance Records: Records include timesheets, overtime sheets, time sheets for part-time employees, and attendance and absences registers.</p>	<p>Destroy CCY + 10 years after all administrative actions are completed</p>
GOV- [ACRONYM]- 1400	<p>TRAINING AND DEVELOPMENT</p> <p>Records relating to OPS staff training and development, including the planning and funding of training.</p> <p>LABOUR RELATIONS</p> <p>See sub-series below.</p>	<p>Destroy CCY + 2 year after all administrative actions are completed</p>
GOV- [ACRONYM]- 1450-10	<p>GRIEVANCES AND ARBITRATIONS</p> <p>Records relating to the administration of grievances, appeals arbitration, and adjudications within the OPS. Records found within the sub-series may originate from any of the various steps within the grievance and arbitration process from the filing of grievances through to the issuance of arbitration awards. Records include correspondence, copies of grievances, legal documentation, notes, decisions, and settlement documents.</p>	<p>Destroy CCY + 21 years after grievance is closed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1450-20	<p>COLLECTIVE AGREEMENTS AND INTERPRETATIONS</p> <p>Records relating to collective agreements and interpretations pertaining to OPS employees, including copies of signed collective agreements, union and ministry management proposals, correspondence, survey data, documentation regarding agreed upon items, and notes. Also includes interpretations and letters of understanding. Also includes non-collective agreement interpretations, and guidelines and policies relating to non-bargaining unit employees.</p> <p><u>Excludes:</u> Ministry of Labour Schedule 177R Collective Bargaining Agreements (superseded or cancelled).</p>	Destroy CCY + 20 years after the end of the contract or the document is superseded
GOV- [ACRONYM]- 1450-30	<p>UNION FILES</p> <p>Records pertaining to union-related matters within the OPS. May include general correspondence, union-related policies, minutes and agenda for ad hoc union/management meetings, current seniority lists, and union time off lists.</p>	Destroy CCY + 6 years after all administrative actions are completed
GOV- [ACRONYM]- 1450-40	<p>STRIKE PLANNING</p> <p>Records used in planning and delivering management responses to real or potential strikes by OPS staff, including copies of the official OPS management strike plan, individual ministry strike plans, management reviews, correspondence, notes, and copies of essential services agreements.</p> <p>HEALTH AND SAFETY</p> <p>See sub-series below.</p>	Destroy CCY + 8 years after end of strike, or CCY + 8 years after all administrative actions are completed
GOV- [ACRONYM]- 1600-10	<p>MATERIAL SAFETY DATA SHEETS</p> <p>Material Safety Data Sheets (MSDS).</p>	Destroy CCY + 2 years after superseded

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1600-20	PROGRAMS AND PREVENTION Records not found elsewhere in this series which relate to OPS workplace health and safety such as smoking policies and guidelines, documentation pertaining to first aid services, fire evacuation plans, inspections and audit records, safety bulletins and technical documents used for research.	Destroy CCY + 10 years after program terminated or replaced
GOV- [ACRONYM]- 1600-30	CONTROL MEASURES Records relating to the control of hazards, including engineering control documentation, work procedures and practices, and records pertaining to personal protective equipment.	Destroy CCY + 41 years after control is replaced or discarded and/or equipment is replaced
GOV- [ACRONYM]- 1600-40	ACCIDENT AND INCIDENT REPORTS Incident and accident reports and logs and other related records relating to incidents and accidents involving OPS employees. <u>Note</u> : This sub-series applies only in cases where ministries file these records separately from Individual Employee files or Workplace Safety and Insurance Board (WSIB) files. <u>Note</u> : All workplace accidents and incidents are reported to the WSIB.	Destroy CFY + 10 years after investigation completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1600-50	<p>INDIVIDUAL CLAIMS – WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)</p> <p>Records relating to individual claims made to the WSIB by OPS employees. These include Form 7, attending physician reports, benefits history documentation, current injury/accident details, accident investigation reports, WSIB reports, Health Information Program forms, and other health information, correspondence, return to work plans/certifications, employment accommodation plans, and WSIB appeals.</p> <p><u>Note:</u> This sub-series applies only in cases where ministries keep these records separate from the Individual Employee Files – GOV-[ACRONYM]- 1000.</p> <p><u>Note:</u> All accidents and incidents are reported to the WSIB.</p>	Destroy CFY + 50 years after termination of employment
GOV- [ACRONYM]- 1600-60	<p>DESIGNATED SUBSTANCES CONTROL PROGRAM RECORDS</p> <p>Records relating to the exposure of OPS employees to designated substances, including medical surveillance records, occupational hygiene testing results, and records relating to control measures for designated substances.</p> <p><u>Note:</u> This sub-series only applies in cases where ministries keep these records separate from Occupational Health Centre-Employee Health Records – GOV-[ACRONYM]- 1600-70.</p>	Destroy CCY + 42 years after designated substance is no longer used
GOV- [ACRONYM]- 1600-70	<p>OCCUPATIONAL HEALTH CENTRE – EMPLOYEE HEALTH RECORDS</p> <p>Occupational health centre records for OPS employees created, managed, and held by a licensed nurse and or physician.</p>	Destroy CCY + 50 years after termination of employment

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 1600-80	<p>MINISTRY OF LABOUR ORDERS</p> <p>Ministry of Labour orders and supporting documentation issued under the Occupational Health and Safety Act, which relate to Ontario government employees.</p> <p>EMPLOYMENT TRANSITION</p> <p>See sub-series below.</p>	Destroy CCY + 6 years after order expires
GOV- [ACRONYM]- 1650-10	<p>EMPLOYMENT TRANSITION – INDIVIDUAL EMPLOYEE RECORDS</p> <p>Records documenting the employment transition process for individual OPS employees under notice of layoff. Records include employee portfolios, employment transition letters, options sheets, offers/assignment letters, employee displacement documentation, direct assignment information, information on temporary or permanent assignments, notes, and exit documentation. Employees' job security entitlements may end for reasons ranging from resignation, retirement, and successful job placements, to rescission of notice.</p> <p><u>Note</u>: This sub-series applies only in cases where ministries keep these records separately from Individual Employee Files – GOV-[ACRONYM]-1000.</p>	Destroy CCY + 6 years after end of job security entitlements
GOV- [ACRONYM]- 1700	<p>WORKPLACE DISCRIMINATION AND HARASSMENT AND HUMAN RIGHTS EMPLOYEE CASE FILES</p> <p>Records relating to official complaints by OPS staff, including background material and histories, union correspondence, legal correspondence, and investigation reports.</p>	Destroy CCY + 10 years after case closed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

PURCHASING: EQUIPMENT, SUPPLIES AND SERVICES

GOV-[ACRONYM]-2000-10

Tendered Purchases

GOV-[ACRONYM]-2000-20

Other Purchases: Quotations and Purchase Orders

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	<p>PURCHASING</p> <p>See sub-series below.</p>	
<p>GOV- [ACRONYM]- 2000-10</p>	<p>TENDERED PURCHASES</p> <p>Records relating to the tendering process, including Requests for Proposal (RFPs), Requests for Quotations (RFQs), Requests for Information (RFIs), vendors' responses, proposals, tender submissions, tender specifications, advertisements, working papers, waivers, evaluation criteria, summaries, a signed copy of the legal agreement or contract, and post-delivery evaluations of vendor performance. Also may include debriefing documentation and records dealing with unsuccessful bids.</p>	<p>Destroy CFY + 7 years after expiration of contract</p>
<p>GOV- [ACRONYM]- 2000-20</p>	<p>OTHER PURCHASES: QUOTATIONS AND PURCHASE ORDERS</p> <p>Records relating to the purchase, lease, and rental of materials, equipment, vehicles, services, and supplies. Records include quotations, purchase orders, price comparisons, technical reports, product comparisons, service requests, approvals, requisitions, vendor of record agreements, standing agreements, local agreements, and single source agreements.</p>	<p>Destroy CFY + 7 years after all administrative actions are completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

ACCOMMODATIONS AND MOVEABLE ASSETS MANAGEMENT

GOV-[ACRONYM]-3020	Site Project Files
GOV-[ACRONYM]-3050-10	Acquisition – Buildings – Internal OPS Use – Case Files
GOV-[ACRONYM]-3100-10	Acquisition – Land – Case Files
GOV-[ACRONYM]-3100-20	Land Easements and Rights of Way
GOV-[ACRONYM]-3150-10	Alterations and Repairs – Buildings – Case Files
GOV-[ACRONYM]-3200-10	Construction – Buildings – Project Case Files
GOV-[ACRONYM]-3250-10	Disposal – Buildings – Case Files
GOV-[ACRONYM]-3300-10	Disposal – Land – Case Files
GOV-[ACRONYM]-3350	Accommodation Portfolio Management
GOV-[ACRONYM]-3400	Space Planning Management
GOV-[ACRONYM]-3400-10	Space Planning Management – Work Orders
GOV-[ACRONYM]-3450-10	Operations and Maintenance Files – Buildings and Properties
GOV-[ACRONYM]-3450-20	Inspections – Buildings and Properties
GOV-[ACRONYM]-3500	Parking Areas
GOV-[ACRONYM]-3700-10	Moveable Assets Inventorying
GOV-[ACRONYM]-3700-20	Moveable Assets Disposal and Surplus
GOV-[ACRONYM]-3750	Equipment Management Files
GOV-[ACRONYM]-3800	Supplies Management
GOV-[ACRONYM]-3850	Vehicles/Aircraft/Watercraft Asset Management
GOV-[ACRONYM]-3850-10	Licenses – Vehicles/Aircraft/Watercraft
GOV-[ACRONYM]-3900	Garbage Disposal and Recycling

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	<p>ACCOMMODATIONS AND MOVEABLE ASSETS MANAGEMENT</p> <p>See series below.</p>	
<p>GOV- [ACRONYM]- 3020</p>	<p>SITE PROJECT FILES</p> <p>Records relating to the administration of sites used for internal OPS accommodation. May include plans, site maps, space analyses, descriptions of leases, descriptions of programs, change in accommodation forms, correspondence, copies of Accommodation Project Initiation Requests (APIR), operation and maintenance agreements, environmental audits, and surplus declaration forms.</p> <p><u>Excludes:</u> Records held by the Ontario Realty Corporation (ORC).</p>	<p>Destroy CFY + 26 years after lease is terminated or the building is sold, destroyed, or otherwise disposed of, or after the building has otherwise ceased to be a government asset</p>
	<p>ACQUISITION – BUILDINGS – INTERNAL OPS USE</p> <p>See sub-series below.</p>	
<p>GOV- [ACRONYM]- 3050-10</p>	<p>ACQUISITION – BUILDINGS – INTERNAL OPS USE – CASE FILES</p> <p>Records relating to individual acquisitions of buildings and structures acquired for internal OPS use through transfer, lease, purchase or donation. Records include plans, drawings, specifications, and reports. Also may contain copies of original legal documents.</p> <p><u>Excludes:</u> Records held by the Ontario Realty Corporation (ORC); original legal documents which are filed in legal case files.</p>	<p>Destroy CFY + 26 years after lease is terminated or the building is sold, destroyed or otherwise disposed of, or after the building has otherwise ceased to be a government asset</p>
	<p>ACQUISITION – LAND</p> <p>See sub-series below.</p>	

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 3100-10	<p>ACQUISITION – LAND – CASE FILES</p> <p>Records relating to land acquired for internal OPS use through transfer or lease from a private sector source, including appraisal reports, correspondence, surveys, plans, drawings, and reports. Also may contain copies of original legal documents such as deeds.</p> <p><u>Excludes:</u> Records held by the Ontario Realty Corporation (ORC); original legal documents filed in legal case files; records relating to Crown land that has been leased out or sold, or that continues to be held by the Crown.</p>	<p>Destroy CFY + 20 years after land disposed of</p>
GOV- [ACRONYM]- 3100-20	<p>LAND EASEMENTS AND RIGHTS OF WAY</p> <p>Records pertaining to rights of way, easements, licenses, and leases where these records relate to land acquired for internal OPS purposes.</p> <p><u>Excludes:</u> Records held by the Ontario Realty Corporation (ORC); land easements and rights of way on Crown lands as well as documentation relating to acquisitions of Crown lands.</p>	<p>Destroy CCY + 26 years after release of rights</p>
	<p>ALTERATIONS AND REPAIRS – BUILDINGS</p> <p>See sub-series below.</p>	
GOV- [ACRONYM]- 3150-10	<p>ALTERATIONS AND REPAIRS – BUILDINGS – CASE FILES</p> <p>Records relating to <i>minor</i> alterations and repairs of individual base buildings, facilities, and structures used for internal OPS purposes, and to tenant and leasehold improvements on these buildings, facilities and structures. Records include job requisitions, working papers, and copies of invoices. Also may contain copies of original legal documents.</p> <p><u>Excludes:</u> Original legal documents filed in legal case files; records held by Ontario Realty Corporation (ORC).</p>	<p>Destroy CCY + 6 years after project completed or warranties expired</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	CONSTRUCTION – BUILDINGS See sub-series below.	
GOV- [ACRONYM]- 3200-10	CONSTRUCTION – BUILDINGS – PROJECT CASE FILES Records relating to the planning, design, and construction of individual government buildings, facilities, and structures. Also included are records dealing with major alterations, renovations or additions to existing buildings and structures as well as demolitions of buildings or structures. Records include planning and design documentation, copies of tenders, and implementation documents. Also may contain copies of original legal documents. <u>Excludes:</u> Original legal documents filed in legal case files; records held by Ontario Realty Corporation (ORC).	Destroy CFY + 9 years after building disposed of
	DISPOSAL – BUILDINGS See sub-series below.	
GOV- [ACRONYM]- 3250-10	DISPOSAL – BUILDINGS – CASE FILES Records relating to the disposal of government buildings, facilities, and structures through sale. May include sale records, tender records, and copies of financial documents, as well as copies of other original legal documents. <u>Excludes:</u> Original legal documents filed in legal case files; records held by Ontario Realty Corporation (ORC).	Destroy CFY + 19 years after building disposed of
	DISPOSAL – LAND See sub-series below.	

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
<p>GOV- [ACRONYM]- 3300-10</p>	<p>DISPOSAL – LAND – CASE FILES</p> <p>Records relating to the disposal of government land through sale or transfer. Consists of records such as surveys, property descriptions, titles, correspondence, copies of deeds, reports and recommendations to Cabinet, and copies of financial documents. Also may contain copies of other original legal documents such as assignments of leases.</p> <p><u>Excludes:</u> Records held by the Ontario Realty Corporation (ORC); original legal documents filed in legal case files; records relating to the disposition and alienation of Crown lands.</p>	<p>Destroy CFY + 19 years after land disposed of</p>
<p>GOV- [ACRONYM]- 3350</p>	<p>ACCOMMODATION PORTFOLIO MANAGEMENT</p> <p>Records relating to accommodation portfolio management of property, land or buildings that are government-owned or leased from a third party and that are used to house ministries, agencies, boards or commissions. Included are:</p> <p>Inventories: Real property inventories, and land, building, occupation, and space inventories.</p> <p>Surplus Declaration Inventories: Records of surplus properties reconciled against the Charging for Accommodations (CFA) fund.</p> <p>Changes in Accommodation Documentation: Records which document changes in space allotments and track accommodation changes, including surplus declarations and transactional reports documenting changes between ministries and landlords. Also may include the official sign-off declaring that land or a building is surplus to the needs of government</p> <p>Accommodation Project Initiation Requests (APIRs): Ministry requests submitted to the Ontario Realty Corporation (ORC) for capital work.</p>	<p>Destroy CFY + 15 years after all administrative actions are completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 3400	SPACE PLANNING MANAGEMENT Records consisting of standards for space allocation, floor configurations, records documenting movement within buildings, records documenting retrofit management, floor plans, redesign records, and records relating to furniture management. Also may include copies of work orders.	Destroy CFY + 2 year after superseded / space redesigned / plan updated or changed
GOV- [ACRONYM]- 3400-10	SPACE PLANNING MANAGEMENT – WORK ORDERS Original work orders.	Destroy CFY + 7 years after all administrative actions are completed
	MAINTENANCE – BUILDINGS AND PROPERTIES See sub-series below.	
GOV- [ACRONYM]- 3450-10	OPERATIONS AND MAINTENANCE FILES – BUILDINGS AND PROPERTIES Records relating to the operation and maintenance of government buildings, facilities, and structures including janitorial and cleaning services, grounds maintenance, and activities are pertaining to mechanical systems and utilities. Utility systems include air conditioning, ventilation, heating, other environmental control systems, lighting and electrical systems, water, and plumbing systems. Grounds maintenance includes the maintenance of the grounds around buildings and properties. Records include copies of invoices, correspondence, copies of work orders, contracts, and service agreements, and occupancy agreements outlining divisions of responsibilities.	Destroy CFY + 7 years after the contract is terminated or not renewed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 3450-20	INSPECTIONS – BUILDINGS AND PROPERTIES Records relating to the inspection of leased and owned government buildings, facilities, structures, and properties. Examples include reports and records relating to elevator maintenance and inspection, fire prevention and related inspections, and structural inspections.	Destroy CCY + 8 years after inspection completed
GOV- [ACRONYM]- 3500	PARKING AREAS Records relating to the administration of parking areas. Consists of records documenting the allotment of parking spaces for government and employee vehicles.	Destroy CCY + 2 years after all administrative actions are completed
	MOVEABLE ASSETS CONTROL See sub-series below.	
GOV- [ACRONYM]- 3700-10	MOVEABLE ASSETS INVENTORYING Records relating to the control of moveable assets such as furniture and equipment through the various stages of receipt, storage, inventorying, and issuing. Records include inventory reports and transfer vouchers.	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 3700-20	MOVEABLE ASSETS DISPOSAL AND SURPLUS Records relating to the transfer or disposal of moveable assets through sale, disposal, condemnation, destruction, and write-off. Records include sale authorization documents, surplus furniture and equipment lists, disposal vouchers, and tendering documents, including those related to the disposal of vehicles.	Destroy CFY + 7 years after disposal of asset

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 3750	EQUIPMENT MANAGEMENT FILES Records relating to the maintenance and repair of equipment such as photocopiers, audio-visual equipment, fax machines, and other telecommunications equipment and services, including telecommunications lines. Also includes computers, furniture, and warehouse equipment such as weigh scales. Records include work orders, copies of purchase orders, technical specifications, and vendor literature.	Destroy CFY + 7 years after equipment replaced or disposed of
GOV- [ACRONYM]- 3800	SUPPLIES MANAGEMENT Records relating to the request, approval, and issue of supplies such as stationery, forms, and parts. Includes stockroom requisitions and technical specifications,	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 3850	VEHICLES/ AIRCRAFT/ WATERCRAFT ASSET MANAGEMENT Records relating to the use, maintenance, and repair of government-owned and leased vehicles such as aircraft, cars, bicycles, snowmobiles, all-terrain vehicles, trucks, vans, tractors, and watercraft. Includes work orders, operating standards, inspection reports, storage regulations, and maintenance records as well as technical specifications, equipment catalogues, and vendor literature, which have been filed for ongoing program functions. Also may include copies of purchase orders, copies of vehicle insurance policies (if kept within the same file and considered part of the vehicle management function) and accident records relating to a specific vehicle. <u>Note:</u> Aircraft flight and maintenance records must be transferred to the new owner (required by Transport Canada. Reg. –Canadian Aviation Regulations CARs 571, 605 and associated standards	Destroy CFY + 7 years after vehicle replaced or disposed of

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 3850-10	LICENSES – VEHICLES/ AIRCRAFT/ WATERCRAFT Copies of licenses required to operate vehicles, aircraft, and watercraft.	Destroy CCY + 2 years after license expires
GOV- [ACRONYM]- 3900	GARBAGE DISPOSAL AND RECYCLING Records relating to internal government waste management programs-- for example, recycling, shredding, garbage pick-up, and waste reduction programs. Includes garbage pick up location lists, complaints records, internal/external inquiries, and program promotion records. <u>Excludes:</u> Records relating to the control of hazardous waste and waste management programs delivered to the public.	Destroy CCY + 3 years after all administrative actions are completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

FINANCIAL MANAGEMENT

GOV-[ACRONYM]-4050	Budgets and Allocations
GOV-[ACRONYM]-4100	Source Documents
GOV-[ACRONYM]-4150	Public Accounts and Write-Offs
GOV-[ACRONYM]-4200	Accounts Payable
GOV-[ACRONYM]-4250	Accounts Receivable
GOV-[ACRONYM]-4350	Reconciliations – Financial Control
GOV-[ACRONYM]-4400	Financial Reporting
GOV-[ACRONYM]-4450	Payroll – Financial
GOV-[ACRONYM]-4500	Employee Accommodation Applications for Funding
GOV-[ACRONYM]-4550	Banks and Banking
GOV-[ACRONYM]-4600	Special Purpose Accounts
GOV-[ACRONYM]-4650	Governmental Grants – Financial Records
GOV-[ACRONYM]-4800	Purchasing Cards – Administration

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 4050	FINANCIAL MANAGEMENT	Destroy CFY + 10 years after all administrative actions are completed
	See series below.	
	BUDGETS AND ALLOCATIONS Records held within program areas of a public body that are created and used during the process of preparing budgets and allocations for the program area for a fiscal year. Allocation Planning: Records relating to the development of program area budgets and allocations for a fiscal year, including final budgets and all directly related working papers and backup documentation. Calendarizations: Records used to forecast planned budget expenditures and anticipated revenue streams over the course of the fiscal year. Financial Statements: Financial records related to a fiscal year, including balance sheets, income statements, financial statements, and year-end working papers. <u>Excludes:</u> Records described in the Policy and Planning Common Series PP– 4200 relating to the government-wide business and fiscal planning process such as development of results-based planning submissions and Management Board or Treasury Board submissions.	

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 4100	<p>SOURCE DOCUMENTS</p> <p>Records relating to accounting transactions, including:</p> <p>Requisitions for Payment: Accounting records documenting expenditures, reimbursements of accountable advances, and revenue refund payments.</p> <p>Cancelled Cheque Advice Forms: Accounting records documenting the cancellation of issued cheques.</p> <p>Cash Journal Entries: Accounting records documenting adjustments affecting Consolidated Revenue Fund bank accounts.</p> <p>Analyses of Revenue/Expenditure Refunds: Accounting records documenting the deposit of funds to Consolidated Revenue Fund bank accounts.</p> <p>Daily Deposit Control Reports: Accounting records documenting the direct deposit of funds to Consolidated Revenue Fund bank accounts.</p> <p>Returned Cheques Control Reports: Accounting records documenting the automated return/debit of non-negotiable items originally deposited to Consolidated Revenue Fund bank accounts.</p> <p>Direct Payments and Bank Transfer Advice: Accounting records documenting direct payments and bank transfers and transactions by the Ontario Financing Authority.</p>	<p>Destroy CFY + 7 years after all administrative actions are completed</p>
GOV- [ACRONYM]- 4150	<p>PUBLIC ACCOUNTS AND WRITE-OFFS</p> <p>Records held by public bodies (excluding central agencies) relating to public accounts and write-offs.</p> <p><u>Excludes:</u> Records in the custody of Cabinet Office or the Ministry of Finance Treasury Board Office.</p>	<p>Destroy CFY + 7 years after all administrative actions are completed</p> <p><u>Note:</u> If program is being audited, retention begins after audit is completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

**GOV-
[ACRONYM]-
4200**

ACCOUNTS PAYABLE

Records relating to accounts payable, including:

Advances: Records relating to the control and documentation of advances and approvals for travel, education, and for petty cash. Records include petty cash statements, requests and approvals for educational advances, and records relating to travel advances.

Allowances and Expenses: Records relating to expenses, allowances, and approvals for travel, cars, and credit cards, including out-of-province travel. Records include credit cards statements, gas and taxi chits, and expense claim forms.

Accounts Payable – Cheque Production Lists: Pay lists

Accounts Payable – Cancelled Cheques: Cheques, cheque stubs, cheque-matching documents, returned cheques, etc.

Interministry and Intraministry Journals /

Chargebacks: Journal entries documenting interministry and intraministry financial transactions.

Payables: Records relating to payable accounts that the government owes for goods or services received, including original invoices, correspondence, billings, packing slips, copies of financial transactions and other supporting documentation.

Purchase Orders: Copies of purchase orders, including blanket purchase orders and related correspondence and backup documentation.

Purchasing Cards – Employees: Purchasing card logs, approved individual monthly statements, invoices, packing slips, and supporting documentation.

Accounts Payable – Reporting: Computer reports and ledgers, including cheque registers, reports, and other monthly/annual summaries of payables.

Requisitions for Payment: Advice forms and original signed requisitions for payment.

Accounts Payable – Vouchers: Completed journal voucher forms, input forms, and background

Destroy **CFY + 7 years** after all administrative actions are completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

documentation used to substantiate journal entries. Also includes other completed voucher forms, input forms, and all background documentation used to substantiate journal entries.

**GOV-
[ACRONYM]-
4250**

ACCOUNTS RECEIVABLE

Records relating to receivable accounts, including:

Cash/Official Receipts: Written receipts, cash register tapes, and bank deposit slips.

Accounts Receivable – Cheques and Cheque Stubs: Cheques, cheque stubs, cheque-matching documents, and returned cheques. Includes records used in processing returned (NSF) cheques.

Deposits: Deposit slips and daily deposit reports.

Accounts Receivable – Interministry and Intraministry Journals/Chargebacks: Records of financial transfers between and or within ministries.

Invoice Records: Internal or external invoices provided for services rendered by a public body for sale of goods.

Accounts Receivable – Revenues – Receipt Books: Receipts issued by the Province, cash stubs, daily deposit sheets, cash receipt reports/ledger sheets and original receipt books.

Accounts Receivable - Reporting: Reports and ledgers such as ageing reports, cash receipt journals, billing registers, cash reconciliations, and any other monthly/annual reporting of receivables.

Accounts Receivable - Revenues: Records of a general nature relating to the generation of revenues received by the government resulting from the sale of goods or services such as from licenses and permits.

Accounts Receivable - Vouchers: Completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries. Also includes other completed voucher forms, input forms, and all background documentation used to substantiate journal entries.

Destroy **CFY + 7
years** after all
administrative
actions are
completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

GOV- [ACRONYM]- 4350	<p>RECONCILIATIONS – FINANCIAL CONTROL</p> <p>Records relating to financial control through reconciliations, including bank reconciliations, reconciliations of central accounts with the Ministry of Finance, purchasing card reconciliations, and internal ministry reconciliations relating to payrolls, benefits, etc. Also may include correspondence with field offices.</p> <p><u>Note:</u> Ministry of Government and Consumer Services holds the official record for all Central Revenue Fund bank reconciliations.</p>	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 4400	<p>FINANCIAL REPORTING</p> <p>Records held by public bodies (excluding central agencies) relating to financial reporting including interim/year end summaries, detailed account listings, trial balances, payroll accounts analyses, master account listings, and public accounts submissions.</p> <p><u>Excludes:</u> Records in the custody of Cabinet Office and Ministry of Finance Treasury Board Office.</p>	Destroy CFY + 8 years after all administrative actions are completed
GOV- [ACRONYM]- 4450	<p>PAYROLL – FINANCIAL</p> <p>Financial/accounting records relating to employee salaries/wages and benefits, including:</p> <p>Central Accounts to CORPAY Interface: Reports relating to CORPAY bi-weekly payroll.</p> <p>Financial Controls (PAR File): Extract reports produced by CORPAY</p> <p>IPPEB to Central Accounts Interface: Reports related to monthly employer benefit chargebacks and manual chargebacks.</p>	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 4500	<p>EMPLOYEE ACCOMMODATION APPLICATIONS FOR FUNDING</p> <p>Program guidelines and accompanying forms, ministry applications and proposals, financial requests, approval and non-approval letters, inter/internal ministry correspondence on funding issues, and other backup material.</p>	Destroy CCY + 7 years after application approved or rejected

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

GOV- [ACRONYM]- 4550	BANKS AND BANKING Records relating to banks and banking, including bank statements, records relating to the establishment and maintenance of bank accounts, correspondence regarding bank accounts, month end reports, bank books, accounts payable vouchers, cash receipts, and returned cheques.	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 4600	SPECIAL PURPOSE ACCOUNTS Records relating to the establishment and operation of specialized fund accounts (special purpose or trust accounts) such as reserve funds for contingencies, future capital projects, and mine reclamation and business recovery funds. These accounts may be established by an Order-in-Council.	Destroy CFY + 7 years after all administrative actions are completed
GOV- [ACRONYM]- 4650	GOVERNMENTAL GRANTS – FINANCIAL RECORDS Records held by public bodies (excluding central agencies) relating to governmental grants of money, including: Governmental Grants – Received – Financial Records: Records relating to grants of money received by ministries, agencies, boards, and commissions from the Federal Government. Also includes grants received by the province via reciprocal provincial agreements and from municipalities. Governmental Grants – Given: Records relating to financial administration of the disbursement of grants given to outside organizations, agencies, individuals, and governmental agencies. <u>Excludes:</u> Program records relating to the administration of grant applications, records in the custody of Cabinet Office and the Ministry of Finance Treasury Board Office.	Destroy CFY + 8 years after final receipt or payment of grant

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

**GOV-
[ACRONYM]-
4800**

PURCHASING CARDS – ADMINISTRATION

Records relating to purchasing cards, such as original applications, signed acknowledgement forms, change of address records, name changes, lists of cardholders, and lists of cancelled cards. Cards include Visa, MasterCard, Amex, Bell, and any other cards accepted or used by the OPS.

Destroy **CFY + 7 years** after card expires, is replaced or cancelled, or after termination of employment

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

AUDIT MANAGEMENT

GOV-[ACRONYM]-5050

Audits, Compliance Reviews and Projects

GOV-[ACRONYM]-5060

Special Circumstance Audits, Compliance Reviews and
Projects

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	<p>AUDIT MANAGEMENT</p> <p>See series below.</p>	
<p>GOV- [ACRONYM]- 5050</p>	<p>AUDITS, COMPLIANCE REVIEWS AND PROJECTS</p> <p>Records relating to audits and reviews of procedures, programs, systems, purchase agreements, and financial accounts as well as to fraud investigations, special investigations, consulting engagements, and control self assessments, including:</p> <p>Auditor General’s Reports and Working Papers: Reports from the Auditor General of Ontario and related working papers held by ministries and agencies. Also includes correspondence and any follow-up documentation, reports, responses, and related records.</p> <p>Internal Audits: Internal audit and compliance reports and working papers. These audits include financial and non-financial audits, for example, compliance reviews focusing on program procedures. Also includes records pertaining to VFM (Value-For-Money) audits, fraud investigations, special investigations, audits of consulting engagements, and control self-assessment projects. Contains audit program documentation, working documentation, draft memoranda, correspondence, and copies of final audit reports.</p> <p>IT Audits: Information system audits such as IT audits and integrated audits (IT and financial). Includes completed IT audit working paper files containing audit program documentation, work documentation, draft memoranda, correspondence, and copies of final audit reports.</p> <p>Audits and Compliance Reviews – Other Audits and Reviews: Reports from the external companies on, for example, ministry processes and procedures.</p> <p><u>Excludes:</u> Audits of extra-government agencies and records in the custody of the Auditor General of Ontario.</p>	<p>Destroy CFY + 6 years</p> <p><u>Note:</u> retention is calculated from the finalized superseded or subsequent audit</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
<p>GOV- [ACRONYM]- 5060</p>	<p>SPECIAL CIRCUMSTANCE AUDITS, COMPLIANCE REVIEWS AND PROJECTS</p> <p>Records relating to audits and reviews of procedures, programs, systems, purchase agreements, and financial accounts as well as to fraud investigations, special investigations, consulting engagements, and control self assessments, where the audit is a one-time activity and not part of an on-going process.</p> <p>May include: reports from the Auditor General of Ontario and related working papers held by ministries and agencies. Also includes correspondence and any follow-up documentation, reports, responses, and related records.</p> <p>Internal Audits: Internal audit and compliance reports and working papers. These audits include financial and non-financial audits, for example, compliance reviews focusing on program procedures. Also includes records pertaining to VFM (Value-For-Money) audits, fraud investigations, special investigations, audits of consulting engagements, and control self-assessment projects. Contains audit program documentation, working documentation, draft memoranda, correspondence, and copies of final audit reports.</p> <p>IT Audits: Information system audits such as IT audits and integrated audits (IT and financial). Includes completed IT audit working paper files containing audit program documentation, work documentation, draft memoranda, correspondence, and copies of final audit reports.</p> <p>Audits and Compliance Reviews – Other Audits and Reviews: Reports from the external companies on, for example, ministry processes and procedures.</p> <p><u>Excludes:</u> Audits of extra-government agencies and records in the custody of the Auditor General of ontario.</p>	<p>Destroy CFY + 6 years after audit completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

INFORMATION AND INFORMATION TECHNOLOGY MANAGEMENT

GOV-[ACRONYM]-6100	Information Resource Management
GOV-[ACRONYM]-6150	Information Technology Architecture
GOV-[ACRONYM]-6200-10	IT/Systems Project Management
GOV-[ACRONYM]-6200-20	IT/Systems Planning and Analysis
GOV-[ACRONYM]-6200-30	IT/Systems Contract Management
GOV-[ACRONYM]-6200-40	IT/Systems Design
GOV-[ACRONYM]-6200-50	IT/Systems Construction
GOV-[ACRONYM]-6200-60	IT/Systems Testing
GOV-[ACRONYM]-6200-70	IT/Systems Deployment
GOV-[ACRONYM]-6250	Database Administration
GOV-[ACRONYM]-6250-10	Capacity Planning
GOV-[ACRONYM]-6250-20	Database Planning, Design, and Development
GOV-[ACRONYM]-6250-30	Database Maintenance
GOV-[ACRONYM]-6250-40	Performance Monitoring and Evaluation
GOV-[ACRONYM]-6300	IT/Systems Maintenance – Change, Enhancements, and Modifications
GOV-[ACRONYM]-6350	IT/Systems Operations
GOV-[ACRONYM]-6350-10	IT/Systems Operating Procedures
GOV-[ACRONYM]-6400	Network Management
GOV-[ACRONYM]-6450	End-User Support
GOV-[ACRONYM]-6450-10	End-User Support Statistics
GOV-[ACRONYM]-6500	IT/Systems Security and Reliability
GOV-[ACRONYM]-6550-20	Disaster Planning and Recovery – Incident Files
GOV-[ACRONYM]-6600	IT/Systems Reports
GOV-[ACRONYM]-6600-10	Activity, Maintenance and Verification Reports

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

GOV-[ACRONYM]-6650-10	Telecommunications System Files
GOV-[ACRONYM]-6650-20	Design Applications on Voice Mail and IVR (Interactive Voice Response)
GOV-[ACRONYM]-6650-30	Telecommunications Inventories
GOV-[ACRONYM]-6650-40	Telecommunications Service Requests
GOV-[ACRONYM]-6700-10	Forms Management – Case Files
GOV-[ACRONYM]-6750	Manuals Management
GOV-[ACRONYM]-6800-10	Records Schedules and Series
GOV-[ACRONYM]-6800-20	Active Records Lists/ File Classification Plans
GOV-[ACRONYM]-6800-30	Records Transfer Documentation
GOV-[ACRONYM]-6800-40	Records Destruction and Disposal Notices
GOV-[ACRONYM]-6850-10	Library Accessioning and Cataloguing
GOV-[ACRONYM]-6850-20	Library Acquisitions
GOV-[ACRONYM]-6850-30	Library Circulation
GOV-[ACRONYM]-6850-40	Library Reference
GOV-[ACRONYM]-6900-10	Freedom of Information and Protection of Privacy (FIPPA) Case Files
GOV-[ACRONYM]-6900-20	Freedom of Information and Protection of Privacy (FIPPA) Program Support
GOV-[ACRONYM]-6950-10	Personal Health Information Protection (PHIPA) Case Files
GOV-[ACRONYM]-6950-20	Personal Health Information Protection (PHIPA) Program Support

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	<p>INFORMATION AND INFORMATION TECHNOLOGY MANAGEMENT</p> <p>See series below.</p>	
<p>GOV- [ACRONYM]- 6100</p>	<p>INFORMATION RESOURCE MANAGEMENT</p> <p>Records relating to the management and control of data as a shared resource. Includes records relating to planning and strategies for information systems, as well as information needs analyses carried out to ensure that data collected and retained addresses statutory, financial, program, and management functions.</p> <p>This series also includes records pertaining to multi-office systems, ministry-wide or agency-wide information models (data modelling, data dictionaries, and strategy), and data administration projects encompassing more than one system (including records relating to planning and control, conceptual design, data integrity, definition of data resources, and sharing/conversion of data). Also includes strategic plans.</p>	<p>Destroy CCY + 7 years after superseded or project completed</p>
<p>GOV- [ACRONYM]- 6150</p>	<p>INFORMATION TECHNOLOGY ARCHITECTURE</p> <p>Records relating to information technology architecture and standards. Includes records documenting planning and strategies for information systems technology as well as research and evaluations relating to new technologies. Also includes records relating to information technology architecture projects.</p> <p>IT/SYSTEMS DEVELOPMENT</p> <p>See sub-series below.</p>	<p>Destroy CCY + 3 years after superseded</p>
<p>GOV- [ACRONYM]- 6200-10</p>	<p>IT/SYSTEMS PROJECT MANAGEMENT</p> <p>Records relating to the management of system development projects, including project evaluations, status reports, progress reports, and project sign-offs.</p>	<p>Destroy CCY + 7 years after project completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6200-20	IT/SYSTEMS PLANNING AND ANALYSIS Records relating to systems planning and systems requirement analysis, including business area analyses, feasibility studies, questionnaires, interview notes, and data requirements.	Destroy CCY + 7 years after project planning completed
GOV- [ACRONYM]- 6200-30	IT/SYSTEMS CONTRACT MANAGEMENT Records relating to contract management, such as copies of original contracts, Requests For Information (RFIs), Requests For Proposals (RFPs), and copies of selection documentation. Includes records relating to contracted systems development, service contracts and agreements for systems maintenance, intergovernmental partnership agreements, partnership agreements with the private sector, service level agreements, and related correspondence. Also includes incident reports and other records as they related to vendor performance.	Destroy CFY + 7 years after contract is terminated or not renewed
GOV- [ACRONYM]- 6200-40	IT/SYSTEMS DESIGN Records relating to system hardware and software design and system architecture, including system specifications, and application and data design documents.	Destroy CCY + 7 years after the elements comprising the system being designed are superseded

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6200-50	IT/SYSTEMS CONSTRUCTION Records relating to the construction of systems including documentation pertaining to source codes, programming, hardware and software, installation, etc	Destroy CCY + 7 years after the database has been fully decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system
GOV- [ACRONYM]- 6200-60	IT/SYSTEMS TESTING Records relating to testing the functionality of systems, including test plans, the results and analyses of tests carried out on systems, and test data and user acceptance test signoffs.	Destroy CCY + 7 years after testing documentation superseded
GOV- [ACRONYM]- 6200-70	IT/SYSTEMS DEPLOYMENT Records documenting the assignment of user privileges and the steps required to bring systems online once testing is complete.	Destroy CCY + 7 years after superseded or obsolete

DATABASE ADMINISTRATION

See sub-series below.

Note: the following sub-series are generally intended for centrally managed databases for which database administration requires specialized documentation. These typically feature decentralized access through more than one IT system (such as in the case of distributed databases) through, for example, client servers and specialized databases forming part of the larger system.

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6250-10	CAPACITY PLANNING Records such as reports, statistics, and specifications relating to system capacity planning.	Destroy CCY + 2 years after superseded or obsolete
GOV- [ACRONYM]- 6250-20	DATABASE PLANNING, DESIGN AND DEVELOPMENT Records relating to the planning, design, and development of databases.	Destroy CCY + 7 years after database has been fully decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system
GOV- [ACRONYM]- 6250-30	DATABASE MAINTENANCE Records relating to database maintenance including maintenance scheduling and the purging of old data. May include copies of operations manuals.	Destroy CCY + 7 years after database has been fully decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6250-40	PERFORMANCE MONITORING AND EVALUATION Records relating to performance testing and evaluation and to the optimization of database management systems.	Destroy CCY + 2 years after testing and evaluation have been completed
GOV- [ACRONYM]- 6300	IT/SYSTEMS MAINTENANCE – CHANGE, ENHANCEMENTS AND MODIFICATIONS Records relating to the maintenance of, and changes and enhancements to automated systems and software. Records documenting the correction of software defects, requests for enhancements or changes to systems and hardware, and modifications made to accommodate changes in hardware to speed up the operational aspects of a system or to reflect other changes in user requirements. May also include upgrade planning and implementation and next release documentation.	Destroy CCY + 6 years after system is superseded or obsolete
GOV- [ACRONYM]- 6350	IT/SYSTEMS OPERATIONS Records documenting the ongoing operation of information systems, including the management and co-ordination of day-to-day activities such as data entry and data processing tasks. Also may include records relating to problems and incidents, and to disk and tape space management, as well as other information concerning the monitoring and control of large systems.	Destroy CCY + 2 years after all administrative actions are completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6350-10	IT/SYSTEMS OPERATING PROCEDURES Records consisting of records documenting procedures necessary to the ongoing operation of systems.	Destroy CCY + 7 years after database has been fully decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system
GOV- [ACRONYM]- 6400	NETWORK MANAGEMENT Records relating to network maintenance and management within and between agencies, regions, districts, or branches. Includes records documenting the day-to-day management of local-area networks (LANs), wide-area networks (WANs), and other types of computer networks.	Destroy CCY + 2 years after all administrative actions are completed
GOV- [ACRONYM]- 6450	END-USER SUPPORT Records relating to the provision of support services to end-users of information systems and technology. Includes records related to the establishment and operation of help desk services, including inquiry logs, and escalations. In addition, it includes records related to customized information retrieval services provided to end-users for systems which do not directly support client needs (ad-hoc reports, queries, etc.). It also includes records related to the provision of training (user orientation, etc.).	Destroy CCY + 2 years after all administrative actions are completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6450-10	END-USER SUPPORT STATISTICS Records consisting of help desk statistics, end user statistics, surveys, reports, and other related records used to support business planning relating to end user support.	Destroy CCY + 3 years after all administrative actions are completed
GOV- [ACRONYM]- 6500	IT/SYSTEMS SECURITY AND RELIABILITY Records used in safeguarding the security and reliability of automated information systems. Includes security standards, copies of disaster recovery plans as they relate specifically to electronic records, and backup and recovery procedures. Also includes access to mainframe requests, work requests, daily mainframe security logs, and resource material relating to technology used by users. DISASTER PLANNING AND RECOVERY See sub-series below.	Destroy CCY + 7 years after superseded
GOV- [ACRONYM]- 6550-20	DISASTER PLANNING AND RECOVERY – INCIDENT FILES Records documenting disaster incidents as they relate to information technology and electronic records, and the steps taken to remedy the situation to the satisfaction of all concerned parties. Records include incident reports, correspondence, and reviews.	Destroy CCY + 6 years after incident is resolved to the satisfaction of all parties

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6600	<p>IT/SYSTEMS REPORTS</p> <p>Reports and statistics of a purely administrative nature produced and used exclusively in the management of computing systems, including:</p> <p>Routine Incident Reports: Routine computer-generated incident reports used to monitor and control the activity of automated information systems.</p> <p>Other Reports: All other system reports that assist in the monitoring and control of automated information systems.</p> <p><u>Note:</u> This series does not apply to reports created by systems to directly support delivery of public programs or services or to support program, policy, or legislative development. The retention and disposal of these records should be controlled through the appropriate entry in these series if they pertain to an administrative function or through an appropriate series added to a ministry records schedule if they instead relate to the delivery of public programs or services or to program, policy, or legislative development. If an appropriate series for these latter functions does not exist it should be developed. Consult with the records management personnel responsible for your public body for assistance.</p> <p><u>Excludes:</u> Incident reports which relate to disaster incidents.</p>	<p>Destroy CCY + 2 years after all administrative actions are completed</p>
GOV- [ACRONYM]- 6600-10	<p>ACTIVITY, MAINTENANCE AND VERIFICATION REPORTS</p> <p>Computer-generated activity/usage reports created at regular intervals (typically daily, weekly, or monthly) to monitor and control the activity of automated information systems. Also may include reports relating to the maintenance of automated information systems and reports used to monitor and control the activity of automated information systems.</p>	<p>Destroy CCY + 2 years after superseded</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
	TELECOMMUNICATIONS See sub-series below	
GOV- [ACRONYM]- 6650-10	TELECOMMUNICATIONS SYSTEM FILES Records relating to the development and operation of telecommunications systems such as voice mail, switches (PBX), and small electronic key systems (EKTS). Records may include a letter of intent, related correspondence, quotes, implementation documentation, inventories, cut-off notices, changes, and cost recovery records. Records relate to specific contracts or projects and document the life cycle of the telecommunications system.	Destroy CCY + 8 years after the system is superseded or replaced
GOV- [ACRONYM]- 6650-20	DESIGN APPLICATIONS ON VOICE MAIL AND IVR (INTERACTIVE VOICE RESPONSE) Records relating to the design of voice mail and interactive voice response systems, including design documentation, flow charts, and memoranda and other correspondence.	Destroy CCY + 8 years after the system is superseded or replaced
GOV- [ACRONYM]- 6650-30	TELECOMMUNICATIONS INVENTORIES Records relating to the inventorying of telecommunications systems including inventories of equipment and telecommunications services such as lines and telecommunications features. Includes copies of Telecommunications Resource Information Management System Reports (TRIMS), which are issued monthly.	Destroy CCY + 2 years after all administrative actions are completed
GOV- [ACRONYM]- 6650-40	TELECOMMUNICATIONS SERVICE REQUESTS Records documenting moves, adds, and changes (MACs) for existing telecommunications systems and services.	Destroy CCY + 2 years after request completed
	FORMS MANAGEMENT See sub-series below.	

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6700-10	FORMS MANAGEMENT – CASE FILES Records documenting the analysis, design, identification, usage, and control of government forms. Includes forms requests, forms history files, forms inventories, authorizations, artwork, and revisions.	Destroy CCY + 3 years after form is revised or discontinued
GOV- [ACRONYM]- 6750	MANUALS MANAGEMENT Records documenting the development, distribution, and revision of administrative manuals.	Destroy CCY + 2 years after policy or procedure is changed or replaced
	RECORDED INFORMATION MANAGEMENT See sub-series below.	
GOV- [ACRONYM]- 6800-10	RECORDS SCHEDULES AND SERIES Records include copies of records series and schedules, associated working papers, and indexes to schedules. <u>Excludes:</u> Archives of Ontario copies of records retention schedules.	Destroy CCY + 10 years after record series is superseded or made obsolete
GOV- [ACRONYM]- 6800-20	ACTIVE RECORDS LISTS/FILE CLASSIFICATION PLANS Records listings and file classification plans.	Destroy CCY + 10 years after superseded or obsolete
GOV- [ACRONYM]- 6800-30	RECORDS TRANSFER DOCUMENTATION Records transfer lists and other records documenting electronic and hardcopy records stored in off-site storage or transferred to the Archives of Ontario. Also includes ministry copies of Archives of Ontario accession records.	Destroy CCY + 20 years after records destroyed or transferred to the Archives

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6800-40	<p>RECORDS DESTRUCTION AND DISPOSAL NOTICES</p> <p>Records documenting the disposal of electronic and hardcopy records. Includes Records Disposal Notices for records that have been destroyed by Archives of Ontario's information Storage and Retrieval (IS&R) or other off-site storage facility, and records documenting the disposal of records stored on-site in ministries.</p> <p>LIBRARY SERVICES AND MANAGEMENT</p> <p>See sub-series below.</p>	Destroy CCY + 20 years after record is destroyed
GOV- [ACRONYM]- 6850-10	<p>LIBRARY ACCESSIONING AND CATALOGUING</p> <p>Records documenting the accessioning and cataloguing of materials such as books, periodicals, newspapers, audio-visual materials, sound recordings, and other types of materials found in government libraries/information resource centres. Includes cataloguing records, classification schedules, and indexes to catalogued material.</p>	Destroy CCY + 3 years after all administrative actions are completed
GOV- [ACRONYM]- 6850-20	<p>LIBRARY ACQUISITIONS</p> <p>Records relating to the procurement of library material through purchase, subscription, and donation.</p>	Destroy CCY + 6 years after all administrative actions are completed
GOV- [ACRONYM]- 6850-30	<p>LIBRARY CIRCULATION</p> <p>Records relating to the circulation of library material, including internal circulation and interlibrary loans.</p>	Destroy CCY + 2 years after all administrative actions are completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6850-40	<p>LIBRARY REFERENCE</p> <p>Records relating to the provision of reference services, including replies to written, e-mailed, and telephone inquiries and requests, the provision of on-line computer search services, and in-person reference work.</p> <p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA)</p> <p>See sub-series below.</p>	<p>Destroy CCY + 2 years after all administrative actions are completed</p>
GOV- [ACRONYM]- 6900-10	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA) CASE FILES</p> <p>Records relating to requests for information, investigations, privacy complaints, and appeals under the <i>Freedom of Information and Protection of Privacy Act</i> (FIPPA). Includes copies of information provided to requestors and related correspondence.</p>	<p>Destroy CCY + 5 years after appeal period and judicial review period have expired</p>
GOV- [ACRONYM]- 6900-20	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA) PROGRAM SUPPORT</p> <p>Records documenting <i>Freedom of Information and Protection of Privacy Act</i> (FIPPA) program support such as FIPPA tracking system records, surveys, support information, procedural and statistical data, and guidelines. Also included are studies, reports, correspondence, and training data pertaining to the operation of the Act, which have been generated by the Access and Privacy Office (MGCS), the Information and Privacy Commissioner/Ontario, or ministries and agencies.</p> <p>PERSONAL HEALTH INFORMATION PROTECTION (PHIPA)</p> <p>See sub-series below.</p>	<p>Destroy CCY + 6 years after superseded</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 6950-10	<p>PERSONAL HEALTH INFORMATION PROTECTION (PHIPA) CASE FILES</p> <p>Records relating to requests for information, investigations, privacy complaints, and appeals under <i>Personal Health Information Protection Act</i> (PHIPA). Includes copies of information provided to requestors and related correspondence.</p> <p><u>Excludes:</u> Case files with ongoing long-term reference value.</p>	Destroy CCY + 5 years after appeal period and judicial review period have expired
GOV- [ACRONYM]- 6950-20	<p>PERSONAL HEALTH INFORMATION PROTECTION (PHIPA) PROGRAM SUPPORT</p> <p>Records documenting <i>Personal Health Information Protection Act</i> (PHIPA) program support such as PHIPA tracking system records, surveys, support information, procedural and statistical data, and guidelines.</p>	Destroy CCY + 6 years after superseded

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

GENERAL ADMINISTRATION

GOV-[ACRONYM]-7000	Associations and Organizations
GOV-[ACRONYM]-7025	Business Continuity Planning
GOV-[ACRONYM]-7050	Committees – Internal Administration
GOV-[ACRONYM]-7100	Conferences, Meetings and Symposia
GOV-[ACRONYM]-7200	Temporary Delegations of Authority
GOV-[ACRONYM]-7250	Mail, Postal, and Courier Services
GOV-[ACRONYM]-7250-10	Claims – Lost and Damaged Mail
GOV-[ACRONYM]-7350	Mailing and Distribution Lists
GOV-[ACRONYM]-7400	Routine Public Inquiries
GOV-[ACRONYM]-7450	Publishing and Publications
GOV-[ACRONYM]-7600-10	Security – Personnel
GOV-[ACRONYM]-7600-20	Security – Physical
GOV-[ACRONYM]-7650	Travel
GOV-[ACRONYM]-7800	Training and Development – Courses
GOV-[ACRONYM]-7800-10	Health and Safety – Courses

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 7000	<p>ASSOCIATIONS AND ORGANIZATIONS</p> <p>Records used in administering individual or ministry memberships in associations, organizations, societies, federations, and foundations external to the government. Records include membership applications and correspondence, agenda, minutes of meetings, reports, annual reports, and membership fees documentation.</p> <p><u>Excludes:</u> Records relating in any way to the formation or implementation of government legislation, policy, and programs, including records documenting government liaison with external organizations; records relating to the delivery of government programs and communications.</p>	<p>Destroy CCY + 2 years after all administrative actions are completed</p>
GOV- [ACRONYM]- 7025	<p>BUSINESS CONTINUITY PLANNING / CONTINUITY OF OPERATIONS AND EMERGENCY MANAGEMENT</p> <p>Records relating to the program implementation and administration of Business Continuity Planning (BCP) / Continuity of Operations (COOP) and Emergency Management (EM) in the Ontario government. May include procedures, standards, evaluations, Ministry BCP/COOP plans, BCP exercises, BCP/COOP and EM work plans, business impact analyses, business services risk assessments, emergency response plans, emergency contact information, emergency notification protocols, procedures, standards, evaluations, and other related records.</p> <p><u>Excludes:</u> Source policy and/or program documents created and held internally by the Emergency Management and Security Branch (EMSB) in Ministry of Government Services (MGS); Source policy and/or program documents created and held internally by the Emergency Management Ontario (EMO) in Ministry of Community Safety and Correctional Services (MCSCS); documents related to BCP/COOP and EM identified as containing confidential information pertaining to an individual, in accordance with the <i>Freedom Of Information and Protection of Privacy Act</i> (FIPPA).</p>	<p>Destroy CCY + 2 years after superseded</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 7050	<p>COMMITTEES – INTERNAL ADMINISTRATION</p> <p>Records relating to the establishment, organization, and functioning of internal government, public body committees dealing solely with internal government administrative functions such as accommodation and moveable assets management, purchasing, human resources, and finance. Also includes Joint Health and Safety Committee and weekly staff meeting minutes and agenda.</p> <p><u>Excludes:</u> Records pertaining to any committee engaged in the development and implementation of programs, policies or legislation; records pertaining committees that are set up by Order-In-Council and that report to an Assistant Deputy Minister (ADM) or deputy minister; records pertaining to Information technology committees engaged in systems development.</p>	Destroy CCY + 4 years after administrative actions are completed
GOV- [ACRONYM]- 7100	<p>CONFERENCES, MEETINGS AND SYMPOSIA</p> <p>Records relating to government participation in the organization and administration of conferences, meetings and symposia, including materials relating to planning, advertising, administrative logistics and attendance at these events. Includes background material.</p> <p><u>Excludes:</u> All records related to the development and implementation of government legislation, policy or public programs.</p>	Destroy CCY + 4 years after all administrative actions are completed
GOV- [ACRONYM]- 7200	<p>TEMPORARY DELEGATIONS OF AUTHORITY</p> <p>Temporary delegations of authority within a ministry relating to program management and signing authority as they pertain to day-to-day administration. Includes delegations of authority for staff management, purchasing, and financial management, and other similar signing authorities. Temporary delegations typically include those intended to cover short-term absences, such as for travel, vacation, and conference attendance.</p> <p><u>Excludes:</u> Ongoing delegations of authority.</p>	Destroy CFY + 6 years after delegation completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 7250	<p>MAIL, POSTAL, AND COURIER SERVICES</p> <p>Records relating to mail, postal, and courier services including:</p> <p>Canada Post: Records relating to postal services provided by Canada Post including postal rates, postal codes, regulations, and service inquiries. Also includes mail slips.</p> <p>Courier Services: Records relating to courier services such as lists of rates and services, inquiries, and reports. Also includes courier slips.</p> <p>Freight Services: Records documenting rates and services provided by freight companies. Includes freight slips.</p> <p>Inter-Office Mail Delivery System: Records documenting inter-office mail services in and between ministries.</p> <p><u>Excludes:</u> Mail logs.</p>	Destroy CCY + 2 years after all administrative actions are completed
GOV- [ACRONYM]- 7250-10	<p>CLAIMS – LOST AND DAMAGED MAIL</p> <p>Records documenting claims for lost or damaged mail, goods or articles.</p>	Destroy CCY + 6 years after all administrative actions are completed
GOV- [ACRONYM]- 7350	<p>MAILING AND DISTRIBUTION LISTS</p> <p>Mailing and distribution lists, and records used in their development and distribution.</p>	Destroy when superseded or obsolete
GOV- [ACRONYM]- 7400	<p>ROUTINE PUBLIC INQUIRIES</p> <p>Records relating to the handling of routine inquiries from outside organizations and the public such as inquiries regarding hours of operation, requests for government literature, and information concerning program locations.</p> <p><u>Excludes:</u> Records relating to public complaints (refer to appropriate operational schedules); all inquiries or responses related to operational and program activities which have required complex or detailed responses.</p>	Destroy CCY + 2 years after inquiry answered

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
<p>GOV- [ACRONYM]- 7450</p>	<p>PUBLISHING AND PUBLICATIONS</p> <p>Records relating to the production of Ontario government publications including the development, design, and editing of books, pamphlets, articles, guides, newsletters, and other publications, as well as revised versions. Includes records relating to the general administration, printing, layout, graphic design, binding, sale, and distribution of these published materials. Also includes distribution lists, edited copy, proofs, original artwork and background information.</p> <p><u>Note:</u> Ministries should ensure that a master copy of all editions of printed publications is retained. These publications should be deposited with the ministry's library, if there is one, or kept together in branches with other published reference material.</p> <p>If a ministry does not have its own library and it is not convenient to retain master copies in program areas, the Legislative Library and/or the Archives of Ontario's library may be interested in acquiring and preserving this material. Ministries should contact the Legislative Library and Archives of Ontario library before destroying a final copy of any printed ministry publication.</p> <p><u>Excludes:</u> Purchase orders and copyright documentation.</p> <p>SECURITY</p> <p>See sub-series below.</p>	<p>Destroy CFY + 2 years after all administrative actions are completed</p>
<p>GOV- [ACRONYM]- 7600-10</p>	<p>SECURITY – PERSONNEL</p> <p>Records relating to the administration of personnel security programs within the Ontario government. Includes personnel clearances, passes, records relating to identification methods, documentation concerning badging, and other related records.</p> <p><u>Excludes:</u> Records relating to occurrences and incidents.</p>	<p>Destroy CCY + 10 years after all administrative actions are completed</p>

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

Series #	Series Title and Description	Retention and Disposition
GOV- [ACRONYM]- 7600-20	SECURITY – PHYSICAL Records relating to the physical security of buildings, installations, facilities, and other areas requiring special protective measures, including records relating to fire alarm systems, key combinations, use of locks, and security personnel.	Destroy CCY + 10 years after system replaced
GOV- [ACRONYM]- 7650	TRAVEL Records relating to the administration and regulation of travel by classified and unclassified government employees and volunteers. Records include copies of visas, travel reservations, requests for passports, and travel approvals. <u>Excludes:</u> Records relating to travel by MPPs.	Destroy CCY + 2 years after all administrative actions are completed
GOV- [ACRONYM]- 7800	TRAINING AND DEVELOPMENT – COURSES Records relating to the planning and scheduling of training and development courses and workshops for OPS employees and volunteer staff. Records include attendance records, records relating to course content, course evaluations, and related reports and comments. <u>Excludes:</u> Records related to the delivery of training to the public.	Destroy CCY + 2 years after course is replaced or updated
GOV- [ACRONYM]- 7800-10	HEALTH AND SAFETY TRAINING – COURSES Records relating to health and safety training for OPS employees including first aid training, certification training, Workplace Hazardous Materials Information System (WHMIS) training, training relating to transportation of dangerous goods, and courses on managing health and safety. Records include attendance records, records relating to course content, evaluation reports and comments.	Destroy CCY + 20 years after training completed

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

ALPHABETIC LIST OF SERIES

ACCIDENT AND INCIDENT REPORTS.....	25
ACCOMMODATION PORTFOLIO MANAGEMENT.....	34
ACCOUNTS PAYABLE	42
ACCOUNTS RECEIVABLE	43
ACQUISITION – BUILDINGS – INTERNAL OPS USE – CASE FILES.....	31
ACQUISITION – LAND – CASE FILES	32
ACTIVE RECORDS LISTS/FILE CLASSIFICATION PLANS	61
ACTIVITY, MAINTENANCE AND VERIFICATION REPORTS.....	59
ALTERATIONS AND REPAIRS – BUILDINGS – CASE FILES.....	32
ASSOCIATIONS AND ORGANIZATIONS.....	66
AUDITS, COMPLIANCE REVIEWS AND PROJECTS.....	48
BANKS AND BANKING.....	45
BUDGETS AND ALLOCATIONS.....	40
BUSINESS CONTINUITY PLANNING / CONTINUITY OF OPERATIONS AND EMERGENCY MANAGEMENT	66
CAPACITY PLANNING	55
CLAIMS – LOST AND DAMAGED MAIL.....	68
COLLECTIVE AGREEMENTS AND INTERPRETATIONS	24
COMMITTEES – INTERNAL ADMINISTRATION	67
CONFERENCES, MEETINGS AND SYMPOSIA	67
CONSTRUCTION – BUILDINGS – PROJECT CASE FILES	33
CONTROL MEASURES	25
DATABASE MAINTENANCE	55
DATABASE PLANNING, DESIGN AND DEVELOPMENT	55
DESIGN APPLICATIONS ON VOICE MAIL AND IVR (INTERACTIVE VOICE RESPONSE).	60
DESIGNATED SUBSTANCES CONTROL PROGRAM RECORDS	26
DISASTER PLANNING AND RECOVERY – INCIDENT FILES.....	58
DISPOSAL – BUILDINGS – CASE FILES.....	33
DISPOSAL – LAND – CASE FILES	34

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

EMPLOYEE ACCOMMODATION APPLICATIONS FOR FUNDING	44
EMPLOYMENT TRANSITION – INDIVIDUAL EMPLOYEE RECORDS	27
END-USER SUPPORT.....	57
END-USER SUPPORT STATISTICS.....	58
EQUIPMENT MANAGEMENT FILES.....	37
FINANCIAL REPORTING.....	44
FORMS MANAGEMENT – CASE FILES	61
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA) CASE FILES....	63
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FIPPA) PROGRAM SUPPORT.....	63
GARBAGE DISPOSAL AND RECYCLING.....	38
GOVERNMENTAL GRANTS – FINANCIAL RECORDS	45
GRIEVANCES AND ARBITRATIONS	23
HEALTH AND SAFETY TRAINING – COURSES	70
HOURS OF WORK	22
INDIVIDUAL CLAIMS – WORKPLACE SAFETY AND INSURANCE BOARD (WSIB).....	26
INDIVIDUAL EMPLOYEE FILES.....	19
INDIVIDUAL EMPLOYEE FILES – PROGRAM AREA COPY.....	20
INFORMATION RESOURCE MANAGEMENT.....	52
INFORMATION TECHNOLOGY ARCHITECTURE	52
INSPECTIONS – BUILDINGS AND PROPERTIES	36
IT/SYSTEMS CONSTRUCTION	54
IT/SYSTEMS CONTRACT MANAGEMENT.....	53
IT/SYSTEMS DEPLOYMENT.....	54
IT/SYSTEMS DESIGN.....	53
IT/SYSTEMS MAINTENANCE – CHANGE, ENHANCEMENTS AND MODIFICATIONS	56
IT/SYSTEMS OPERATING PROCEDURES	57
IT/SYSTEMS OPERATIONS.....	56
IT/SYSTEMS PLANNING AND ANALYSIS.....	53
IT/SYSTEMS PROJECT MANAGEMENT	52
IT/SYSTEMS REPORTS	59

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

IT/SYSTEMS SECURITY AND RELIABILITY	58
IT/SYSTEMS TESTING.....	54
JOB POSITIONS AND CLASSIFICATIONS.....	21
LAND EASEMENTS AND RIGHTS OF WAY.....	32
LEAVE AND ABSENTEEISM.....	22
LIBRARY ACCESSIONING AND CATALOGUING	62
LIBRARY ACQUISITIONS.....	62
LIBRARY CIRCULATION	62
LIBRARY REFERENCE	63
LICENSES – VEHICLES/ AIRCRAFT/ WATERCRAFT.....	38
MAIL, POSTAL, AND COURIER SERVICES.....	68
MAILING AND DISTRIBUTION LISTS.....	68
MANUALS MANAGEMENT.....	61
MATERIAL SAFETY DATA SHEETS.....	24
MINISTRY OF LABOUR ORDERS	27
MOVEABLE ASSETS DISPOSAL AND SURPLUS	36
MOVEABLE ASSETS INVENTORYING.....	36
NETWORK MANAGEMENT.....	57
OCCUPATIONAL HEALTH CENTRE – EMPLOYEE HEALTH RECORDS.....	26
OPERATIONS AND MAINTENANCE FILES – BUILDINGS AND PROPERTIES.....	35
OTHER PURCHASES: QUOTATIONS AND PURCHASE ORDERS.....	29
PARKING AREAS	36
PAYROLL – FINANCIAL	44
PAYROLL – HUMAN RESOURCES	23
PERFORMANCE MONITORING AND EVALUATION	56
PERSONAL HEALTH INFORMATION PROTECTION (PHIPA) CASE FILES.....	64
PERSONAL HEALTH INFORMATION PROTECTION (PHIPA) PROGRAM SUPPORT.....	64
PROGRAMS AND PREVENTION.....	25
PUBLIC ACCOUNTS AND WRITE-OFFS.....	41
PUBLISHING AND PUBLICATIONS	69
PURCHASING.....	29

**COMMON RECORD SERIES FOR
ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO**

PURCHASING CARDS – ADMINISTRATION.....	46
RECONCILIATIONS – FINANCIAL CONTROL.....	44
RECORDS DESTRUCTION AND DISPOSAL NOTICES.....	62
RECORDS SCHEDULES AND SERIES	61
RECORDS TRANSFER DOCUMENTATION.....	61
ROUTINE PUBLIC INQUIRIES	68
SECURITY	69
SECURITY – PERSONNEL	69
SECURITY – PHYSICAL.....	70
SITE PROJECT FILES.....	31
SOURCE DOCUMENTS	41
SPACE PLANNING MANAGEMENT.....	35
SPACE PLANNING MANAGEMENT – WORK ORDERS	35
SPECIAL CIRCUMSTANCE AUDITS, COMPLIANCE REVIEWS AND PROJECTS.....	49
SPECIAL PURPOSE ACCOUNTS.....	45
STAFFING – COMPETITIONS.....	21
STAFFING – UNSOLICITED APPLICATIONS.....	22
STRIKE PLANNING	24
SUPPLIES MANAGEMENT	37
TELECOMMUNICATIONS INVENTORIES.....	60
TELECOMMUNICATIONS SERVICE REQUESTS.....	60
TELECOMMUNICATIONS SYSTEM FILES.....	60
TEMPORARY DELEGATIONS OF AUTHORITY.....	67
TENDERED PURCHASES.....	29
TRAINING AND DEVELOPMENT	23
TRAINING AND DEVELOPMENT – COURSES	70
TRAVEL.....	70
UNION FILES	24
VEHICLES/ AIRCRAFT/ WATERCRAFT ASSET MANAGEMENT.....	37
WORKPLACE DISCRIMINATION AND HARASSMENT AND HUMAN RIGHTS EMPLOYEE CASE FILES	27

