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# **GOVERNMENT OF ONTARIO COMMON RECORDS SERIES**

## **MINISTERS' PUBLIC RECORDS**

August 11, 2011

These series will assist Ontario Cabinet ministers, parliamentary assistants and their offices in managing the retention and disposition of public records in their custody. The series cover records in paper, electronic, and other formats.



**ARCHIVES OF ONTARIO**

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**GOVERNMENT OF ONTARIO COMMON RECORDS SERIES  
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<b>REVISION LOG</b>		
<b>Series revised</b>	<b>Summary of change</b>	<b>Date revision signed</b>
All series	Simplified 12 series/sub-series into 3 series to clarify implementation. Also clarified instructions for the disposition of records after a change of minister or change of government	April 9, 2002
MIN-400	Series added for ministers' office expense Claims after <i>Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act</i> required ministers' offices to retain a copy of its expense claims. Addition required further instructions for the disposition of expense claims after a change of minister or change of government.	April 4, 2003
None	Revisions to update contact information and web references.	March 1, 2006
None	Revisions to wording in first sentence on page 1 that deals with schedule assisting ministers and ministers' staff. Replaced <u>to take appropriate actions regarding the retention and disposition of</u> Government records in their custody... with ... <u>in managing the retention and disposal of</u> Government records in their custody. Also included in parentheses <u>paper and electronic</u> to specify that records include both paper and electronic formats.	July 9, 2007
None	Removed reference (page 8 of previous version) to negotiable retention periods to suit the requirements of each minister's office. Retention periods that appear on schedule have been approved by Archivist of Ontario.	July 9, 2007
None	Reformatted document to provide same look and feel as other common schedules. Moved old section 3.1, Series Descriptions and retention schedule to back of document and re-numbered as section 5 (Series Descriptions and Records Retention Schedule).	July 9, 2007

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<b>REVISION LOG</b>		
<b>Series revised</b>	<b>Summary of change</b>	<b>Date revision signed</b>
None	Reformatted retention schedule by eliminating the box layout and presenting information in a column layout at back of document.	July 9, 2007
None	Revisions to include references and wording to make it clear that ministers' subject and correspondence files are to be transferred to Archives immediately when there has been a change in minister and change in government as a result of an election. See pages 11 to 14 of schedule.	July 9, 2007
None	Revisions to update contact information and web references. Also included section on "Application of this Schedule on page 7.	July 9, 2007
MIN-100 and MIN-200 and MIN-300 and MIN-400	Revisions to ministry retention period to indicate immediate transfer of ministers' subject files (series 100) and correspondence files (series 200) to Archives upon a change in government as a result of an election. In the case of ministers' Cabinet records (series (300) included wording to indicate that the deputy minister take immediate custody of these records on behalf of the Secretary of Cabinet when there has been a change in Government as a result of an election. In the case of ministers' office expense claims (series 400) added wording to ministry retention period field to indicate that expense claims can be destroyed if submitted to Ontario Shared Services whether it is a case of change of minister, no change in government, or a change of minister with a change in government.	July 9, 2007
MIN-200	Revision made to series description field to note that ministers' correspondence includes all correspondence in digital form located in correspondence management systems.	July 9, 2007

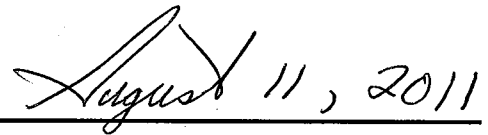
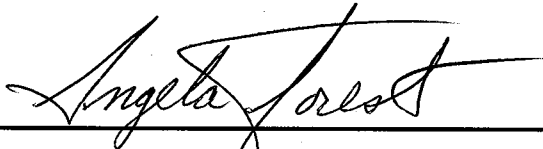
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<b>REVISION LOG</b>		
<b>Series revised</b>	<b>Summary of change</b>	<b>Date revision signed</b>
Introduction	Updated for consistency with the Government of Ontario Records Schedule Requirements and the Government of Ontario Common Series for Transitory Records.  Removed references from sections 2 and 3.1.1 regarding early transfer to the Archives of a predecessor minister's records.	March 16, 2009
All	Changed format of series numbers for consistency with other government common series.	March 16, 2009
All	Combined retention and disposition into one field.  Removed the direction to contact the Archives for electronic records transfer from the disposition field. The direction is stated in section 3.3 of this document.  Minor reformatting and clarifications of text.	March 16, 2009
All	Introduction updated to make it consistent with revised Information Bulletin: Guideline for the Disposition of Ministers' Records  Minor reformatting and editorial changes made throughout.	August 11, 2011

**AUTHORIZATION**

Government of Ontario Common Records Series  
Ministers' Public Records

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



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**Angela Forest, Chief Privacy Officer and Archivist of Ontario (A)**

**Date:**

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## **1. INTRODUCTION**

Records of Ontario Cabinet ministers, parliamentary assistants and their staff provide documentary evidence of the development of government policies and programs, and form an important part of the historical record of government. Ministers' records include not only hard copy textual records, but also records created and maintained in electronic and other formats.

Ministers' records fall into two categories:

- **Ministers' public records** are generated and maintained by ministers in their capacity as ministers of the Crown, including ministers' copies of Cabinet records. They include the records of parliamentary assistants and the records of ministers' political staff when they relate to ministers' portfolio responsibilities.
- **Ministers' personal, political and constituency records** are generated and maintained by ministers in their capacity as members of the Legislature and as private citizens.

Ministers' public records are those records that are made or received by a minister (or his or her staff) in relation to a minister's portfolio responsibilities. These records are subject to the *Archives and Recordkeeping Act, 2006* (ARA). Ministers' personal, political and constituency records are ministers' personal property and may be disposed of as each minister sees fit.

Use of the common series in this document ensures that a common approach is used across portfolios and that a complete and authoritative record of important ministerial decisions and actions will be preserved.

### **1.1 Authority**

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

### **1.2 Scope**

A public record is "a record made or received by a public body in carrying out the public body's activities, but does not include constituency records of a minister of the Crown or published works" (*Archives and Recordkeeping Act, 2006, S.O. 2006, chapter 34, Schedule A, s. 2 (1)*). A minister of the Crown is a public body for the purposes of the Act. A record includes information in any form, including paper and electronic records (e.g. word processed documents, e-mail, spreadsheets, etc.).

These series apply to public records created, maintained or used by ministers, parliamentary assistants and their staff in the course of managing and administering their portfolio



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responsibilities. Any reference to ministers or ministers' offices applies equally to parliamentary assistants and the offices of parliamentary assistants.

*The Archives and Recordkeeping Act, 2006* applies to any record created or received by a Minister in relation to his or her official portfolio responsibilities. In this regard, the ARA defines such records as "public records." Accordingly these should be organized, maintained and stored separately from ministers' personal, political and constituency records. Ministers' public records typically include:

- Records of internal deliberations involving a minister and his or her staff on matters relating to the minister's portfolio;
- Communications between ministers on matters relating to the portfolio of the minister possessing the records;
- Communications on matters directly relating to the minister's portfolio with individuals and groups external to the Government;
- Records relating to the minister's activities as a member of Cabinet and its committees;
- Records concerning administrative matters pertaining to the minister's duties or office.

Ministers' public records also include records that are stored elsewhere other than in the minister's office on behalf of the minister. In many ministries, the minister's correspondence is managed and stored by a ministry correspondence unit. Where the ministry manages minister's correspondence records on behalf of the minister, then it should also include the series for this in the ministry's records schedule.

### 1.3 Adoption

It is recommended that all ministers adopt these common records series for use by staff that manage the retention and disposition of public records on their behalf or on behalf of their parliamentary assistant or assistants.

In order to obtain approval of the Archivist of Ontario to use these common series as the records schedule for the minister's portfolio, the minister should approve an *Adoption of Government Common Series* template per the *Government of Ontario Records Schedule Requirements*. Ministry records management staff may assist by preparing this simple template for signature or the Archives of Ontario may assist directly.

The adoption of government common series for ministers' records will remain in force for as long as the portfolio remains unchanged. If the portfolio changes, e.g. by the ministry merging with another or being divided, then a new adoption of the government common series for ministers' records should be submitted for approval by the Archivist of Ontario.

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If these common series are not adopted, the minister must have the approval of the Archivist of Ontario for a records schedule particular to his or her portfolio.

Certain records are specifically excluded from the requirements of the *Archives and Recordkeeping Act, 2006* and are therefore not included in the government common series for ministers' records. These exclusions are discussed in section 1.4 below.

Questions about the use of these government common series and requirements for records schedules should be directed to the Archives of Ontario Recordkeeping Support Unit at 416-327-1600 or toll-free at 1-800-668-9933, or by e-mail to [recordkeeping@ontario.ca](mailto:recordkeeping@ontario.ca).

## **1.4 Excluded Records**

### **1.4.1 Ministers' personal, political and constituency records**

Apart from their records as ministers of the Crown, ministers hold records pertaining to their role as elected members of the Provincial Parliament (MPPs), including records relating to party business and to their constituents. Ministers' personal, political and constituency records are not government records, but are noted in this document in order to make that distinction clear for those who are implementing these government common series.

***Ministers' public records should be organized, maintained and stored separately from ministers' personal, political and constituency records in order to facilitate the disposal of records at the end of each minister's term and reduce the possibility of having to provide legislated access to the minister's personal, political and constituency records that are stored with the minister's public records.***

### **1.4.2 Administrative records**

Ministers' offices create and receive internal administrative records. The series in this document do not apply to records of this type because they may be addressed by adopting the records series that are available for use by all public bodies as outlined in the *Common Records Series for Administrative Functions of the Government of Ontario*. These records relate to human resources, purchasing, accommodations and moveable assets management, financial management, audit management, information and information technology management and other administrative topics.

### **1.4.3 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 Series for Transitory Records* authorizes the individual who created, received or is responsible for public records that are transitory in nature to destroy them immediately when no longer used or actively referred to. Ministers should approve and submit to the Archives an *Adoption of Government Common Series* template to adopt these series for managing the retention and disposition of transitory public records in their offices.

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 sets of records are to be scheduled and not treated as transitory records.

For more information about transitory records, consult the *Government of Ontario Common Records Series for Transitory Records* 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*. These documents are available on the Archives of Ontario intranet site.

### **1.4.4 Excluded records as identified in series entries**

These government common series do not apply to records explicitly excluded in the series descriptions described in section 5.

## 2. DISPOSITION OF MINISTERS' RECORDS: A QUICK OVERVIEW

What happens to records created and maintained by ministers and their staff is determined by a combination of the type of record and the circumstances by which ministers move in and out of Cabinet posts. The following chart gives a quick summary of how to handle specific types of records when there is a change of minister. For more details, see section 3 of this document and the series entries in section 5.

Type of Record	Change of minister but no change of government	Change of minister with a change of government
<b>Ministers' subject files and Ministers' correspondence</b> (Series 100 and 200)	Files remain for the use of the new minister, applying 5-year retention period as per series	Transfer files immediately to the Archives of Ontario  The deputy minister's office may facilitate the required transfer upon departure of a minister
<b>Ministers' Cabinet records</b> (Series 300)	Files remain for the use of the new minister applying 5-year retention period as per series	Deputy minister takes custody of the files immediately and retains them on behalf of the Secretary of Cabinet; deputy minister provides access to these records as appropriate  Deputy minister's staff implement retention and disposition requirements as per series
<b>Ministers' expense claims</b> (Series 400)	Destroy if claim has been submitted to Ontario Shared Services.	Destroy if claim has been submitted to Ontario Shared Services
<b>Ministers' personal, political and constituency records</b>	Files are the minister's personal property and should be disposed of as the minister sees fit  The Archives of Ontario may be interested in pursuing a private donation agreement	Files are the minister's personal property and should be disposed of as the minister sees fit  The Archives of Ontario may be interested in pursuing a private donation agreement

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## GOVERNMENT OF ONTARIO COMMON RECORDS SERIES

### MINISTERS' PUBLIC RECORDS

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The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA) continue to apply to public records of an institution under FIPPA that are transferred to the Archives of Ontario, including ministers' public records.

See also section 3.2 for details about the immediate transfer of ministers' subject files and correspondence to the Archives of Ontario when there has been a change in government as a result of an election.

**Assistance in interpreting this document is available from the Archives of Ontario Recordkeeping Support Unit at 416-327-1600 or toll-free 1-800-668-9933 or by e-mail to [recordkeeping@ontario.ca](mailto:recordkeeping@ontario.ca).**

### 3. MINISTERS' PUBLIC RECORDS

#### 3.1 Disposition when there is No Change of Government

##### 3.1.1 Ministers' subject files, correspondence, and Cabinet records

The paper and electronic records described in Series 100, 200 and 300 are to be transferred to the custody of the Archives of Ontario when the records reach 5 years old.

Upon the resignation of a minister or after a Cabinet shuffle where the government does not change, the paper and electronic records described in Series 100, 200, and 300 which have not yet reached the 5-year retention period are to remain in the control of the new minister. If desired, paper records may be transferred to Information Storage and Retrieval (also known as the government records centre) for storage during their retention period.

The new minister has the choice to rescind the adoption of the government common series for ministers' records, opting instead to seek approval of the Archivist of Ontario for a records schedule particular to his or her portfolio, or to keep the currently adopted government common series for ministers' records as the records schedule of his or her portfolio.

##### 3.1.2 Ministers' expense claims

After the resignation of a minister when the government does not change, the minister's office copy of expense claims, as described in Series 400 can be destroyed if the claim has been submitted to Ontario Shared Services for processing. Ontario Shared Services acts as the designate responsible for retaining the minister's original expense claims and original receipts and supplying copies to the Chair of Management Board and the Integrity Commissioner, in accordance with the *Rules Governing the Expenses of Cabinet Ministers, Opposition Leaders and Other Persons*.

## **3.2 Disposition when there is a Change of Government**

### **3.2.1 Ministers' subject files and correspondence**

In the event of a change of government, the papers and electronic records described in Series 100 and 200 must be transferred immediately to the Archives of Ontario. Prior to an election, ministers' office staff should contact the Archives of Ontario Recordkeeping Support Unit at 416-327-1600 or toll free 1-800-668-9933 to discuss arrangements for a potential transfer. Records must be transferred to the Archives of Ontario prior to the new government being sworn in. The Archives of Ontario will contact outgoing ministers' staff to assist in arranging the transfer of records to the Archives of Ontario. The office of the deputy minister may assist with this transfer.

In limited circumstances, such as an on-going investigation, litigation, or access request made under the *Freedom of Information and Protection of Privacy Act*, complying with all or part of the ministers' records schedule would contravene the express provisions of another Act or an order of the court or the Legislative Assembly. In these cases, and upon notifying the Archivist of Ontario, the deputy minister must place a hold on the immediate transfer of ministers' subject files and correspondence. The deputy minister's notification to the Archivist of Ontario should identify the specific records under hold and the reasons for the hold. The Secretary of Cabinet should be copied on the letter, as it is the responsibility of this position to safeguard the integrity of the transition process.

### **3.2.2 Ministers' Cabinet records**

Following the resignation of a minister due to a change in government, the deputy minister will take custody of records (including paper and electronic files) that pertain to the minister's role as a member of Cabinet, as described in Series 300. These records will be retained by the deputy minister on behalf of the Secretary of Cabinet, thereby ensuring their preservation, integrity and confidentiality, while enabling these records to be made available to ministry staff for the continuity of public administration. The deputy ministers' staff will implement the retention and disposition requirements described in Series 300, which would otherwise have been implemented by ministers' office staff.

### **3.2.3 Ministers' expense claims**

In the event of a change of government, the minister's office copy of expense claims, as described in Series 400, can be destroyed if the claim has been submitted to Ontario Shared Services for processing. Ontario Shared Services acts as the designate responsible for retaining the ministers' original expense claims and original receipts, and supplying copies to the Chair of Management Board and the Integrity Commissioner, in accordance with the *Rules Governing the Expenses of Cabinet Ministers, Opposition Leaders and Other Persons*.

### **3.3 Transferring Records to the Archives of Ontario**

#### **3.3.1 Preparing paper records for transfer to the Archives of Ontario**

Because paper records transferred to the Archives of Ontario will be temporarily stored with Information Storage & Retrieval (IS&R), the procedures for sending ministry records to IS&R that are outlined in the Archives of Ontario Manual and E-learning module (see Archives of Ontario intranet site), *Implementing Records Schedules for Paper Records* should be followed.

#### **3.3.2 Preparing electronic records for transfer to the Archives of Ontario**

Electronic records are transferred directly to the Archives of Ontario, not to Information Storage & Retrieval. Contact the Archives of Ontario for guidance on transfer of electronic records.

### **3.4 Accessing Ministers' Public Records**

#### **3.4.1 Access to records in the Archives of Ontario**

The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA) continue to apply to public records of an institution under FIPPA that are transferred to the Archives of Ontario, including ministers' public records.

Current ministers will not have access to public records of a minister of a past government of a different political party. If current ministers, in the course of their current ministerial duties, need to consult records of a former minister of the same political party that were transferred to the Archives of Ontario, they may contact the Information and Privacy Unit of the Archives of Ontario in order to view records at the Archives of Ontario.

#### **3.4.2 Access to records in the custody of a deputy minister**

Records transferred to the custody of a deputy minister continue to be governed by the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* while in the custody of the deputy minister.

## **4. MINISTERS' PERSONAL, POLITICAL AND CONSTITUENCY RECORDS**

### **4.1 Description**

A minister's or parliamentary assistant's personal, political and constituency records (in any format, e.g. electronic or paper) are the personal property of the minister or parliamentary assistant. They are not public records. Accordingly, they may be disposed of in any manner the minister or parliamentary assistant sees fit.

Personal, political and constituency records are not subject to the *Archives and Recordkeeping Act, 2006* or the *Freedom of Information and Protection of Privacy Act* (FIPPA) when they are maintained and stored separately from ministers' public records. The Information and Privacy Commissioner has ruled, however, that these records may fall under the jurisdiction of FIPPA if they are integrated with the public records of the minister (Order P-267). **Care should therefore be taken to ensure that ministers' and parliamentary assistants' personal, political and constituency records are organized, maintained and stored separately from ministers' public records.**

#### **4.1.1 Personal records**

Personal records are records created or accumulated by a minister, parliamentary assistant or their staff that reflect personal interests and activities not related in any way to their official duties.

#### **4.1.2 Political records**

Political records are created and maintained by the minister, the parliamentary assistant and their aides to support the minister's or parliamentary assistant's involvement in elections, caucus deliberations, and other party matters, including party conventions and conferences, fundraising, and party organization and administration. These records include:

- Caucus files
- Party convention files
- Party leadership files
- Riding nomination files
- Election campaign records and publications

#### **4.1.3 Constituency records**

Constituency files are created in the course of supporting the minister's or parliamentary assistant's involvement in his or her constituency, and activities as a Member of Provincial Parliament, including:

- Constituency correspondence and related records (e.g., telephone notes) relating to the needs or concerns communicated by residents of the riding in the minister's or parliamentary assistant's capacity as a Member of Provincial Parliament (that is, in matters unrelated to his or her ministerial portfolio);
- Constituent case files (e.g., files pertaining to Workplace Safety and Insurance Board claims and appeals) documenting points of contact between the minister or parliamentary assistant and his or her constituents where these contacts do not relate in any way to the minister's or parliamentary assistant's portfolio responsibilities);



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- Correspondence control records, consisting of registers or indexes tracking the handling of constituency correspondence;
- Constituency-related subject files, consisting of records dealing with issues related to the constituency (e.g., local environmental or transit concerns).

#### **4.2 Donation of Ministers' Personal Records to the Archives of Ontario**

Ministers' personal, political and constituency records may provide important documentation of the province's political process and the people who have shaped its history. In such cases, the Archives of Ontario may wish to acquire these records (in any format, e.g. electronic, paper, photographic) through a private donation agreement with the minister.

Should a minister decide to donate these records to the Archives of Ontario, he or she will be making a gift to the province of great historical value. The records will be examined by professional archivists, and those records of enduring historical use will be arranged, described and eventually made available to the public, in accordance with access provisions that are determined by the Archivist of Ontario in consultation with the donating minister. Records acquired by the Archives of Ontario through a private donation agreement are explicitly exempt from the provisions of the *Freedom of Information and Protection of Privacy Act*.

***For more information on donations, contact the Archives of Ontario  
Collections Development and Management Unit at 416-327-1600 or toll free  
1-800-668-9933 or by e-mail to [reference@ontario.ca](mailto:reference@ontario.ca).***

## **5. RECORDS SERIES**

Ministers' public records are those records created and used by the minister as the chief executive of the ministry in managing and participating in decision-making and consultative processes, in liaising with ministry stakeholders, in communicating the ministry's and government's position on issues of policy and administration, and in communicating ministerial decisions. This section also includes those records created in support of administrative functions unique to a minister's office, usually in concert with the deputy minister or other ministry staff. These include budget and business planning documents, briefing books, the minister's general correspondence, and statements in the House. Records created by ministers' staff and parliamentary assistants are included.

Ministers' records include the following four series:

MIN-[ACRONYM]-100	Ministers' Subject Files
MIN-[ACRONYM]-200	Ministers' Correspondence
MIN-[ACRONYM]-300	Ministers' Cabinet Records
MIN-[ACRONYM]-400	Ministers' Expense Claims

See the following pages for full series descriptions.

**GOVERNMENT OF ONTARIO COMMON RECORDS SERIES  
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Series #	Series Title & Description	Retention & Disposition
<b>MIN- [ACRONYM]- 100</b>	<p data-bbox="352 306 791 335"><b>MINISTERS' SUBJECT FILES</b></p> <p data-bbox="352 360 1174 464">Any or all of the following types of records, created and/or maintained by the minister, parliamentary assistant(s) or their staff:</p> <p data-bbox="352 505 1078 567"><b>POLICY AND PROGRAM DEVELOPMENT FILES</b> including files that relate to:</p> <ul style="list-style-type: none"> <li data-bbox="352 609 1190 837">• <b>Legislation:</b> Files created in the course of preparing legislation for introduction into the Assembly and guiding it through the legislative process. Includes notes of meetings involving the minister, his or her aides, the deputy minister, legislative counsel, relevant ministry staff, and members of the public.</li> <li data-bbox="352 868 1198 1013">• <b>Policy issues:</b> Notes and other documents created in the course of developing portfolio policy initiatives, their introduction at the Cabinet committee level, and enlistment of support within Cabinet.</li> <li data-bbox="352 1044 1190 1375">• <b>Cabinet Issues:</b> Notes and documents created by the minister and his or her aide(s) in the course of establishing the minister's position on issues before the Cabinet. These files include notes and other materials relevant to submissions made by ministers' staff, and may include copies of Cabinet documents. Also includes notes created by the minister relating to discussions had by Cabinet, Cabinet committees or Cabinet boards.</li> <li data-bbox="352 1417 1198 1562">• <b>Studies, reports and surveys:</b> Internal studies, reports and surveys which form a direct and substantive part of any advice to a minister or submission to Cabinet.</li> <li data-bbox="352 1603 1142 1707">• <b>Staff meetings:</b> Agendas, minutes and related materials prepared for meetings of the minister, parliamentary assistant and their staff on all matters.</li> <li data-bbox="352 1748 1166 1810">• <b>Public appointments:</b> Files and materials relating to recommendations regarding appointments to various</li> </ul>	<p data-bbox="1230 306 1458 816"><b>Transfer to Archives Current Calendar Year (CCY) + 5 years, except when there has been a change of minister with a change of government as a result of an election.</b></p> <p data-bbox="1230 857 1458 1044"><b>In this case, the files must be transferred immediately to the Archives.</b></p> <p data-bbox="1230 1075 1410 1210"><b>See section 3.2 for additional details.</b></p>

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<b>Series #</b>	<b>Series Title &amp; Description</b>	<b>Retention &amp; Disposition</b>
	government agencies, boards and commissions.	
	<ul style="list-style-type: none"><li>• <b>Aides' files:</b> Other notes and files created or used by any of the minister's staff to support the minister's involvement and response to various portfolio-related issues and events.</li><li>• <b>Grants:</b> Files created in the course of decision-making processes on grant requests.</li></ul>	
	<p><b>PROGRAM DELIVERY FILES:</b> Documents created and used in the preparation of ministry budgets and plans. Also includes briefing books prepared for the minister by ministry staff on various issues.</p> <ul style="list-style-type: none"><li>• <b>Budget and planning files:</b> Notes, agendas, minutes, and related materials connected with budget planning and other ministry planning exercises.</li><li>• <b>Briefing books:</b> Briefing books or files created for the minister's use on a variety of topics (including legislation and inter-provincial or federal-provincial meetings), Cabinet or Cabinet committee briefing binders, etc.</li><li>• <b>Records relating to the Budget:</b> Submissions, correspondence and advice with respect to the provincial Budget.</li><li>• <b>Records relating to the Speech from the Throne:</b> Submissions, correspondence and advice with respect to the Speech from the Throne.</li></ul>	
	<p><b>STAKEHOLDER RELATIONS FILES</b> including:</p> <ul style="list-style-type: none"><li>• <b>Daily appointment logs,</b> daily itineraries, diaries, or journals that record the minister's and his/her aides' various appointments.</li><li>• <b>Invitations:</b> Correspondence, notes and messages inviting the minister or his or her delegate/aide to take part in events or make a presentation to an organisation.</li></ul>	

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**GOVERNMENT OF ONTARIO COMMON RECORDS SERIES  
MINISTERS' PUBLIC RECORDS**

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Series #	Series Title & Description	Retention & Disposition
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- **Appointment tracking:** Paper or electronic system records indicating the status of invitations or tracking the status of invitations through an appointment approval/scheduling process.
- **Public events:** Speaking notes, briefing and background materials for the engagements attended by the minister or his or her representative. Also includes event summaries prepared for strategic planning of the minister's public appearances.

**LEGISLATIVE ACTIVITY FILES** including:

- **House activities records,** including House Books and Issue Reports, created around the scheduling of daily house business, including consultations with the Government House Leader's Office. Includes copies of daily *Debates and Proceedings of the Assembly*.
- **MPP liaison files:** Files created in response to requests for information from MPPs about ministry activities.

**MINISTER'S STATEMENTS AND QUESTIONS:** Minister's statements in the House and the records created in their preparation. Also includes reference materials gathered by the minister's and ministry staff and used to prepare responses to questions.

Note: The records governed by these series include those in electronic format (including e-mail). If electronic versions of documents have been printed on paper and filed with the operational records, then the electronic versions are transitory and must be deleted according to the *Government of Ontario Common Records Series Transitory Records*, TR-100-02, Surplus Duplicates.

Note: Previous Authorities to Dispose include MIN-[Ministry Acronym]-1001, 1002, 1003, 2002, 2003.

Excludes: Copies of these records kept by other offices and branches within the ministry or in Cabinet Office.

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<b>Series #</b>	<b>Series Title &amp; Description</b>	<b>Retention &amp; Disposition</b>
<b>MIN- [ACRONYM]- 200</b>	<p><b>MINISTERS' CORRESPONDENCE</b></p> <p>All correspondence received and copies of correspondence (in any format, e.g., electronic or paper) sent by the minister or any of his or her aides, including parliamentary assistants. This series includes:</p> <p><b>Incoming correspondence:</b> Incoming correspondence addressed to the minister from within or outside the government. These records include memoranda and reports, and other documents attached to incoming correspondence. Includes all correspondence in digital form found in correspondence management systems.</p> <p><b>Outgoing correspondence:</b> Copies of outgoing correspondence sent by the minister or aides. Includes all correspondence in digital form found in correspondence management systems.</p> <p><b>Indexes and registers:</b> Indexes or registers (including correspondence management systems and other electronic databases), which track and provide supporting information relevant to management of the minister's correspondence.</p> <p><b>Summary reports:</b> Reports created by indexes and tracking systems in managing and administering the minister's correspondence.</p> <p><b>Telephone logs:</b> Records of telephone calls received indicating person called, nature of query, who will respond, etc.</p> <p><u>Note:</u> Previous Authority to Dispose includes MIN-[Ministry Acronym] - 2001.</p> <p><u>Excludes:</u> Reference copies of other types of correspondence originating with and kept by offices and branches within the ministry. The minister's office copy is transitory and must be destroyed according to the <i>Government of Ontario Common Records Series Transitory Records</i>, TR-100-02, Surplus Duplicates.</p>	<p><b>Transfer to Archives Current Calendar Year (CCY) + 5 years, except when there has been a change of minister with a change of government as a result of an election.</b></p> <p><b>In this case, the files must be transferred immediately to the Archives.</b></p> <p><b><i>See section 3.2 for additional details.</i></b></p>

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Series #	Series Title & Description	Retention & Disposition
<b>MIN- [ACRONYM]- 300</b>	<p><b>MINISTERS' CABINET RECORDS</b></p> <p>Records pertaining to the minister's involvement in Cabinet and Cabinet committee meetings, including:</p> <p><b>Cabinet minutes:</b> Minutes of Cabinet, Cabinet committees or Cabinet boards.</p> <p><b>Cabinet and Cabinet committee/board submissions / related materials:</b> Submissions, papers, and presentations, discussion papers, information items and presentations to Cabinet, Cabinet committees or Cabinet boards.</p> <p><b>Reports and recommendations:</b> Reports and recommendations to Cabinet, Cabinet committees or Cabinet boards.</p> <p><b>Draft legislation and regulations.</b></p> <p><b>Advice to ministers:</b> Advice to ministers relating to Cabinet activities, including briefing notes by staff.</p> <p><b>Drafts:</b> Substantive drafts of the above records.</p> <p><u>Note:</u> The records governed by these series include those in electronic format (including e-mail). If electronic versions of documents have been printed on paper and filed with the operational records, then the electronic versions are transitory and must be deleted according to the <i>Government of Ontario Common Records Series Transitory Records</i>, TR-100-02, Surplus Duplicates.</p> <p><u>Note:</u> Previous Authority to Dispose includes MIN-[Ministry Acronym] -3001.</p> <p><u>Excludes:</u> Reference copies of records kept by offices and branches within the ministry or by the Cabinet Office. The ministers' office copy is transitory and must be destroyed according to the <i>Government of Ontario Common Records Series Transitory Records</i>, TR-100-02, Surplus Duplicates.</p>	<p><b>Transfer to Archives Current Calendar Year (CCY) + 5 years, except when there has been a change of minister with a change of government as a result of an election,</b></p> <p><b>In this case, the deputy minister takes custody of the files immediately and retains them on behalf of the Secretary of Cabinet.</b></p> <p><b>The deputy minister provides access to these records as appropriate, and deputy minister's staff implement retention and disposition requirements as per schedule.</b></p> <p><b>See section 3.2 for additional details.</b></p>

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<b>Series #</b>	<b>Series Title &amp; Description</b>	<b>Retention &amp; Disposition</b>
<b>MIN- [ACRONYM]- 400</b>	<p><b>MINISTERS' EXPENSE CLAIMS</b></p> <p>Copies of expense claims submitted by the minister and minister's office staff for reimbursement, along with supporting documents, and the record of the items and amounts reimbursed. The reimbursement process is governed by the <i>Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act</i> and the <i>Rules Governing the Expenses of Cabinet Ministers, Opposition Leaders and Other Persons</i>.</p> <p><u>Note:</u> Minister's executive assistants are legislated in the above act and rules to retain these records in the minister's office (time period unspecified), while the original receipts and expense claims are forwarded to Ontario Shared Services and a copy provided to the Chair of Management Board to forward to the Integrity Commissioner.</p> <p><u>Excludes:</u> Expense claim documents from any other office, which are covered by series GOV-[ACRONYM]-4200, Accounts Payable, of the <i>Common Records Series for Administrative Functions of the Government of Ontario</i>.</p>	<p><b>Destroy Current Fiscal Year (CFY) + 1 year, except in the case of a change of minister with no change in government or a change of minister with a change in government, destroy if claim has been submitted to Ontario Shared Services</b></p>