



Information, Privacy and Archives Division

Government of Ontario Function-Based Common Records Series: Learning and Development

December 2014

AUTHORIZATION

Government of Ontario Function-Based Common Records Series:

Learning and Development (LDV)

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



James G. Hamilton, Archivist of Ontario

Date:

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Learning and Development

Function Acronym: LDV

Description

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to employees.

Activities Performed Under This Function

Acronym	Name
CMM	Committees
CMP	Compliance
CNF	Conferences
EVA	Evaluation
PLA	Planning
PRS	Presentations
PRO	Procedures
REP	Reporting
TRN	Training

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
Committees (CMM)				
LDV-CMM-001	Employee Learning and Development Committees	CCY + 4 years	After actions are completed	Destroy
Compliance (CMP)				
LDV-CMP-001	Mandatory Employee Training	CCY + 2 years	After actions are completed	Destroy
Conferences (CNF)				
LDV-CNF-001	Proceedings	CCY + 5 years	After actions are completed	Destroy
LDV-CNF-002	Administrative Arrangements	CCY + 4 years	After actions are completed	Destroy
Evaluation (EVA)				
LDV-EVA-001	Program and Event Assessments	CCY + 5 years	After evaluation is completed	Destroy
Planning (PLA)				
LDV-PLA-001	Organizational Learning Plans and Programs	CCY + 3 years	After plan or program is superseded	Destroy
Presentations (PRS)				
LDV-PRS-001	Events	CCY + 5 years	After actions are completed	Destroy
Procedures (PRO)				
LDV-PRO-001	Organizational Programs	CCY + 5 years	After procedures are superseded	Destroy
Reporting (REP)				
LDV-REP-001	Organizational Programs	CFY + 10 years	After report is submitted	Destroy
Training (TRN)				
LDV-TRN-001	Learning Materials Development	CCY + 2 years	After training material is replaced or updated	Destroy

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
LDV-TRN-002	Administrative Arrangements	CCY + 2 years	After actions are completed	Destroy
LDV-TRN-003	Course Evaluations	CCY + 2 years	After actions are completed	Destroy

Activity: Committees (CMM)

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

Series #: LDV-CMM-001	
Series Title: Learning and Development – Committees – Employee Learning and Development 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 employee learning and development initiatives.	
Contents:	
Records relating to ministry committees responsible for planning and developing activities and resources that promote employee learning and development. These may include lunch and learn workshops, webinars, and other skills or professional development initiatives.	
Records may include but are not limited to meeting agendas and minutes, reports, presentations, correspondence, and other records pertaining to the committee's meetings and communications.	
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: 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.

Series #: LDV-CMP-001	
Series Title: Learning and Development – Compliance – Mandatory Employee Training	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-1400 (Training and Development) 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 + 2 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to demonstrate the ministry's compliance with OPS and ministry requirements for employee participation in learning and development / training programs and activities.	
Contents:	
Records may include but are not limited to background research into existing levels of compliance, statistics, correspondence, summary reports, and records of initiatives to address or improve compliance.	
Notes:	
Cross References:	

Activity: Conferences (CNF)

Description: The activities involved with attending conferences or other events held either by the ministry or by other ministries or organizations for skills or professional development purposes.

Series #: LDV-CNF-001	
Series Title: Learning and Development – Conferences – Proceedings	
Rationale for Retention Period	Replicates retention period in Series 18.4.1 (Staff Development – Conferences) 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 by the ministry to document conferences organized by the OPS or by organizations external to the OPS for employee learning and development, skills, or professional development purposes.	
Contents:	
Records may include but are not limited to final, approved versions of conference materials, proceedings, and addresses for conferences arranged by the OPS for employee learning and development, skills, or professional development purposes. Includes video or other recordings of presentations.	
Includes also conference materials, copies of proceedings, and reports on conferences by employees attending conferences arranged by organizations external to the OPS.	
Notes:	
Conferences is used as a generic term in this series to encompass conferences, forums, meetings, symposia, events, etc.	

Cross References:

See Series PUB-PRD-001 (Publishing – Production – Design and Print Services) for records relating to the preparation of conference materials for publication, e.g. graphic design, printing, binding, etc. offered by Ontario Shared Services.

Series #: LDV-CNF-002	
Series Title: Learning and Development – Conferences – Administrative Arrangements	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7100 (Conferences, Meetings and Symposia) in the OPS <i>Government of Ontario Common Records Series: Communications Services</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 document administrative arrangements (e.g. logistics, planning, advertising) for conferences organized by the ministry for employee learning and development, skills or professional development purposes.	
Contents:	
Records may include but are not limited to records of program development, invitations to speakers and responses, venue bookings, catering arrangements, accommodation and transport arrangements, participant registrations, and related background material. Also may include correspondence with third-party vendors.	
Notes:	
Conferences is used as a generic term in this series to encompass conferences, forums, meetings, symposia, events, etc.	
Cross References:	
See Series EMP-AUT-001 (Employee Management – Authorization – Employee Requests) for records relating to approvals and authorizations for employee attendance at conferences, as well as for arrangements and bookings related to travel and accommodation at these events.	
See Series EMP-ESH-005 (Employee Management – Employee Service History – Performance Management) for records relating to individual employee performance development (training / learning) plans.	

Activity: Evaluation (EVA)

Description: The process of determining the suitability of potential or existing activities, programs and events in relation to meeting the needs of the given situation. Includes ongoing monitoring.

Series #: LDV-EVA-001	
Series Title: Learning and Development – Evaluation – Program and Event Assessments	
Rationale for Retention Period	Replicates retention period in Series 18.5.1 (Staff Development – Conferences) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After evaluation is completed
Total Retention	CCY + 5 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used for the purpose of reviewing and evaluating employee learning and development initiatives to determine whether they bridge skill and knowledge gaps or meet the learning and development needs of the ministry.	
Contents:	
Records may include but are not limited to assessments of programs, activities or events, surveys, instructor reviews, correspondence, and related reports and comments.	
Notes:	
Cross References:	
See Series LDV-TRN-003 (Learning and Development – Training – Course Evaluations) for records relating to the evaluation of ministry-led employee training courses.	

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.

Series #: LDV-PLA-001	
Series Title: Learning and Development – Planning – Organizational Learning Plans and Programs	
Rationale for Retention Period	Replicates retention period in Series 18.6.1 (Staff Development – Planning) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After plan or program is superseded
Total Retention	CCY + 3 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the development of ministry learning and development plans and programs in accordance with the the OPS Human Resources Strategy and OPS learning and development requirements.	
Contents:	
Records relating to the development of organizational (e.g. division- or branch-level) learning plans and the planning of in-ministry programs such as talent management, succession planning and mentorship programs.	
Records may include but are not limited to final, approved versions of plans, draft versions of plans containing significant changes / alterations or formally circulated for comment, notes of meetings and reports analysing issues and the outcomes of consultations, background research, and associated correspondence.	
Notes:	

Cross References:

See Series STR-PLA-001 (Strategic Management – Planning – Strategic and Business Plans) for records relating to strategic and business planning that incorporate organizational learning and development for employees.

Activity: Presentations (PRS)

Description: The activities involved with giving presentations for training or professional purposes.

Series #: LDV-PRS-001	
Series Title: Learning and Development – Presentations – Events	
Rationale for Retention Period	Replicates existing approved retention period in Series DMO-3003 (Engagements and Public Events Records) in the OPS <i>Government of Ontario Common Records Series: Deputy Ministers’ Offices</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 5 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to document the development and delivery of presentations by ministry representatives to audiences internal and external to the ministry and OPS for the purpose of professional learning and development.	
Contents:	
Records may include but are not limited to submissions for presentations, draft and final versions of presentations, comments received, background research, and video or other recordings of presentations.	
Also may include invitations, notifications, and related correspondence.	
Notes:	
Events is used as a generic term in this series to include events, conferences, forums, meetings, symposia, etc.	
Presentations is used as a generic term in this series to include addresses, speeches, papers, multi-media presentations, etc.	
Cross References:	
See Series STR-PRS-001 (Strategic Management – Presentations – Events) for presentations, addresses, speeches, or papers delivered by the Deputy Minister / Assistant Deputy Minister / Director at significant occasions or public events, including conferences.	

Activity: Procedures (PRO)

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

Series #: LDV-PRO-001	
Series Title: Learning and Development – Procedures – Organizational Programs	
Rationale for Retention Period	Replicates retention period in Series 19.16.2 (Strategic 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 organizational learning and development programs.	
Contents:	
Records may include but are not limited to final versions of manuals, handbooks, guidelines, etc. detailing procedures for ministry learning and development programs such as talent management, succession planning and mentorship programs.	
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: 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 providing formal statements or findings of the results of the examination or investigation.

Series #: LDV-REP-001	
Series Title: Learning and Development – Reporting – Organizational Programs	
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 report is submitted
Total Retention	CFY + 10 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received to provide reports on ministry employee development programs (e.g. talent management, succession planning, mentorship programs) as established in the OPS learning and development requirements.	
Contents:	
Records may include but are not limited to final, approved versions of reports, draft versions of reports containing significant changes / alterations or formally circulated for comment, records of consultations, lessons learned documentation, background research (e.g., metrics pertaining to programs), and associated correspondence.	
Includes reports regarding specific learning and development events, as well as reports provided by the Deputy Minister to the Public Service Commission (PSC) on ministry employee development programs or aspects of the program as specified by the PSC.	
Notes:	
Cross References:	

Activity: Training (TRN)

Description: The activities associated with the development of training materials and delivery arrangements for training.

Series #: LDV-TRN-001	
Series Title: Learning and Development – Training – Learning Materials Development	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7800 (Training and Development – Courses) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After training material is replaced or updated
Total Retention	CCY + 2 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used by the ministry for the purpose of developing learning materials for ministry employees (e.g. orientation materials) and ministry-led employee training (e.g. structured courses, lunch and learn workshops, webinars, etc.).	
Contents:	
Records may include but are not limited to draft and final versions of ministry-developed learning materials, training / course content, trainer profiles, lesson plans, and handouts.	
Notes:	
Cross References:	
See Series INF-CUS-001 (Information Management – Customer Service – Records and Information Management) for records relating to records and information management (RIM) in-ministry training.	

Series #: LDV-TRN-002	
Series Title: Learning and Development – Training – Administrative Arrangements	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7800 (Training and Development – Courses) 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 + 2 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used by the ministry for the preparation and delivery of ministry-led employee training courses and to document attendance.	
Contents:	
Records may include but are not limited to participant registrations, confirmations of attendance, venue bookings, and records of equipment and catering arrangements.	
Notes:	
Cross References:	

Series #: LDV-TRN-003

Series Title: Learning and Development – Training – Course Evaluations

Rationale for Retention Period	Replicates existing approved retention period in Series GOV-7800 (Training and Development – Courses) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
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Closure Criteria	After actions are completed
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Total Retention	CCY + 2 years
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Final Disposition	Destroy
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Purpose:

Information is created and/or received and used by the ministry / division to document the evaluation of ministry-led employee training courses.

Contents:

Records may include but are not limited to participant evaluations and feedback.

Notes:

Cross References: