



Information, Privacy and Archives Division


Government of Ontario Function-Based Common Records Series: Organizational Design

December 2014

AUTHORIZATION

**Government of Ontario Function-Based Common Records Series:
Organizational Design (ORG)**

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

 **James G. Hamilton, Archivist of Ontario** **Date:** 2014.12.17

Organizational Design

Function Acronym: ORG

Description

The function of establishing and changing the organizational structure to reflect or to implement strategic management decisions. Activities include restructuring the organization, preparing organizational charts, and establishing and/or reviewing positions.

Activities Performed Under This Function

Acronym	Name
CMM	Committees
PLA	Planning
PSN	Position Management
PRO	Procedures
REP	Reporting
RST	Restructuring
SUB	Submissions

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)				
ORG-CMM-001	Ministry Organizational Design Committees	CCY + 4 years	After actions are completed	Destroy
Planning (PLA)				
ORG-PLA-001	Organizational Structure Plans	CCY + 7 years	After actions are completed	Destroy
Position Management (PSN)				
ORG-PSN-001	Positions and Classifications	CCY + 11 years	After positions / classifications are superseded	Destroy
Procedures (PRO)				
ORG-PRO-001	Operating Procedures	CCY + 5 years	After procedures are superseded or obsolete	Destroy
Reporting (REP)				
ORG-REP-001	Organizational Structures	CCY + 7 years	After final reports are submitted	Destroy
Restructuring (RST)				
ORG-RST-001	Major Organizational Changes	CCY + 10 years	After actions are completed	Transfer to Archives
ORG-RST-002	Minor Organizational Changes	CCY + 5 years	After actions are completed	Destroy
Submissions (SUB)				
ORG-SUB-001	Executive Development Committee and Public Service Commission	CCY + 10 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, etc).

Series #: ORG-CMM-001	
Series Title: Organizational Design – Committees – Ministry Organizational Design 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 organizational design.	
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: 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 #: ORG-PLA-001	
Series Title: Organizational Design – Planning – Organizational Structure Plans	
Rationale for Retention Period	Replicates retention period in Series 6.2.1 (Establishment – Planning) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 7 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to develop plans for the structuring or restructuring and establishment of sections or business units.	
Contents:	
Records may include but are not limited to notifications of planned reorganization to HROntario; change rationale; change management plan; background research; final approved plans and draft versions of plans containing significant changes / alterations or formally circulated for comment; reports analyzing issues and the outcomes of consultation with employees, unions, stakeholders etc. and related correspondence.	
Notes:	
Cross References:	
See Series STR-PLA-001 (Strategic Management – Planning – Strategic and Business Plans) for records regarding executive management of the ministry / division strategic and business planning processes.	

Activity: Position Management (PSN)

Description: The activities involved in varying, creating and abolishing individual positions.

Series #: ORG-PSN-001	
Series Title: Organizational Design – Position Management – Positions and Classifications	
Rationale for Retention Period	Replicates existing approved retention period in Series GOV-1100 (Job Positions and Classifications) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After positions / classifications are superseded
Total Retention	CCY + 11 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in documenting the creation of and changes to job positions and job classifications in the OPS, including reclassification of existing positions, rejected classification requests, individual / group classification review procedures, position allocations, and related human resources requirements.	
Contents:	
Records may include but are not limited to proposals and authorisations for creation, variation or abolition; minutes or notes of meetings regarding the parameters of new positions or changes to existing positions; position descriptions and statements of duty; WIN updates to reflect changes; rejected classification requests; and rejected requests for the establishment of positions.	
Notes:	
Cross References:	

Activity: Procedures (PRO)

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

Series #: ORG-PRO-001	
Series Title: Organizational Design – Procedures – Operating Procedures	
Rationale for Retention Period	Replicates retention period in Series 6.4.1 (Establishment – Procedures) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After procedures are superseded or obsolete
Total Retention	CCY + 5 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used to develop and review ministry organizational design procedures, indicating to whom the procedures apply and responsibilities for their implementation.	
Contents:	
Records may include but are not limited to background research; draft versions of procedures containing significant changes / alterations or formally circulated for comment; reports analyzing issues; and the outcomes of consultation with employees, bargaining agents, and other stakeholders.	
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 to provide formal statements or findings of the results of the examination or investigation.

Series #: ORG-REP-001	
Series Title: Organizational Design – Reporting – Organizational Structures	
Rationale for Retention Period	Replicates retention period in Series 6.5.1 (Establishment – Reporting) in the New South Wales <i>General Retention and Disposal Authority: Administrative Records</i>
Closure Criteria	After final reports are submitted
Total Retention	CCY + 7 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in formal reporting on the establishment or review of organizational structures.	
Contents:	
Records may include but are not limited to background research; draft versions of reports containing significant changes / alterations or formally circulated for comment; and final, approved versions of reports.	
Notes:	
Cross References:	

Activity: Restructuring (RST)

Description: The activities involved in the reassessment of the activities, goals and structure of an organization. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

Series #: ORG-RST-001	
Series Title: Organizational Design – Restructuring – Major Organizational Change	
Rationale for Retention Period	Replicates existing approved retention period in Series PP-4100 (Strategic Planning) in the OPS <i>Government of Ontario Common Records Series: Policy and Planning Functions</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 10 years
Final Disposition	Transfer to Archives
Purpose:	
Information is created and/or received and used to document the establishment of new organizational structures, or the review of existing structures and programs which result in significant changes to core functional areas or the ministry as a whole, e.g. in the event of an amalgamation or change to or transfer of functional responsibilities, or for positions that are at the Senior Management Group (SMG) level or above.	
Contents:	
Records may include but are not limited to background research; draft versions of reports containing substantial changes / alterations or formally circulated for comment; final, approved versions of proposals concerning changes; and final, approved versions of organizational charts resulting from the restructure.	
Notes:	
Cross References:	

Series #: ORG-RST-002

Series Title: Organizational Design – Restructuring – Minor Organizational Change

Rationale for Retention Period	Replicates retention period in Series 6.6.2 (Establishment – Restructuring) 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 to document the establishment of new organizational structures, or the review of existing structures and programs which do not result in significant changes to core functional areas or to the ministry as a whole.

Contents:

Records may include but are not limited to background research; draft versions of reports containing substantial changes / alterations or formally circulated for comment; final, approved versions of proposals concerning changes; and final, approved versions of organizational charts resulting from the restructure.

Notes:

Cross References:

Activity: Submissions (SUB)

Description: The activities involved with the preparation and submission of a formal document (e.g. report, statistics, etc.) supporting a case or opinion held by the ministry which is submitted to another organization, or within the ministry, for the purpose of either gain or support.

Series #: ORG-SUB-001	
Series Title: Organizational Design – Submissions – Executive Development Committee and Public Service Commission	
Rationale for Retention Period	Replicates existing approved retention period in Series DMO-5001 (Cabinet Submissions and Cabinet Records) in the OPS Government of Ontario <i>Common Records Series: Deputy Ministers’ Offices</i>
Closure Criteria	After actions are completed
Total Retention	CCY + 10 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the case of major organizational design activities where there are potential significant strategic implications (at ministry or enterprise levels), or for positions that are at the Senior Management Group (SMG) level or above.	
Contents:	
Records may include but are not limited to submissions, reports, presentations, approvals and related correspondence.	
Notes:	
In cases of major organizational design activities, Branch Directors are required to make submissions to one or both of the following:	
<ul style="list-style-type: none"> • The Executive Development Committee (EDC) which has a responsibility (in partnership with line ministries) for corporate organization and effectiveness. • The Public Service Commission (PSC) which provides strategic enterprise-wide oversight and direction for the effective management and administration of human resources in relation to public servants appointed by it. 	
Cross References:	