



**Information, Privacy and Archives  
Division**

**Government of Ontario Function-Based  
Common Records Series: Labour Relations**

December 2014

# AUTHORIZATION

**Government of Ontario Function-Based Common Records Series:  
Labour Relations (LAB)**

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

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**James G. Hamilton, Archivist of Ontario**

**Date:**

2014.12.17

# Labour Relations

Function Acronym: LAB

## Description

The function of establishing formal relations with the organization's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organization or by an external arbiter and reports of the state of industrial relations within the organization.

## Activities Performed Under This Function

Acronym	Name
ADV	<a href="#">Advice</a>
AGR	<a href="#">Agreements</a>
CMM	<a href="#">Committees</a>
CMP	<a href="#">Compliance</a>
GRV	<a href="#">Grievances</a>
PLA	<a href="#">Planning</a>
PRO	<a href="#">Procedures</a>

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
<b>Advice (ADV)</b>				
LAB-ADV-001	Collective Bargaining	CCY + 8 years	After end of collective bargaining process	Destroy
<b>Agreements (AGR)</b>				
LAB-AGR-001	Collective Agreements and Interpretations	CCY + 20 years	After contract has ended or document is superseded	Destroy
<b>Committees (CMM)</b>				
LAB-CMM-001	Joint Labour Relations Committees	CCY + 4 years	After actions are completed	Destroy
<b>Compliance (CMP)</b>				
LAB-CMP-001	Confidential Disclosure	CCY + 6 years	After information is disclosed	Destroy
<b>Grievances (GRV)</b>				
LAB-GRV-001	Grievances and Arbitrations	CCY + 21 years	After grievance is closed	Destroy
<b>Planning (PLA)</b>				
LAB-PLA-001	Labour Disruption Contingency Plans	CCY + 8 years	After plans are superseded	Destroy
<b>Procedures (PRO)</b>				
LAB-PRO-001	Operating Procedures	CCY + 5 years	After procedures are superseded or obsolete	Destroy

## Activity: Advice (ADV)

**Description:** The activities associated with offering opinions by or to the ministry as to an action or judgement.

<b>Series #: LAB-ADV-001</b>	
<b>Series Title: Labour Relations – Advice – Collective Bargaining</b>	
<b>Rationale for Retention Period</b>	Replicates existing approved retention period in Series GOV-1450-40 (Strike Planning) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
<b>Closure Criteria</b>	After end of collective bargaining process
<b>Total Retention</b>	CCY + 8 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>  Information is created and/or received and used in informing overall collective bargaining strategies by outlining ministry issues and responses to questions regarding upcoming collective bargaining, selection of ministry representatives and participation in the collective bargaining process. Ministry concerns are then fed into the central bargaining process, which is led by the Employee Relations Division of the Ministry of Government Services.	
<b>Contents:</b>  Records may include but are not limited to submissions (ministry issues and responses to questions) to the central bargaining committee, and related correspondence.	
<b>Notes:</b>	
<b>Cross References:</b>	

## Activity: Agreements (AGR)

**Description:** The processes associated with the establishment, maintenance and review of agreements and awards resulting from negotiation or bargaining.

<b>Series #: LAB-AGR-001</b>	
<b>Series Title: Labour Relations – Agreements – Collective Agreements and Interpretations</b>	
<b>Rationale for Retention Period</b>	Replicates existing approved retention period in Series GOV-1450-20 (Collective Agreements and Interpretations) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
<b>Closure Criteria</b>	After contract has ended or document is superseded
<b>Total Retention</b>	CCY + 20 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
Information is created and/or received and used by the ministry for background, research, historical or informational purposes.	
<b>Contents:</b>	
Records may include but are not limited to records relating to collective agreements pertaining to OPS employees, including copies of signed collective agreements, union and ministry management proposals, correspondence, survey data, documentation regarding agreed-upon items, and notes. Includes collective agreement interpretations and letters of understanding.	
Also includes non-collective agreement interpretations, and guidelines and policies relating to non-bargaining unit employees.	
<b>Notes:</b>	
<b>Cross References:</b>	
See Ministry of Labour Series 177R (Collective Bargaining Agreements – Superseded or Cancelled) for authoritative versions of superseded or cancelled collective bargaining agreement records.	

## Activity: Committees (CMM)

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

<b>Series #: LAB-CMM-001</b>	
<b>Series Title: Labour Relations – Committees – Joint Labour Relations Committees</b>	
<b>Rationale for Retention Period</b>	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>
<b>Closure Criteria</b>	After actions are completed
<b>Total Retention</b>	CCY + 4 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
<p>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 labour relations issues.</p> <p>Committees include Ministry Employee Relations Committees (MERCs), AMAPCEO Ministry Employee Relations Committees (AMERCs), PEGO Ministry Employee Relations Committee (PMERC), and Management and Association Committee (MAC) established at the ministry level to discuss and resolve matters of interest between the parties.</p>	
<b>Contents:</b>	
<p>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.</p> <p>Includes the committee's establishment and dissolution, appointment of members, and terms of reference.</p> <p>May include records related to sub-committees.</p>	
<b>Notes:</b>	
<b>Cross References:</b>	

## Activity: Compliance (CMP)

**Description:** The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the ministry is subject. Includes compliance with legislation and with national and international standards.

<b>Series #: LAB-CMP-001</b>	
<b>Series Title: Labour Relations – Compliance – Confidential Disclosure</b>	
<b>Rationale for Retention Period</b>	Replicates existing approved retention period in Series GOV-1650-10 (Employment Transition – Individual Employee Records) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
<b>Closure Criteria</b>	After information is disclosed
<b>Total Retention</b>	CCY + 6 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
Information is created and/or received and used in the process of disclosing information from the ministry to joint union-management committees where business decisions are made which will materially and substantively affect the working terms and conditions of employees represented by the bargaining agents as stated in the <i>Confidential Disclosure to Bargaining Agents Directive, 1999</i> .	
<b>Contents:</b>	
Records may include but are not limited to disclosure letters, briefing notes, records of transmittal.	
<b>Notes:</b>	
Recordkeeping requirement under the <i>Confidential Disclosure to Bargaining Agents Directive, 1999</i> : Confidential disclosure to bargaining agents shall be provided where business decisions are made which will materially and substantively affect the working terms and conditions of employees represented by the bargaining agents. Examples of situations in which disclosure applies include but are not limited to re-organizations, transfers, corporate initiatives, and corporate employment policy changes. (Section 3.0, Requirements)	
Records are maintained by ministry and joint union-management committees.	



**Cross References:**

## Activity: Grievances (GRV)

**Description:** The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organization or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

<b>Series #: LAB-GRV-001</b>	
<b>Series Title: Labour Relations – Grievances – Grievances and Arbitrations</b>	
<b>Rationale for Retention Period</b>	Replicates existing approved retention period in Series GOV-1450-10 (Grievances and Arbitrations) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
<b>Closure Criteria</b>	After grievance is closed
<b>Total Retention</b>	CCY + 21 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
<p>Information is created, received and/or used in the administration of grievances or disputes, appeals arbitration, and adjudications within the OPS, including hearings before the Grievance Settlement Board. Records document ministry response to formal grievances lodged by employees, including those grievances referred to an external body.</p> <p>Includes handling of complaints over perceived discrimination, or those complaints arising over work environment, work organization or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.</p>	
<b>Contents:</b>	
<p>Records may include but are not limited to ministry copies of correspondence, copies of grievances, legal documentation, meeting notes, decisions, and settlement documents.</p> <p>Includes records relating to liaisons with employees, union and ministry representatives, generic job descriptions and classifications, reports and recommendations.</p> <p>Also includes applications for hearing, submissions, signed declarations, requests for extension, precedents, authorities, and final decisions.</p>	

**Notes:**

Records may originate from any of the various steps within the grievance and arbitration process, from the filing of grievances through to the issuance of arbitration awards.

**Cross References:**

See Ministry of Labour Series MOL-30-02-02 (Grievance Settlement Board – Case Files) for case files held by the Grievance Settlement Board.

## Activity: Planning (PLA)

**Description:** The process of formulating ways in which objectives can be achieved.  
Includes determination of services, needs and solutions to those needs.

<b>Series #: LAB-PLA-001</b>	
<b>Series Title: Labour Relations – Planning – Labour Disruption Contingency Plans</b>	
<b>Rationale for Retention Period</b>	Replicates existing approved retention period in Series GOV-1450-40 (Strike Planning) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
<b>Closure Criteria</b>	After plans are superseded
<b>Total Retention</b>	CCY + 8 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
Information is created and/or received and used in developing, planning and delivering management responses to real or potential strikes or lockouts.	
<b>Contents:</b>	
Records may include but are not limited to copies of the official OPS management work stoppage plan, individual ministry work stoppage plans, management reviews, contact lists, correspondence, notes, and copies of essential services agreements.	
<b>Notes:</b>	
<b>Cross References:</b>	

## Activity: Procedures (PRO)

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

<b>Series #: LAB-PRO-001</b>	
<b>Series Title: Labour Relations – Procedures – Operating Procedures</b>	
<b>Rationale for Retention Period</b>	Replicates retention period as found in Series 19.16.1 (Strategic Management – Procedures) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
<b>Closure Criteria</b>	After procedures are superseded or obsolete
<b>Total Retention</b>	CCY + 5 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
Information is created and/or received and used to develop and review ministry procedures related to labour relations.	
<b>Contents:</b>	
Records may include but are not limited to final versions of manuals, handbooks, guidelines, etc. detailing ministry procedures for labour relations.	
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.	
<b>Notes:</b>	
<b>Cross References:</b>	