



Information, Privacy and Archives Division

Government of Ontario Function-Based Common Records Series: Facilities and Property Management

December 2014

AUTHORIZATION

**Government of Ontario Function-Based Common Records Series:
Facilities and Property Management (FPM)**

Approval under authority of the *Archives and Recordkeeping Act, 2006*:



James G. Hamilton, Archivist of Ontario

Date:

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Facilities and Property Management

Function Acronym: FPM

Description

The function of managing (through the facilities and property management services of Infrastructure Ontario) land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments owned, rented or leased by the ministry.

Activities Performed Under This Function:

Acronym	Name
ARR	Arrangements
CMM	Committees
CNS	Construction
DSP	Disposal
EVA	Evaluation
IMP	Implementation
ISP	Inspections
INV	Inventory
LSG	Leasing
MTC	Maintenance
MOV	Moving
PLA	Planning
PRO	Procedures
PRU	Procurement
REP	Reporting
RSK	Risk Management
SEC	Security

For information about the function-based common records series and their use, please visit the [Function-Based Common Records Series](#) page on iNetwork.

Summary of Series

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
Arrangements (ARR)				
FPM-ARR-001	Bookings	CCY + 2 years	After actions are completed	Destroy
FPM-ARR-002	Shared Occupancy	CCY + 2 years	After arrangements are superseded or terminated	Destroy
Committees (CMM)				
FPM-CMM-001	Ministry Facilities and Property Committees	CCY + 4 years	After actions are completed	Destroy
Construction (CNS)				
FPM-CNS-001	Major Building Construction and Renovation	CFY + 9 years	After building is disposed of	Destroy
FPM-CNS-002	Building Documentation	CFY + 2 years	After documentation is superseded	Destroy
Disposal (DSP)				
FPM-DSP-001	Buildings	CFY + 19 years	After building is disposed of	Destroy
FPM-DSP-002	Land	CFY + 19 years	After land is disposed of	Destroy
Evaluation (EVA)				
FPM-EVA-001	Space Standards	CCY + 5 years	After actions are completed	Destroy
Implementation (IMP)				
FPM-IMP-001	Site Emergency Management	CCY + 2 years	After plans are superseded	Destroy
Inspections (ISP)				
FPM-ISP-001	Environmental and Structural Inspections	CCY + 8 years	After inspections are completed	Destroy

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
Inventory (INV)				
FPM-INV-001	Ministry Owned or Leased Properties	CFY + 15 years	After actions are completed	Destroy
Leasing (LSG)				
FPM-LSG-001	Sites	CFY + 26 years	After lease is terminated or building is sold, destroyed or otherwise disposed of, or after building has otherwise ceased to be a government asset	Destroy
Maintenance (MTC)				
FPM-MTC-001	Routine Maintenance	CFY + 7 years	After actions are completed	Destroy
Moving (MOV)				
FPM-MOV-001	Moving Coordination	CCY + 2 years	After actions are completed	Destroy
Planning (PLA)				
FPM-PLA-001	Asset Management Plans	CCY + 10 years	After plans are superseded	Destroy
FPM-PLA-002	Accommodation Plans	CCY + 5 years	After plan is superseded	Destroy
FPM-PLA-003	Physical Security Plans	CCY + 5 years	After plans are superseded	Destroy
Procedures (PRO)				
FPM-PRO-001	Operating Procedures	CCY + 5 years	After procedures superseded	Destroy
Procurement (PRU)				
FPM-PRU-001	Buildings	CFY + 26 years	After lease is	Destroy

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
			terminated or building is sold, destroyed or otherwise disposed of, or after building has otherwise ceased to be a government asset	
FPM-PRU-002	Land	CFY + 26 years	After land is disposed of	Destroy
FPM-PRU-003	Land Easements and Rights of Way	CCY + 26 years	After release of rights	Destroy
Reporting (REP)				
FPM-REP-001	Space Usage	CCY + 3 years	After actions are completed	Destroy
FPM-REP-002	Accommodation Changes	CFY + 15 years	After actions are completed	Destroy
Risk Management (RSK)				
FPM-RSK-001	Facilities Risk Assessments	CCY + 7 years	After actions are completed or after next risk assessment	Destroy
Security (SEC)				
FPM-SEC-001	Employee and Visitor Access Control	CCY + 10 years	After actions are completed	Destroy
FPM-SEC-002	Security Systems Maintenance	CCY + 10 years	After system replaced	Destroy

Activity: Arrangements (ARR)

Description: The activities involved in making arrangements for the usage of facilities, equipment and space.

Series #: FPM-ARR-001	
Series Title: Facilities and Property Management – Arrangements – Bookings	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3500 (Parking Areas) in the OPS Common Records Series for Administrative Functions of the Government of Ontario.
Closure Criteria	After actions are completed.
Total Retention	CCY + 2 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used in the process of the ministry's booking and tracking of meeting rooms and parking spaces	
Contents: Records may include but are not limited to meeting room bookings, calendars, and records relating to the allotment of parking spaces for government and employee vehicles.	
Notes:	
Cross References:	

Series #: FPM-ARR-002

Series Title: Facilities and Property Management – Arrangements – Shared Occupancy

Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3500 (Parking Areas) in the OPS Common Records Series for Administrative Functions of the Government of Ontario.
Closure Criteria	After arrangements are superseded or terminated
Total Retention	CCY + 2 years
Final Disposition	Destroy

Purpose:
Information is created and/or received and used to document shared occupancy arrangements, such as hotelling between ministries for financial and space allocation.

Contents:
Records may include but are not limited to correspondence, floor plans, and informal agreements about shared occupancies.

Notes:

Cross References:

Activity: Committees (CMM)

Description: The activities involved with managing committees including advisory committees and task forces (internal and external).

Series #: FPM-CMM-001	
Series Title: Facilities and Property Management – Committees – Ministry Facilities and Property Committees	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7050 (Committees – Internal Administration) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 4 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to maintain a record of the key plans, deliberations, decisions, and activities of ministry committees that focus on facilities and property management.	
Contents:	
Records may include but are not limited to agendas, minutes of meetings, meeting information packages, briefing notes, policy papers, reports, presentations, proceedings, correspondence, and other records pertaining to the committee or group and its meetings.	
Includes the committee's establishment and dissolution, appointment of members, and terms of reference.	
May include records related to sub-committees.	
Notes:	
Cross References:	

Activity: Construction (CNS)

Description: The process of making, erecting, renovating or restoring a structure of environs. Includes major work involving structural changes.

Series #: FPM-CNS-001	
Series Title: Facilities and Property Management – Construction – Major Building Construction and Renovation	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3200-10 (Construction – Buildings – Project Case Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After building is disposed of
Total Retention	CFY + 9 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of planning, designing, and construction of individual government buildings, facilities, and structures. Also includes information related specifically to major alterations, renovations or additions to existing buildings and structures as well as demolitions of buildings or structures.	
Contents:	
Records may include but are not limited to <u>ministry copies</u> of planning and design documentation, copies of tenders and implementation documents. Also may include copies of legal documents.	
Also includes business cases related to major alteration, renovation or addition projects; planning and design documentation; vendor sourcing documentation; and project management documentation.	
Notes:	
<u>Excludes:</u> Records held by Infrastructure Ontario (IO).	
Cross References:	
See Series LGL-AGR-003 (Legal Services – Agreements – Real Property Projects) for case files relating to the purchase, leasing, sale or disposal of land, buildings and structures.	

Series #: FPM-CNS-002	
Series Title: Facilities and Property Management – Construction – Building Documentation	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3400 (Space Planning Management) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After documentation is superseded
Total Retention	CFY + 2 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to maintain documents regarding the building that may be needed in case of an emergency, to provide maintenance or to perform construction related to a renovating project.	
Contents:	
Records may include but are not limited to copies of blueprints, CAD (computer-aided design) drawings (as-builts), specifications, workstation layout plans, floor plans and physical plant documentatio (e.g. manuals).	
Notes:	
Cross References:	

Activity: Disposal (DSP)

Description: The process of disposing of property no longer required by the ministry by sale, transfer, termination of lease, auction, or destruction.

Series #: FPM-DSP-001	
Series Title: Facilities and Property Management – Disposal – Buildings	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3250-10 (Disposal – Buildings – Case Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After building is disposed of
Total Retention	CFY + 19 Years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the process of disposal of government buildings, facilities, and structures through sale.	
Contents:	
Records may include but are not limited to <u>ministry copies</u> of sale records, tender records, and copies of financial documents, as well as copies of other legal documents.	
Notes:	
<u>Excludes:</u> Records held by Infrastructure Ontario (IO).	
Cross References:	
See Series LGL-AGR-003 (Legal Services – Agreements – Real Property Projects) for case files relating to the purchase, leasing, sale or disposal of land, buildings and structures.	

Series #: FPM-DSP-002	
Series Title: Facilities and Property Management – Disposal – Land	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3300-10 (Disposal – Land – Case Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After land is disposed of
Total Retention	CFY + 19 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the process of disposal of land through sale or transfer.	
Contents:	
Records may include but are not limited to <u>ministry copies</u> of surveys, property descriptions, titles, correspondence, copies of deeds, reports and recommendations to Cabinet, and copies of financial documents. Also may contain copies of other legal documents such as assignments of leases.	
Notes:	
<u>Excludes:</u> Records held by Infrastructure Ontario (IO) and records relating to the disposition and alienation of Crown lands	
Cross References:	
See Series LGL-AGR-003 (Legal Services – Agreements – Real Property Projects) for case files relating to the purchase, leasing, sale or disposal of land, buildings and structures.	

Activity: Evaluation (EVA)

Description: The process of determining the suitability of potential or existing facilities or properties in relation to meeting the needs of the given situation. Includes ongoing monitoring.

Series #: FPM-EVA-001	
Series Title: Facilities and Property Management – Evaluation – Space Standards	
Rationale for Retention Period	Replicates retention period in Series 16.9.1 (Property Management – Evaluation) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 5 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used when assessing space standards usage and how to address any changes made to space standards.	
Contents:	
Records may include but are not limited to assessments, rationales, business cases, space matrix results, and requirements.	
Also may include standards for space allocation, floor configurations, records documenting movement within buildings, records documenting retrofit management, floor plans, redesign records relating to furniture management and copies of work orders.	
Notes:	
Cross References:	

Activity: Implementation (IMP)

Description: The activities associated with carrying out or putting into action plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Series #: FPM-IMP-001	
Series Title: Facilities and Property Management – Implementation – Site Emergency Management	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7025 (Business Continuity Planning / Continuity of Operations and Emergency Management) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After plans are superseded
Total Retention	CCY + 2 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of implementing and administering emergency plans for a building or space within a building.	
Contents:	
Records may include but are not limited to records relating to program implementation and administration of emergency evacuation plans, fire safety plans, identification of mobility-challenged individuals, and any required approvals. Also includes building-specific plans, contact lists of co-located site managers, alternate site locations, debrief reports, and floor plans.	
Also may include copies of business continuity plans (BCP) / emergency management (EM) and continuity of operations program (COOP) plans and regional emergency response plans.	
Notes:	
Cross References:	

Activity: Inspections (ISP)

Description: The process of official examinations of facilities to ensure compliance with agreed standards and objectives.

Series #: FPM-ISP-001	
Series Title: Facilities and Property Management – Inspections – Environmental and Structural Inspections	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3450-20 (Inspections – Buildings and Properties) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After inspections are completed
Total Retention	CCY + 8 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document routine environmental and structural inspections of leased and owned government buildings, facilities, structures and properties.	
Contents:	
Records may include but are not limited to inspection reports for mold, asbestos and asbestos removal, pests, air quality, water quality. Includes reports relating to elevator maintenance and inspections, fire prevention and related inspections, and structural inspections.	
Also may include <u>ministry copies</u> of records of remedial action, recommendations and related correspondence.	
Notes:	
Cross References:	
See Series EQS-DSP-002 (Equipment and Supplies – Disposal – Hazardous Materials) for records relating to the disposal of hazardous materials.	

Activity: Inventory (INV)

Description: The activities associated with listing and preparing lists of items and assets in the possession of the ministry.

Series #: FPM-INV-001	
Series Title: Facilities and Property Management – Inventory – Ministry Owned or Leased Properties	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3350 (Accommodation Portfolio Management) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CFY + 15 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of inventorying 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.	
Contents:	
Records may include but are not limited to real property, land, building, occupation, and space inventories.	
Notes:	
Cross References:	

Activity: Leasing (LSG)

Description: The activities involved in leasing accommodation, premises or real estate from another organization.

Series #: FPM-LSG-001	
Series Title: Facilities and Property Management – Leasing – Sites	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3020 (Site Project Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After lease is terminated or building is sold, destroyed or otherwise disposed of, or after building has otherwise ceased to be a government asset
Total Retention	CFY + 26 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the process of negotiating, acquiring or renewing accommodation space through leasing.	
Contents:	
Records may include but are not limited to Transaction Summary Authorization form, copy of signed lease agreement, copy of signed occupancy agreement, leasehold improvement decisions, contractual obligations, Property Services Initiation Form (PSIF).	
Also includes lease checklists, needs assessments, feasibility assessments, identified space requirements, proposals, business plans, business cases, real estate options analysis (REOA), assessment of current locations, approvals, copies of Treasury Board / Management Board of Cabinet submissions, alternatives, requests from regional offices or branches, initiation and potential finalized forms, and meeting minutes.	
Notes:	
Cross References:	

Activity: Maintenance (MTC)

Description: The activities involved with the upkeep, repair, and preservation of internal / external conditions of premises.

Series #: FPM-MTC-001	
Series Title: Facilities and Property Management – Maintenance – Routine Maintenance	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3450-10 (Operations and Maintenance Files – Buildings and Properties) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CFY + 7 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the routine maintenance of leased or owned government buildings, facilities, structures and properties.	
Contents:	
Records may include but are not limited to correspondence, work orders and confirmations related to facilities and property management, repairs and maintenance, electrical systems, elevators and escalators, fire and life safety systems, heating, ventilation and air conditioning, janitorial services, landscaping, lighting, parking lot maintenance, pet control, plumbing systems, recycling, security equipment maintenance, signage, snow removal, structural repairs and trash removal / shredding.	
Also includes billing description of repair, work order and confirmations, installation records, action line logs of calls / emails made to CB Richard Ellis (CBRE) or other facilities and property managers and status reports.	
Notes:	
Cross References:	

Activity: Moving (MOV)

Description: The activities involved with the process of relocating a business unit to other premises.

Series #: FPM-MOV-001	
Series Title: Facilities and Property Management – Moving – Moving Coordination	
Rationale for Retention Period	Replicates the retention period in Series 16.17.0 (Property Management – Moving) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 2 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used in the process of coordinating a move or a relocation to either a permanent or temporary (swing space) location.	
Contents: Records may include but are not limited to project plans, work orders, design plans, site plans, floor plans, instructions, rental orders, timetables, schedules, communication plan to employees and stakeholders, notifications of change, accommodation services requisition form, and project services initiation form.	
Notes:	
Cross References:	

Activity: Planning (PLA)

Description: The activities involved in formulating ways in which objectives are determined and achieved. Includes determination of services, needs and solutions to those needs.

Series #: FPM-PLA-001	
Series Title: Facilities and Property Management – Planning – Asset Management Plans	
Rationale for Retention Period	Replicates existing approved retention period in Series PP-4300 (Operational Planning) in the OPS <i>Government of Ontario Common Records Series: Policy and Planning Functions</i>
Closure Criteria	After plans are superseded
Total Retention	CCY + 10 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of planning in relation to built assets.	
Contents:	
Records may include but are not limited to asset management plans, portfolio plans, lease database records, charge for accommodation (CFA) database records, correspondence with Infrastructure Ontario (IO), and new work space guidelines.	
Notes:	
Cross References:	

Series #: FPM-PLA-002

Series Title: Facilities and Property Management – Planning – Accommodation Plans

Rationale for Retention Period	Replicates the retention period in Series 16.18.2 (Property Management – Planning) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After plan is superseded
Total Retention	CCY + 5 years
Final Disposition	Destroy

Purpose:

Information is created and/or received and used in the process of developing the annual ministry accommodation plan for OPS employees, including, but not limited to, any leasing, legislative or health and safety issues impacting the plan.

Contents:

Records may include but are not limited to business cases, identification of lease expiry, documented priority issues (e.g. health and safety), minutes, accommodation plans, background materials used to develop accommodation plans, capital plans, correspondence, and background documentation.

Notes:

Cross References

Series #: FPM-PLA-003

Series Title: Facilities and Property Management – Planning – Physical Security Plans

Rationale for Retention Period	Replicates the retention period in Series 16.18.2 (Property Management – Planning) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
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Closure Criteria	After plans are superseded
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Total Retention	CCY + 5 years
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Final Disposition	Destroy
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Purpose:

Information is created and/or received and used in the process of developing the ministry Physical Security Plan, the Building Physical Security Plan or any other plans directly related to the physical security of a premise.

Contents:

Records may include but are not limited to Ministry Physical Security Plan, Building Physical Security Plan, approvals, background research or materials, correspondence, post orders, and security drawings.

Notes:

Cross References:

Activity: Procedures (PRO)

Description: The activities involved with developing and adopting standard organizational methods of operating according to formulated policy.

Series #: FPM-PRO-001	
Series Title: Facilities and Property Management – Procedures – Operating Procedures	
Rationale for Retention Period	Replicates the retention period in Series 16.20.1 (Property Management – Procedures) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After procedures are superseded
Total Retention	CCY + 5 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used to develop and review ministry procedures related to facilities and property management.	
Contents: Records may include but are not limited to final versions of manuals, handbooks, guidelines, etc. detailing procedures for ministry facilities and property management. Includes records relating to the development and review of procedures, including background research, draft versions of procedures containing significant changes / alterations or formally circulated for comment, reports analyzing issues, and the outcomes of consultation.	
Notes:	
Cross References:	

Activity: Procurement (PRU)

Description: The activities involved with planning, procuring and managing the procurement of all goods and services (including construction, consulting services, and information technology) required to meet government needs.

Series #: FPM-PRU-001	
Series Title: Facilities and Property Management – Procurement – Buildings	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3050-10 (Acquisition – Buildings – Internal OPS Use – Case Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After lease is terminated or building is sold, destroyed or otherwise disposed of, or after building has otherwise ceased to be a government asset
Total Retention	CFY + 26 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of individual acquisitions of buildings and structures acquired for internal OPS use through transfer, lease, purchase or donation as per the <i>MBC Realty Directive, 2013</i> .	
Contents:	
Records may include but are not limited to copies of plans, blueprints, CAD (computer-aided design) drawings, specifications, and reports. Also may include copies of original legal documents.	
Notes:	
<u>Excludes:</u> Records held by Infrastructure Ontario (IO).	
Cross References:	
See Series LGL-AGR-003 (Legal Services – Agreements – Real Property Projects) for case files relating to the purchase, leasing, sale or disposal of land, buildings and structures.	

Series #: FPM-PRU-002	
Series Title: Facilities and Property Management – Procurement – Land	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3100-10 (Acquisition – Land – Case Files) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After land is disposed of
Total Retention	CFY + 26 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of acquiring land for internal OPS use through transfer or lease from a private sector source.	
Contents:	
Records may include but are not limited to appraisal reports, correspondence, surveys, plans, drawings, and reports.	
Also may include copies of original legal documents such as deeds.	
Notes:	
<u>Excludes:</u> Records held by Infrastructure Ontario (IO); and records relating to Crown land that has been leased-out or sold or that continues to be held by the Crown.	
Cross References:	
See Series LGL-AGR-003 (Legal Services – Agreements – Real Property Projects) for case files relating to the purchase, leasing, sale or disposal of land, buildings and structures.	

Series #: FPM-PRU-003	
Series Title: Facilities and Property Management – Procurement – Land Easements and Rights of Way	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3100-20 (Land Easements and Rights of Way) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After release of rights
Total Retention	CCY + 26 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of acquiring rights of way and easements related to land acquired for internal OPS purposes.	
Contents:	
Records may include but are not limited to licenses and leases.	
Notes:	
<u>Excludes:</u> Records held by the Infrastructure Ontario (IO); and land easements and rights of way on Crown lands as well as documentation relating to acquisitions of Crown lands.	
Cross References:	

Activity: Reporting (REP)

Description: The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and formal statements or findings of the results of the examination or investigation.

Series #: FPM-REP-001	
Series Title: Facilities and Property Management – Reporting – Space Usage	
Rationale for Retention Period	Replicates existing approved retention period in Series 16.23.1 (Property Management – Reporting) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 3 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of reporting on space usage and baseline requirements to Infrastructure Ontario or the Ministry of Economic Development, Employment and Infrastructure.	
Contents:	
Records may include but are not limited to action requests and any reports produced on office (ministry) co-location, Full-time Equivalnets (FTEs) / staffing, useable square footage / rentable square footage, dashboard reports, baseline reporting or information, space standard compliance, and measures against established Infrastructure Ontario design guidelines.	
Notes:	
Cross References:	

Series #: FPM-REP-002	
Series Title: Facilities and Property Management – Reporting – Accommodation Changes	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-3350 (Accommodation Portfolio Management) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CFY + 15 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used when documenting changes in space allotments, track accommodation changes, including surplus declarations submitted to Infrastructure Ontario.	
Contents:	
Records may include but are not limited to 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, as well as the records of surplus properties reconciled against the Charging for Accommodations (CFA) fund.	
Notes:	
Cross References:	

Activity: Risk Management (RSK)

Description: The activities involved with the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.

Series #: FPM-RSK-001	
Series Title: Facilities and Property Management – Risk Management – Facilities Risk Assessments	
Rationale for Retention Period	Replicates the retention period in Series 16.23.1 (Property Management – Risk Management) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After actions are completed or after subsequent risk assessment
Total Retention	CCY + 7 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of performing a risk assessment associated with facilities or services of a building or premise.	
Contents:	
Records may include but are not limited to threat risk assessments, recommendations, evaluation of recommendations, other types of risk assessments, decisions, correspondence and notes.	
Notes:	
Cross References:	

Activity: Security (SEC)

Description: The activities involved with measures taken to protect people and premises from accidental or intentional damage or from unauthorized access. Includes the security classification of personnel and criminal record checks.

Series #: FPM-SEC-001	
Series Title: Facilities and Property Management – Security – Employee and Visitor Access Control	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7600-10 (Security – Personnel) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 10 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to track building access of people entering, visiting, or working on a premise.	
Contents:	
Records may include but are not limited to exit forms, access logs, visitor logs, contractor logs, access card reports, Canadian Police Information Centre (CPIC) and other clearances.	
Also includes passes, records relating to identification methods, documentation concerning badging, and other related records.	
Notes:	
Cross References:	

Series #: FPM-SEC-002	
Series Title: Facilities and Property Management – Security – Security Systems Maintenance	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7600-20 (Security – Physical) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After system is replaced
Total Retention	CCY + 10 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the location, inspections and maintenance of security systems within a premise.	
Contents:	
Records may include but are not limited to maintenance checks, records of changes made to security systems, security system inspection records, recommendations, decisions, service contracts, and vendor inspection records performed on a routine or ad-hoc basis.	
Also includes 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.	
Notes:	
Cross References:	