

GOVERNMENT OF ONTARIO COMMON RECORDS SERIES

COMMUNICATIONS SERVICES

October 14, 2008

These series will assist Ontario Government public bodies in managing the retention and disposal of the recorded information created, received and used by offices responsible for communications services. These series cover records in paper, electronic, and other formats.

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REVISION LOG		
Series Revised	Summary of Change	Date revision signed
None	Revisions to update contact information and web references.	March 1, 2006
Introduction	<p>Revisions for consistency with Government of Ontario Records Schedule Requirements of April 1, 2008.</p> <p>Changed to allow these series to be adopted by any organizational area that performs communications services functions.</p>	October 14, 2008
All series	Revised format for series entries to streamline information. Exclusions and qualifications that apply to most series have been removed from individual series entries. Information security notes have been removed.	October 14, 2008
All	Eliminated specific periods for in-office and records centre retention – only total retention period is shown.	October 14, 2008
All	Changed series numbering format to be consistent with other common series	October 14, 2008
COM-[ACRONYM]-3002 Video Recordings	Separated series into 5 sub-series based on format and different retention and disposition requirements	October 14, 2008
COM-[ACRONYM]-3003 Sound Recordings:	Separated series into 4 sub-series based on format and different retention and disposition requirements	October 14, 2008
COM-[ACRONYM]-5003 French Language Service Records	Changed reference to series GOV-[ACRONYM]-2000-20 to reflect update to the Common Series for Administrative Functions.	October 14, 2008

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COMMUNICATIONS SERVICES**

AUTHORIZATION

**Common Records Series for Communications Services of
the Government of Ontario**

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

Miriam McTiernan, Archivist of Ontario Date: October 14, 2008

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1. 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.

1.1 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.

1.2 Scope and Adoption

These series cover records used to document the records created in providing communications services in the Government of Ontario. They may be adopted wherever these functions are carried out in the public body. 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

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1.3 Excluded Records

1.3.1 Administrative records

All program areas create and receive internal administrative records. This schedule does not apply to records whose retention and disposition is covered by the Government Common Series for Administrative Functions.

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 Government of Ontario Common Records Schedule for Transitory Records 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 Archives of Ontario Recordkeeping Fact Sheet: The Fine Art of Destruction: Weeding Out Transitory Records.

1.3.2 Excluded records as identified in series entries

These common series do not apply to records explicitly excluded in the series descriptions that form part of this schedule.

2. SERIES INFORMATION

2.1 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 COM, indicating that the records are covered by the Government of Ontario Common Series for Communications Services.

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- The acronym that identifies the public body. For example, for the Ministry of Natural Resources, Project or Initiative Records would be titled COM-MNR-2001.

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

2.2 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.

2.3 Retention Period

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

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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.

2.4 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. Records in the custody of the Information Storage & Retrieval government record centre will be either transferred to the Archives of Ontario or destroyed on behalf of the public body, and with their consent, at the end of the retention period.

Electronic records still retained by the public body should be deleted and then irretrievably destroyed at this point if the final disposition is “destroy”. If the records are designated for transfer to the Archives of Ontario, please contact the Senior Manager, Collections Management and Development at the Archives of Ontario, phone: 416-327-1600 for assistance in dealing with the transfer of electronic records.

Public bodies must ensure that destructions of non-transitory records 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.

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3. RECORDS SERIES

3.1 Summary of Series

Series Number	Series Title	Retention	Disposition
Director's Office			
COM-[ACRONYM]-1001	<u>Director's Records</u>	CCY + 5 years	Transfer to Archives
Projects or Initiatives			
COM-[ACRONYM]-2001	<u>Projects or Initiative Records</u>	CCY + 10 years	Transfer to Archives, subject to selection by Archives
COM-[ACRONYM]-2001-1	<u>Communications Planning Records</u>	CCY + 8 years	Transfer to Archives, subject to selection by Archives
COM-[ACRONYM]-2001-2	<u>Corporate and Editorial Services Records</u>	CCY + 8 years	Destroy
COM-[ACRONYM]-2001-3	<u>Public Events Records</u>	CCY + 8 years	Destroy
COM-[ACRONYM]-2001-4	<u>Issues Management Records</u>	CCY + 10 years after file closed	Transfer to Archives
COM-[ACRONYM]-2001-5	<u>Media Relations Products</u>	CCY + 10 years	Transfer to Archives
Creative Services			
COM-[ACRONYM]-3001	<u>Photographs</u>	Year of creation + 7 years	Transfer to Archives
COM-[ACRONYM]-3002	<u>Video Recordings</u>		

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Series Number	Series Title	Retention	Disposition
COM-[ACRONYM]-3002-1	<u>Video Recordings – Retained Stock Footage</u>	Until no longer needed	Transfer to Archives
COM-[ACRONYM]-3002-2	<u>Video Recordings- Video Masters</u>	Year of creation + 7 years	Transfer to Archives
COM-[ACRONYM]-3002-3	<u>Video Recordings – Video Segments</u>	Year of creation + 7 years	Destroy
COM-[ACRONYM]-3002-4	<u>Video Recordings – Lending Copies</u>	Until no longer needed	Destroy
COM-[ACRONYM]-3002-5	<u>Video Recordings – Indexes and Information Management Tools</u>	As for the associated Video Recordings	Transfer to Archives
COM-[ACRONYM]-3003	<u>Sound Recordings</u>		
COM-[ACRONYM]-3003-1	<u>Sound Recordings – Audio Masters</u>	Year of creation + 7 years	Transfer to Archives
COM-[ACRONYM]-3003-2	<u>Sound Recordings – Audio Segments</u>	Year of creation + 7 years	Destroy
COM-[ACRONYM]-3003-3	<u>Sound Recordings – Lending Copies</u>	Until no longer needed	Destroy
COM-[ACRONYM]-3003-4	<u>Sound Recordings – Indexes and Information Management Tools</u>	As for the associated Sound Recordings	Transfer to Archives
COM-[ACRONYM]-3004	<u>Artwork and Posters</u>	Year of creation + 7 years	Transfer to Archives
COM-[ACRONYM]-3005	<u>Exhibits and Displays</u>	Until superseded or obsolete	Destroy

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Series Number	Series Title	Retention	Disposition
COM-[ACRONYM]-3006	<u>Communications Contract Files</u>	CCY + 7 years after completion of contract	Transfer to Archives
Correspondence Unit			
COM-[ACRONYM]-4001	<u>Petitions and Mass Mailings</u>	1 calendar year after inclusion on a summary report	Destroy
COM-[ACRONYM]-4002	<u>Correspondence Unit Administration Records</u>	CCY + 5 years	Destroy
Other			
COM-[ACRONYM]-5001	<u>Historical Information and Biography Files</u>	CCY + 10 years	Transfer to Archives
COM-[ACRONYM]-5002	<u>Information Centre Administration Records</u>	CCY + 5 years	Destroy
COM-[ACRONYM]-5003	<u>French Language Service Records</u>	CCY + 3 years	Destroy

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3.2 Director's Office

The Director of a communications branch or unit advises, informs, and interacts with the Cabinet Office Communications unit, Minister, Deputy Minister, and other senior executives and managers. The Director is responsible for all areas of policy, operation and administration of the branch or unit. The *Director's records* series contains the information created, received and used in the course of carrying out these responsibilities.

Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-1001	<p>DIRECTOR'S RECORDS</p> <p>Records created by the Director of a communications branch or unit and used by the Director. Includes records related to communications initiatives or services including: policy and planning matters; participation in committees, councils, and working groups; and interaction with Cabinet Office, the Minister's Office, other government officials, staff, the media, and the public.</p> <p>Contains incoming and outgoing correspondence, policy papers, planning documents, meeting minutes, reports, briefing materials, communications products, agreements, and other information.</p> <p>Records are used by the Director to provide advice and assistance to the Minister, senior levels of the organization and program and policy areas. Also used to liaise with Cabinet Office Corporate Communications and to manage the communications branch or unit.</p>	Transfer to Archives CCY+ 5 years

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3.3 Projects or Initiatives

The projects or initiatives undertaken by a communications branch or unit represent the core communications functions in the ministry. They include the development of communications products for use by Cabinet Office, the Minister, Deputy Minister, other executives, and ministry program areas.

This group includes one series with five sub-series:

COM-[ACRONYM]-2001	Projects or Initiative Records
COM-[ACRONYM]-2001-1	Communications Planning Records
COM-[ACRONYM]-2001-2	Corporate and Editorial Services Records
COM-[ACRONYM]-2001-3	Public Events Records
COM-[ACRONYM]-2001-4	Issues Management Records
COM-[ACRONYM]-2001-5	Media Relations Products

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001	<p>PROJECTS OR INITIATIVE RECORDS</p> <p>Information held by the communications branch or unit and related to the different communications projects or initiatives it has undertaken (both internal and external). May include information from any or all of the following sub-series:</p> <ul style="list-style-type: none"> • COM-[ACRONYM]-2001-1 Communications Planning Records • COM-[ACRONYM]-2001-2 Corporate and Editorial Services Records • COM-[ACRONYM]-2001-3 Public Events Records • COM-[ACRONYM]-2001-4 Issues Management Records • COM-[ACRONYM]-2001-5 Media Relations Products <p>Use COM-[ACRONYM]-2001 where these different types of projects are inter-filed,</p> <p>Use the sub-series (COM-[ACRONYM]-2001-1 to COM-[ACRONYM]-2001-5) for records that are arranged in separate file blocks or directories according to one or more of these groups.</p> <p>Records are used to provide advice and to develop, deliver, and evaluate communications products for the ministry and its program areas.</p>	Transfer to Archives CCY + 10 years, subject to selection by Archives

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001-1	<p>COMMUNICATION PLANNING RECORDS</p> <p>Communication plans and other records that pertain to the communication of ministry initiatives and objectives. Includes correspondence and memoranda, reports, policy and planning documents, business cases, researched information, communication products, marketing strategies, briefing notes, meeting notes and minutes, presentations, and other material.</p> <p>Records are used to provide advice and to develop, deliver, and evaluate strategic communications and communications plans for ministry client offices and program areas.</p> <p><u>Excludes:</u> Communication plans kept as an integral part of a file in another series</p>	<p>Transfer to Archives CCY+ 8 years, subject to selection by Archives</p>

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001-2	CORPORATE AND EDITORIAL SERVICES RECORDS	Destroy CCY + 8 years
	<p>Written material such as brochures, pamphlets, newsletters, guides, business plans, annual reports and other assorted products developed for the ministry or its program areas and held by the communications branch or unit. Also contains Minister, Deputy and Assistant Deputy Minister announcements and memoranda for internal distribution regarding administrative or routine matters.</p> <p>Series includes correspondence and memoranda, meeting notes and minutes, presentations, reports, business cases, researched information, communication plans, marketing strategies, briefing notes, and other records used to interact with ministry clients. As well, may contain copies of financial information related to retaining freelance writers and editors, and approvals for Ministry publications.</p> <p>Material may be developed using desktop publishing software and/or distributed electronically.</p> <p>Records are used to prepare and distribute corporate material for external and internal use, to provide advice and writing or editorial services for ministry client offices and program areas, and to perform professional communication and marketing services on behalf of the ministry.</p> <p>Excludes records relating to the general administration, printing, layout, graphic design, binding, sale, and distribution of publications—use the Common Series for Administrative Functions, series GOV-[ACRONYM]-7450 (Publishing and Publications).</p>	

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001-3	<p>PUBLIC EVENTS RECORDS</p> <p>Records held by the communications branch or unit that are related to the attendance of ministry officials at public events. Contains event packages, speeches, speaking notes, presentations, itineraries, schedules of events, briefing and background materials, audience profiles, researched information, news releases, media kits, informational literature, invitations, meeting request summaries, thank you letters, etc.</p> <p>Records are used to coordinate and provide for a ministry presence at public events and to develop appropriate information for use by senior ministry officials at public events.</p> <p>Excludes: Primary copy of the Minister's speaking notes and other records related to engagements attended by the Minister or the Minister's representative. Where these are held for the Minister in the communications branch, use the Common Schedule for Ministers' Office Records, series MIN-[ACRONYM]-100 (Ministers' Subject Files)</p> <p>Also excludes information pertaining to the administration of ministry presence and exhibits at trade shows and conferences – use the Common Series for Administrative Function, series GOV-[ACRONYM]-7100 (Conferences, Meetings and Symposia).</p>	Destroy CCY+ 8 years

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001-4	<p>ISSUES MANAGEMENT RECORDS</p> <p>Briefing materials, House book or House notes, contentious issues notes, Minister's statements, "alerts", issues forecasts, and other communications products used to support the Minister in managing emerging or contentious issues. Also contains correspondence, memoranda, notes and minutes of meetings, researched information, comments and reviews of briefing materials from ministry program areas and other ministries, and other information used to identify issues and develop and evaluate issues management products.</p> <p>Certain records in this series may be duplicated in the Minister's house notes and other legislative activity records held by the Minister's Office.</p> <p>Records are used to:</p> <ul style="list-style-type: none"> • Prepare information for use by the Minister in the Legislature. • Inform and advise the Premier, Minister, Deputy Minister, and senior management regarding emerging and contentious issues. • Liaise with Cabinet Office Corporate Communications. • Coordinate issues management activities across the ministry. • Monitor and analyse media reports, legislation, stakeholder activities, and public concerns that may relate to the Ministry's programs and policies. <p><u>Excludes:</u> Minister's copies of House notes and other legislative activity records held by the Minister's Office – see the Common Schedule for Ministers' Office Records, series MIN-[ACRONYM]-100.</p>	Transfer to Archives CCY + 10 years after file closed

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-2001-5	<p>MEDIA RELATIONS PRODUCTS</p> <p>News releases, fact sheets, backgrounders, staff Q and A (question and answer) sheets, media advisories, memos, summaries and synopses of media scans, and other communications products developed by the communications branch or unit for the release of information to the media.</p> <p>May also contain strategic media planning records, policy documents regarding media relations, records used to train and advise ministry staff in dealing with the media, approvals for communication products developed by program areas, media or MPP or MP contact reports, correspondence, and other material.</p> <p>Records are used to manage contact with the media, to support ministry officials and program areas in providing information to the media, and to assist ministry staff in responding to media inquiries.</p>	Transfer to Archives CCY + 10 years

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3.4 Creative Services

The creative materials produced by ministry staff or contracted suppliers are covered in this section. The related indexes, any documentation of copyright and other significant information are also included.

Records series in the Creative Services group are:

COM-[ACRONYM]-3001	Photographs
COM-[ACRONYM]-3002	Video Recordings
COM-[ACRONYM]-3002-1	Video Recordings - Retained Stock Footage
COM-[ACRONYM]-3002-2	Video Recordings - Video Masters
COM-[ACRONYM]-3002-3	Video Recordings - Video Segments
COM-[ACRONYM]-3002-4	Video Recordings – Lending Copies
COM-[ACRONYM]-3002-5	Video Recordings - Indexes and Information Management Tools
COM-[ACRONYM]-3003	Sound Recordings
COM-[ACRONYM]-3003-1	Sound Recordings – Audio Masters
COM-[ACRONYM]-3003-2	Sound Recordings – Audio Segments
COM-[ACRONYM]-3003-3	Sound Recordings – Lending Copies
COM-[ACRONYM]-3003-4	Sound Recordings - Indexes and Information Management Tools
COM-[ACRONYM]-3004	Artwork and Posters
COM-[ACRONYM]-3005	Exhibits and Displays
COM-[ACRONYM]-3006	Communications Contract Files

Note: Where a communications branch or unit provides regular broadcast services or undertakes other significant creative endeavours, it may be necessary to use additional records series to manage the records – contact the Recordkeeping Support Unit at the Archives of Ontario, telephone 416-327-1600 or toll-free 1-800-668-9933

Note: Before transferring records under the creative services series, contact the Senior Co-ordinator, Collections Development and Management at the Archives of Ontario, telephone 416-327-1600 or toll free 1-800-668-9933.

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3001	<p>PHOTOGRAPHS</p> <p>Photographs of the Minister, Deputy Minister, other ministry officials, staff, ministry events, sites, facilities, and other subjects related to ministry programs and activities. Includes photographs of various sizes and formats, including negatives, black and white prints, colour prints, slides, and digital photographs.</p> <p>Series also contains indexes to photographs; photograph databases, descriptions of subject matter and other relevant textual information (in paper and/or electronic format).</p> <p>Records are used to illustrate publications, exhibits, etc., to promote ministry programs, and to fill requests from the media or public for photographs of specific subjects</p> <p>Intellectual property note: Most photographs are created by photographers under contract to the communications branch or unit - see series COM-[ACRONYM]-3006 for contract management files, including documentation of copyright ownership. It is critical for the protection of the Ministry's legal rights that the communications branch obtains and retains negatives from contractors.</p> <p>Excludes: Photographs that are an integral part of a file in another series.</p> <p>Note: Series includes information management tools such as: indexes, photograph databases, descriptions, and other relevant textual information, in paper and/or electronic or other format. Transfer with relevant photographs – if electronic, transfer in electronic format</p>	Transfer to Archives year of creation + 7 years

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3002	VIDEO RECORDINGS <p>Video recordings of ministry television programming, advertisements, public service announcements, events and subjects related to ministry programs and activities. May also include authorized copies of television interviews and news stories involving the Minister, Deputy Minister, or Ministry staff. Includes various formats, such as VHS, Betacam, videotape cassettes, 1-inch open reel videotapes, and digital recordings.</p> <p>Video recordings may be created by ministry staff or by vendors under contract to the communications branch or unit - see series COM-[ACRONYM]-3006 for contract management files, including documentation of copyright ownership. It is critical for the protection of the Ministry's legal rights that the communications branch obtain and retain master recordings from contractors.</p> <p>Records are used to advertise and promote ministry programs and to inform staff and the public.</p> <p><u>Excludes:</u> Videos that are an integral part of a file in another series.</p>	
COM-[ACRONYM]-3002-1	VIDEO RECORDINGS - STOCK FOOTAGE <p>The raw footage shot for ministry productions. Most stock footage is destroyed when the video masters are finalized, but some is kept for potential future use or because it has commercial value and may be copied for sale to outside companies in the future.</p>	Transfer to Archives when no longer needed.
COM-[ACRONYM]-3002-2	VIDEO RECORDINGS - VIDEO MASTERS <p>The final, edited master copies.</p>	Transfer to Archives year of creation + 7 years

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3002-3	VIDEO RECORDINGS - VIDEO SEGMENTS Final, edited segments for incorporation into other productions.	Destroy year of creation + 7 years
COM-[ACRONYM]-3002-4	VIDEO RECORDINGS - LENDING COPIES Copies of videotapes made for circulation and viewing.	Destroy when no longer needed
COM-[ACRONYM]-3002-5	VIDEO RECORDINGS - INDEXES AND INFORMATION MANAGEMENT TOOLS Series contains indexes to videos, databases, and descriptions of subject matter or other relevant textual information in paper or electronic format. Transfer with relevant video recordings – if electronic, transfer in electronic format.	Transfer to Archives with associated Video Recordings

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3003	<p>SOUND RECORDINGS</p> <p>Sound recordings of ministry radio programming, advertisements, public service announcements, events and subjects related to ministry programs and activities. May also include authorized copies of interviews and news stories involving the Minister, Deputy Minister, or Ministry staff. Includes various formats, such as audiotape cassettes, reel-to-reel tapes, and digital recordings.</p> <p>Series also contains indexes to sound recordings, databases, and descriptions of subject matter or other relevant textual information.</p> <p>Records are used to advertise and promote ministry programs and to inform staff and the public.</p> <p>Intellectual property note: Sound recordings may be created by ministry staff or by vendors under contract to the communications branch or unit - see series 3006 for contract management files, including documentation of copyright ownership. It is critical for the protection of the ministry's legal rights that the communications branch obtains and retains audio masters from contractors.</p> <p>Excludes: Audio recordings that are an integral part of a file in another series</p>	
COM-[ACRONYM]-3003-1	SOUND RECORDINGS – AUDIO MASTERS The final, edited master copies.	Transfer to Archives year of creation + 7 years
COM-[ACRONYM]-3003-2	SOUND RECORDINGS – AUDIO SEGMENTS Final, edited segments for incorporation into other productions.	Destroy year of creation + 7 years
COM-[ACRONYM]-3003-3	SOUND RECORDINGS – LENDING COPIES Copies of audio tapes made for circulation.	Destroy when no longer needed

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3003-4	<p>SOUND RECORDINGS - INDEXES AND INFORMATION MANAGEMENT TOOLS</p> <p>Indexes, databases, descriptions, and other relevant textual information, in paper and/or electronic or other format. Transfer of the information management tool should accompany the relevant sound recordings – if the tool is electronic, transfer in electronic format.</p>	Transfer to Archives with associated Sound Recordings
COM-[ACRONYM]-3004	<p>ARTWORK AND POSTERS</p> <p>Original artwork and posters, including any indexes, descriptions of subject matter and other relevant textual information.</p> <p>Records are used to advertise and promote ministry programs and to inform staff and the public</p> <p><u>Intellectual property note:</u> Material may be created by ministry staff or by vendors under contract to the communications branch or unit - see series COM-[ACRONYM]-3006 for contract management files, including documentation of copyright ownership.</p> <p><u>Note:</u> Series includes any indexes and information management tools relating to the artwork and posters. Transfer of the information management tool should accompany the relevant artwork – if the tool is electronic, transfer in electronic format. Information management tools include: Indexes, databases, descriptions, and other relevant textual information, in paper and/or electronic or other format.</p>	Transfer to Archives year of creation + 7 years

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3005	<p>EXHIBITS AND DISPLAYS</p> <p>Exhibits and display materials, including any indexes, descriptions, and other relevant textual information.</p> <p>Records are used to advertise and promote ministry programs at trade shows and conferences, and to inform staff and the public.</p> <p><u>Intellectual property note:</u> Material may be created by ministry staff or by vendors under contract to the communications branch or unit - see series 3006 for contract management files, including documentation of copyright ownership.</p> <p><u>Excludes:</u> Original works of art, posters, and other material covered by series COM-[ACRONYM]-3004. Also excludes exhibit and display hardware and artefacts, which should be managed according to ministry policy.</p>	Destroy when superseded or obsolete

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-3006	<p>COMMUNICATIONS CONTRACT FILES</p> <p>Records relating to the management of contracts for creative works. May contain requests for information, requests for proposals, proposals, documentation of the selection process, purchase orders, contracts, correspondence, copies of invoices, reports, evaluations, and other material. May also include partnership agreements with private sector vendors and other government offices.</p> <p>Series contains information regarding the ownership of copyright and other intellectual property.</p> <p>Records are used to contract the services of artists, writers, editors, and other vendors to produce photographs, video recordings, sound recordings, artwork, exhibits, publications, and other works. Also to document ownership of intellectual property.</p> <p><u>Note:</u> Use this series for contracts for creative works. Other types of contracts for purchased goods or services should be managed under the Common Series for Administrative Functions, series GOV-[ACRONYM]-2000-10 or GOV-[ACRONYM]-2000-20.</p>	Transfer to Archives CCY + 7 years after completion of contract

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3.5 Correspondence Unit

A Correspondence unit manages the correspondence of any or all of the Minister, Deputy Minister, Assistant Deputy Ministers, and other senior executives in the ministry.

These series do not cover the actual correspondence of these executives; the correspondence and any related records (tracking system records, summary reports) are covered by series for the executives' records:

- Where the correspondence unit holds official copies of the Minister's correspondence and related records (tracking system records, summary reports), these should be managed according to the *Common Records Schedule for Ministers' Office* – see series MIN-[ACRONYM]-200, Ministers' Correspondence.
- Where the Correspondence unit holds official copies of the Deputy Minister's correspondence and related records (tracking system records, summary reports), these should be managed according to the *Common Records Series for Deputy Ministers' Office Functions* – see Series DMO-[ACRONYM]-3001, Deputy Ministers' Correspondence.
- Official copies of the correspondence of Assistant Deputy Ministers and other senior executives should be managed by the standard records schedule for the applicable office.

Correspondence unit records series that are covered by these records series are:

COM-[ACRONYM]-4001 Petitions and Mass Mailings

COM-[ACRONYM]-4002 Correspondence Unit Administration Records

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-4001	<p>PETITIONS AND MASS MAILINGS</p> <p>Incoming petitions and correspondence from mass mail-in campaigns sent by members of the public to the ministry, Minister, Deputy Minister, or other officials of the ministry, and managed by the Correspondence unit. May also include mass mailings sent to the Premier where they are related to the ministry's programs.</p> <p><u>Excludes:</u> All correspondence that is handled as a separate item. Also excludes summary reports of petitions and mass mailings kept with a copy of the outgoing letter(s). These records must be managed according to records schedules for regular correspondence to the individuals.</p> <p><u>Note:</u> All incoming correspondence including petitions and mass mailings must be retained for at least 1 year, under the <i>Freedom of Information and Protection of Privacy Act</i>.</p>	Destroy after inclusion on a summary report + 1 calendar year
COM-[ACRONYM]-4002	<p>CORRESPONDENCE UNIT ADMINISTRATION RECORDS</p> <p>Policies, procedures, reports, correspondence, memoranda, meeting records, statistics, and other information related to the operation and management of the Correspondence unit.</p> <p>Records are used to administer the unit.</p>	Destroy CCY + 5 years

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3.6 Other

Other activities of a communication branch or unit may result in the following record types:

- COM-[ACRONYM]-5001 Historical Information and Biography Files
- COM-[ACRONYM]-5002 Information Centre Administration Records
- COM-[ACRONYM]-5003 French Language Service Records

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-5001	<p>HISTORICAL INFORMATION AND BIOGRAPHY FILES</p> <p>Information collected about the history of the ministry and biographical profiles of prominent ministry individuals. May contain histories of the ministry or program areas as well as statistics, reports, news and magazine articles and other information.</p> <p>Also includes curricula vitae of significant personnel and other information about employment history, professional training, projects and achievements. Series may contain personal information.</p> <p>Records are used to prepare biographies, speeches, media releases, etc.</p>	<p>Transfer to Archives CCY + 10 years</p>
COM-[ACRONYM]-5002	<p>INFORMATION CENTRE ADMINISTRATION RECORDS</p> <p>Records created and accumulated by managers and staff of information counters, information kiosks, call centres, and other information-providing centres.</p> <p>Includes policies and procedures, plans, correspondence, memoranda, reports, meeting records, user statistics, staff schedules, staff question and answer handbooks, and other administrative materials.</p> <p>Records are used to manage and administer the operations of providing information to the general public or OPS staff. Services include dissemination of information about government programs and services, answering routine public inquiries, and directing the public to appropriate program areas and contacts within the government or community.</p> <p>Excludes: Publications and other materials intended for dissemination – see Transitory Records described in 1.4.2. Also excludes information covered by the Common Series for Administrative Functions, including series GOV-[ACRONYM]-7400 (Routine public inquiries).</p>	<p>Destroy CCY+ 5 years</p>

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Series #	Series Title & Description	Retention & Disposition
COM-[ACRONYM]-5003	<p>FRENCH LANGUAGE SERVICE RECORDS</p> <p>Records used to administer and deliver French language services to the ministry. May include records related to translations, contracted translation services, and French language proficiency of staff.</p> <p>Records are used to provide French versions of publications, communications, content for web site pages, and other public information. Also used to monitor staff progress in demonstrating proficiency in the French language. Series may contain personal information.</p> <p>Excludes: Records relating to the acquisition and use of translations services— use the Common Series for Administrative Functions, series GOV-[ACRONYM]-2000-20 (Other Purchases: Quotations and Purchase Orders).</p>	Destroy CCY + 3 years