
PREMIER'S OFFICE RECORDS SCHEDULE

March 2015

This records schedule governs the retention and disposition of public records in all forms and media made or received by the Premier, parliamentary assistants to the Premier and Premier's Office staff.



**Information, Privacy and
Archives Division**



PREMIER'S OFFICE RECORDS SCHEDULE

AUTHORIZATION

Premier's Office Records Schedule

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



James G. Hamilton, Archivist of Ontario

Date

March 2, 2015

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1. INTRODUCTION

The *Archives and Recordkeeping Act, 2006*, SO 2006 c 34 (the "Act") governs the management, destruction and preservation of the electronic and paper records of public bodies.

The requirements of the Act:

- Ensure records related to the activities of all public bodies are available for the benefit of present and future generations; and
- Foster government accountability and transparency by promoting and facilitating good recordkeeping.

The Act defines a public body to include a Minister of the Crown.

The Premier is a Minister of the Crown and is therefore a public body for the purposes of the Act. This means the Premier's public records must be managed in accordance with a records schedule approved by the Archivist of Ontario. The Premier's public records are made or received by the Premier in the course of carrying out the Premier's responsibilities as the head of government.

The *Premier's Office Records Schedule* was developed by the Information, Privacy and Archives Division for use in the Premier's Office. It classifies the Premier's public records into seven records series and sets out how those records should be managed, including how long they must be retained.

1.1 Authority and Approval

The Archivist of Ontario has approved this schedule as the applicable schedule to the Premier's Office.

1.2 Recordkeeping Support

Staff in the Premier's Office should contact the Director of Corporate Planning and Services of Cabinet Office at (416) 326-8983 if they require advice and guidance with the interpretation and implementation of the *Premier's Office Records Schedule*. Recordkeeping resources for the Premier's Office can be found on the [Guidance Resources for Ministers' Offices](#) intranet site.

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2. APPLICATION AND SCOPE

For the purposes of this schedule:

The term "Premier" includes:

- The Premier;
- Parliamentary Assistants to the Premier;
- Premier's Office staff; and
- Cabinet Office staff, to the extent that they manage public records on behalf of the Premier.

The recordkeeping obligations set out in this schedule apply equally to all.

The term "Cabinet" refers to:

- The formal Executive Council, composed of the Ministers of the Crown, including the Premier, appointed by the Lieutenant Governor under the *Executive Council Act*, RSO 1990 c E-25; or
- Cabinet, the advisory body of individuals selected by the Premier, which may include any or all of the Ministers of the Crown.

While technically distinct entities, the terms "Executive Council" and "Cabinet" have generally been used interchangeably in Ontario. The recordkeeping obligations set out in this schedule apply equally to both.

2.1 Organization of the Schedule

There are two categories of Premier's public records:

- **Business records** are public records that have ongoing value or usefulness to the Premier's responsibilities as the head of government. They are required to meet legal or fiscal obligations or to document, support or direct government decision-making, policy development, activities or operations.
- **Transitory records** are public records that have no ongoing value or usefulness beyond an immediate and minor transaction or the preparation of a subsequent record. They are not required to meet legal or fiscal obligations or to document, support or direct government decision-making, policy development, activities or operations.

The Premier's public records are categorized into the following series:

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- **General Records:** Records relating to the activities of government in the Legislative Assembly, Cabinet and ministry operations, MPP liaison files, policy development and delivery files, interprovincial and federal-provincial relations and meetings, appointment tracking, stakeholder relations and other activities of the Premier.
- **Communications Records:** Records relating to media relations and issues management, tours and events and publications files.
- **Correspondence Records:** All formal correspondence sent and received by the Cabinet Office Writing Services Unit on the Premier's behalf.
- **Cabinet Records:** Records pertaining to the Premier's involvement in Cabinet and any of its committees.
- **Expense Claims Records:** Records relating to the reimbursement of the Premier's expenses. Also includes records relating to interactions with the Office of the Integrity Commissioner.
- **Administrative Records:** Public records relating to general administrative functions such as human resources or financial management.
- **Transitory Records:** Public records that have no ongoing value or usefulness beyond an immediate and minor transaction or the preparation of a subsequent record. These records are not required by the Premier to meet legal or fiscal obligations or to document, support or direct government decision-making, policy development, activities and operations.

2.2 Records Originating in Ministers' Offices, Ministries or Other Public Bodies

The Premier receives public records from a number of sources, including Cabinet ministers and ministries and other public bodies. All public bodies are required to manage the public records of their offices according to their respective records schedules.

However, a public record sent from a minister's office, a ministry or another public body must be kept by the Premier's Office if the record relates to government decision-making, policy development, activities or operations and:

- The Premier makes a contribution or provides input to the record;
- The Premier approves the record; or
- Staff determine that the record is required to document the decisions made or actions taken by the Premier or staff on a matter.

Records that are received by the Premier's Office as a courtesy or for informational purposes only are transitory records for the purposes of the *Premier's Office Records Schedule*.

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2.3 Exemptions in the Freedom of Information and Protection of Privacy Act

The *Freedom of Information and Protection of Privacy Act*, RSO 1990, c F-31 ("FIPPA"), operates independently of the *Archives and Recordkeeping Act, 2006* and this records schedule. The obligations and exemptions in FIPPA do not affect or alter the recordkeeping obligations in this schedule.

3. EXCLUDED RECORDS

3.1 The Premiers' Personal, Political, Caucus and Constituency Records

Personal, political, caucus and constituency records are excluded from the Act's definition of "public record". These records are the Premier's personal property and may be saved or destroyed as the Premier sees fit. They should be filed separately from the Premier's public records.

Personal records are made or received by the Premier in the Premier's non-official capacity.

Political records are made or received by the Premier in the Premier's capacity as the leader and member of a political party. These include records related to:

- The Party's participation in elections;
- Matters related to the organization, function, and leadership of the Party, including fundraising and financial matters, conventions, conferences, leadership contests and reviews; and riding nominations; and
- Election campaign records and publications.

Caucus records are made or received by the Premier as the member of a caucus in the Legislative Assembly. These include records related to:

- Caucus deliberations related to the business of the Legislative Assembly;
- Records relating to the Premier's participation in caucus in the course of carrying out his or her responsibilities as a member of the party; and

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- Records prepared by or in the possession of the Government House Leader's Office ("GHLO") that relate solely to the GHLO's roles and responsibilities in managing the general business of the Legislative Assembly and supporting the work of the governing party's caucus in the Assembly and its committees.¹

Constituency records, also known as MPP records, are made or received by the Premier in the course of acting as the elected representative of the Premier's riding. They include:

- Constituency correspondence and records relating to the needs or concerns communicated by residents of the riding;
- Constituent case files documenting points of contact between the Premier and the Premier's constituents;
- Records related to the constituency that are not related to the Premier's responsibilities as the head of government (e.g., speaking notes on constituency matters); and
- Records related to the Premier's participation in the Legislature on constituency matters unrelated to the Premier's responsibilities as the head of government.

It is important to note that records containing political analysis and advice are public records if they contain information used to document, support or direct government decision-making, policy development, activities or operations. These records need to be dealt with in accordance with the applicable records schedule.

3.2 Published Works

The Act excludes published works from the definition of "public record".

Published works are records or extracts of records produced in any form that are made available to the public, generally or by subscription, with or without charge. They include:

- Books;
- Journals;
- Magazines;
- Newspapers;
- Newsletters;
- Reports; and

¹ Records in the possession of the Premier's Office made by the GHLO related to the development and drafting of government bills and other legislative and policy initiatives are subject to the *Premier's Office Records Schedule*. Please see the General Records Series described on page 16.

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- Product manuals.

Published works do not include public records that are published by the Premier's Office, which are listed in series *PREM-[ACR]-03 Premier's Subject Files: Communications Records*.

4. UNDERSTANDING THE PREMIER'S OFFICE RECORDS SCHEDULE

4.1 Records Series Identifier

Each records series has a unique identifier that includes the following:

- The prefix PREM, indicating that the records are covered by the *Premier's Office Records Schedule*;
- The acronym for the public body that manages the public records, either OPO for Premier's Office or CAB for Cabinet Office (identified in this schedule as [ACR]); and
- The number of the series.

For example, the series identifier for the Premier's expense claims records would be PREM-OPO-05.

4.2 Description of Records

Each records series includes a description indicating the records' functions, subject matters, purposes and examples. These descriptions are not meant to be exhaustive. A records series may also include exclusions and explanatory notes.

4.3 Retention Periods

Each records series includes a retention period. This is the length of time relevant records must be retained before their final disposition.

Unless otherwise stated, the retention period begins at the end the calendar year in which the file the particular record relates to is closed. A file is a group of records related to the same subject, issue or activity.

For example, if the Premier's Office closed a policy file related to amendments to the *Elections Act* in June 2013, the retention period for all records contained in that policy file would begin on December 31, 2013.

4.3.1 File Closure Events

A file may be considered closed when it is used infrequently, records are no longer being added to it or its records are no longer being modified. In the absence of a specified file

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closure event, staff members should use their best judgement to determine when files are closed. Staff members are not required to close files if they believe the file is still open.

The following are examples of events that may trigger the closure of a file:

- Issue concluded;
- Contract ended;
- Appeal period elapsed;
- Policy superseded or obsolete;
- Negotiations concluded;
- Project completed;
- Legislation finalized;
- Administrative action completed; or
- Program ended.

Series *PREM-[ACR]-06 Premier's Administrative Records* specifies the file closure events that close administrative files.

4.3.2 Storage of the Premier's public records during their retention periods

The Premier's public records must be stored on-site in the Premier's Office or Cabinet Office in shared repositories during their retention periods prior to final disposition. The shared repositories should be organized according to a file classification plan.

4.4 Final Disposition

At the end of their retention periods, the Premier's public records must be either:

- **Transferred to the Archives of Ontario:** The Archivist of Ontario may select only those records that are determined to have lasting significance to the history of Ontario for permanent preservation; or
- **Destroyed:** Records must be securely destroyed using methods appropriate to their level of sensitivity and security classification at the end of their retention periods.

Each records series specifies the appropriate final disposition for records covered by that series.

4.4.1 Suspending the *Premier's Office Records Schedule*

Any public record in the possession of the Premier or the Premier's Office may be subject to the following:

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- An access request made under FIPPA;
- Requests by the Legislative Assembly or one of its committees;
- Legal discovery;
- Public inquiries under the *Public Inquiries Act, 2009*; and
- Other legal proceedings (e.g., NAFTA searches).

Where a request is received pursuant to any of these procedures, the government is legally obligated to preserve and produce all relevant records in accordance with the applicable rules and procedures.

Notification of a request can come through:

- Legal counsel to the government;
- A freedom of information coordinator;
- The Office of the Secretary of the Cabinet or another office within Cabinet Office; or
- The Archivist of Ontario.

In these cases, the normal application of this schedule may be suspended until such time as the matter is complete.

Records must not be transferred, altered, destroyed or otherwise disposed of until such time as you have been notified that the matter is concluded.

5. RETENTION & FINAL DISPOSITION OF THE PREMIER'S PUBLIC RECORDS: AN OVERVIEW

The following chart outlines the retention and disposition of each records series in three circumstances:

- While the Premier is the head of the government, including when the Premier continues to serve as the head of the government following a general election;
- When there is a change in Premier but no change in government; and
- When there is a change in government (i.e., a change in governing party), usually following a general election.

After a Writ of Election drops, the Premier remains responsible for managing the Premier's public records in accordance with this schedule throughout the Writ period. If there is a change in government, the outgoing Premier must ensure that his or her public records are either transferred or destroyed in accordance with this schedule.

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RETENTION & FINAL DISPOSITION OF THE PREMIER'S PUBLIC RECORDS: AN OVERVIEW			
Record series	While the Premier is the Head of the Government	Change in Premier but no change in government	Change in government
PREM-[ACR]-01 Premier's Subject Files: General Records PREM-[ACR]-02 Premier's Subject Files: Correspondence Records PREM-[ACR]-03 Premier's Subject Files: Communications Records PREM-[ACR]-04 Premier's Cabinet Records	<p>Four years after the year the file closes.</p> <p>Transfer to the Archives of Ontario.</p>	<p>Records remain for the use of the new Premier as required.</p> <p>No change to retention or disposition.</p> <p>Transfer unneeded records immediately to the Archives of Ontario.</p>	<p>Transfer immediately to the Archives of Ontario.</p>
PREM-[ACR]-05 Premier's Expense Claims Records	<p>Seven fiscal years after the fiscal year the file closes.</p> <p>Destroy.</p>	<p>Records remain for the use of the new Premier. No change to retention or disposition.</p>	<p>Destroy if claim has been submitted to Chair of Management Board of Cabinet or the Speaker of Legislative Assembly.</p>

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RETENTION & FINAL DISPOSITION OF THE PREMIER'S PUBLIC RECORDS: AN OVERVIEW

Record series	While the Premier is the Head of the Government	Change in Premier but no change in government	Change in government
PREM-[ACR]-06 Premier's Administrative Records	Retention periods differ with each type of record. See series below for details. Destroy.	Records remain for the use of the new Premier. No change to retention or disposition.	Records that are not also held in Cabinet Office: Transfer records immediately to the custody of Cabinet Office. No change to retention or disposition. Records that are also held in Cabinet Office: Destroy immediately.

5.1 Access to the Public Records of a Former Premier

The access and privacy provisions of FIPPA continue to apply to the public records of a Premier that are transferred to the Archives of Ontario or are in the custody of the Cabinet Office.

The current Premier will be able to access the archived records of a former Premier in the same manner as a member of the general public. This means the current Premier will not have access to records that are not available to the general public unless special arrangements have been made. For example, through the consent of the former Premier, which can be arranged through the Office of the Secretary of the Cabinet.

Special rules also govern access to the records of a former Premier that are in the custody and control of the Cabinet Office. Those rules may differ depending on whether the records relate to a former Premier of the same government, or a former Premier of a different government.

If the current Premier needs to consult the public records of a former Premier that have been transferred to the archives or that are in the custody of the Cabinet Office, the Premier should contact the Office of the Secretary of the Cabinet to discuss whether access is possible and under what circumstances.

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6. RECORDS SERIES

These full records series and descriptions are set out in the following pages .

RECORDS	SERIES TITLE
General Records	PREM-[ACR]-01 Premier's Subject Files: General Records
Correspondence Records	PREM-[ACR]-02 Premier's Subject Files: Correspondence Records
Communications Records	PREM-[ACR]-03 Premier's Subject Files: Communications Records
Cabinet Records	PREM-[ACR]-04 Premier's Cabinet Records
Expense Claims Records	PREM-[ACR]-05 Premier's Expense Claims Records
Administrative Records	PREM-[ACR]-06 Premier's Administrative Records
Transitory Records	PREM-[ACR]-07 Transitory Records

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SERIES PREM-[ACR]-01 PREMIER'S SUBJECT FILES: GENERAL RECORDS

1. Description

Records made or received by the Premier related to the Premier's role as the head of Government and the President of the Executive Council, including the following general areas:

ACTIVITIES OF THE GOVERNMENT IN THE LEGISLATIVE ASSEMBLY

- **House notes:** House books and issue reports relating to the role of the Premier as the head of the government.
- **Statements and questions:** Records made or used by the Premier in making statements or responding to questions in the House related to the Premier's responsibilities as the head of the government.
- **Throne Speech records:** All documents related to the preparation of the Throne Speech, including submissions, correspondence and advice relating to the Throne Speech document.
- **Budget records:** Submissions, correspondence and advice relating to the preparation and delivery of the provincial Budget.
- **Legislation:** Records made or received in the course of preparing legislation for introduction into the Legislative Assembly and guiding it through the legislative process.
- **Records of the Office of the Government House Leader:** Records related to the role of the GHLO in advising the Premier on the development and drafting of government bills and other legislative and policy initiatives of the government.²

MPP LIAISON FILES

- Records made and received in the course of responding to inquiries from constituency offices or members of the Legislative Assembly on issues relating to the Premier's role as the head of government.

² Note that records of the Government House Leader's Office related purely to the organization of the Legislative Assembly are exempt from the *Premier's Office Records Schedule*. See section 3 *Excluded Records* on page 9.

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CABINET AND MINISTRY OPERATIONS

- Records related to the structure and operation of Cabinet and the Committees of Cabinet, including Committee mandates and membership.
- Records related to the mandates of the members of the Executive Council.
- Notes, agendas, minutes and materials related to budget planning and other ministry planning exercises

POLICY DEVELOPMENT AND DELIVERY FILES

- Records related to the development and delivery of the government's policy and legislative agenda, including:
 - Records related to issues under consideration by the Premier that may form part of the government's policy agenda, including submissions from the public on those issues.
 - Records related to the presentation of items before Cabinet or one of its committees, including notes and documents made and received in the course of establishing the Premier's position on issues before the Cabinet and notes and other materials relevant to the positions or recommendations of Premier's staff on issues before Cabinet.
 - Cabinet documents.
 - Notes relating to discussions at Cabinet or Cabinet committees, including Treasury Board/Management Board of Cabinet.
 - Briefing books and files made or received for use in the planning, implementation or delivery of the government's policy agenda.
 - Records related to meetings involving the Premier, Cabinet Office, Cabinet ministers, ministry staff and members of the public.

INTERPROVINCIAL OR FEDERAL-PROVINCIAL RELATIONS AND MEETINGS

- Records related to the government's relations with Federal, Provincial and Territorial governments.
- Records related to issues under consideration by the Premier that may form part of the government's position or priorities with Federal, Provincial and Territorial partners.
- Records related to the Premier's participation in meetings with Federal, Provincial and Territorial partners.

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APPOINTMENT TRACKING

- Records related to the daily itinerary of the Premier, including diaries and journals that record the Premier's appointments. Includes paper or electronic records that track or indicate the status of invitations through an appointment approval or scheduling process.

STAKEHOLDER RELATIONS FILES

- **Invitations:** Correspondence, notes and messages inviting the Premier to partake in events, such as making a presentation to an organization.
- **Telephone calls or meetings records:** Meeting agendas, meeting minutes and notes taken or transcribed from telephone calls or meetings.

CORRESPONDENCE FILES

- Records made or received by the Premier in response to legislative, policy, program and stakeholder files.

OTHER ACTIVITIES OF THE PREMIER, including:

- **Public and prerogative appointments:** Records relating to recommendations for appointments by the Premier to government agencies, boards and commissions; advisory bodies; Public Inquiries, and other appointments by or on the recommendation of the Premier.
- **Studies, reports and surveys** commissioned by or on behalf of the Premier as the head of government.
- **Grants:** Records made or received in the course of processing and deciding grant requests.
- **Staff meetings:** Agendas, minutes and materials relating to the Premier's staff meetings on all matters related to the Premier's role as the head of government.

2. Exclusions

This series excludes formal correspondence sent and received by the Cabinet Office Writing Services Unit on the Premier's behalf, which is covered by *PREM-[ACR]-02 Premier's Subject Files: Correspondence Records*. This series also excludes Cabinet records covered by *PREM-[ACR]-04 Premier's Cabinet Records*.

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3. Retention and Final Disposition

Circumstance	Retention	Final Disposition
While the Premier is the head of the Government	4 years after the year the file closes.	Transfer to the Archives of Ontario.
Change in Premier but no change in government	Records remain for the use of the new Premier as required. Transfer unneeded records immediately to the Archives of Ontario.	Transfer to the Archives of Ontario.
Change in government	Transfer immediately to the Archives of Ontario.	

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SERIES PREM-[ACR]-02 PREMIER'S SUBJECT FILES: CORRESPONDENCE RECORDS

1. Description

Records made or received by the Cabinet Office Writing Services Unit on the behalf of the Premier. This series includes:

- **Incoming correspondence:** Incoming correspondence addressed to the Premier sent from within or outside the government. Includes memoranda, reports and other records attached to incoming correspondence.
- **Outgoing correspondence:** Copies of outgoing correspondence sent by the Premier to persons and organizations within or outside the government.
- **Indexes and registers:** Indexes or registers that track and provide supporting information relevant to the management of the Premier's correspondence. Includes correspondence management systems and other electronic databases.
- **Summary reports:** Reports created by indexes and registers in managing and administering the Premier's correspondence.
- **Telephone logs:** Records of incoming telephone calls indicating the person who was called, the caller, nature of query, who will respond, etc.

2. Retention and Final Disposition

Circumstance	Retention	Final Disposition
While the Premier is the head of the government	4 years after the year the file closes.	Transfer to the Archives of Ontario.
Change in Premier but no change in government	Records remain for the use of the new Premier as required. Transfer unneeded records immediately to the Archives of Ontario.	Transfer to the Archives of Ontario.
Change in government	Transfer immediately to the Archives of Ontario.	

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SERIES PREM-[ACR]-03 PREMIER'S SUBJECT FILES: COMMUNICATIONS RECORDS

1. Description

Records made or received by the Premier relating to the Premier's communications. This series includes:

MEDIA RELATIONS AND ISSUES MANAGEMENT FILES

- **Press releases**
- **Statements and speeches:** Includes records made and used in the preparation of the Premier's statements and speeches, such as speaking notes, key messages, briefing notes and backgrounders.
- **Questions and answers**
- **Communications plans**

TOURS AND EVENTS FILES

- **Agendas:** Includes agendas for tours and events and event summaries prepared for the strategic planning of the Premier's public appearances.
- **Statements and speeches:** Records made and used in the preparation of the Premier's statements and speeches, such as speaking notes, key messages, briefing notes and backgrounders.

PREMIER'S OFFICE PUBLICATIONS FILES

- **Premier's Office documents published in any form intended for distribution to the general public.** Includes books, pamphlets, articles, guides, newsletters, reports, websites and records used in the preparation thereof.

2. Retention and Final Disposition

Circumstance	Retention	Final Disposition
While the Premier is the head of the Government	4 years after the year the file closes.	Transfer to the Archives of Ontario.
Change in Premier but no change in government	Records remain for the use of the new Premier as required.	Transfer to the Archives of Ontario.

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Circumstance	Retention	Final Disposition
	Transfer unneeded records immediately to the Archives of Ontario.	
Change in government	Transfer immediately to the Archives of Ontario.	

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SERIES PREM-[ACR]-04 PREMIER'S CABINET RECORDS

1. Description

Records made or received by the Premier pertaining to the Premier's involvement in Cabinet and its committees. This series includes:

- **Cabinet minutes;**
- **Cabinet and Cabinet committee submissions, discussion papers, presentations and information items;**
- **Reports and recommendations;**
- **Draft legislation and regulations; and**
- **Advice to the Premier on Cabinet activities, including briefing notes.**

2. Exclusions

This series excludes records that are copies of authoritative versions of records held by Cabinet Office and do not contain additional input (e.g., new information, annotations, substantive changes or deletions). Cabinet records held by Cabinet Office are managed according to their own records schedule.

3. Notes

The *Freedom of Information and Protection of Privacy Act* exemption for Cabinet records operates independently of the *Archives and Recordkeeping Act, 2006* and this records schedule. The obligations and exemptions in FIPPA do not affect or alter the recordkeeping obligations in this schedule.

4. Retention and Final Disposition

Circumstance	Retention	Final Disposition
While the Premier is the head of the government	4 years after the year the file closes.	Transfer to the Archives of Ontario.
Change in Premier but no change in government	Records remain for the use of the new Premier. 4 years after the year the file closes.	Transfer to the Archives of Ontario.

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Circumstance	Retention	Final Disposition
Change in government	Transfer immediately to the Archives of Ontario.	

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SERIES PREM-[ACR]-05 PREMIER'S EXPENSE CLAIMS RECORDS

1. Description

Records made and received by the Premier relating to the reimbursement for expenses. The reimbursement process is governed by the *Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act, 2002*, SO 2002 c 34 Schedule A and the *Rules Governing the Expenses of Cabinet Ministers, Opposition Leaders and Other Persons*. This series includes:

- **Expense claims submitted for reimbursement;**
- **Supporting documents, including the record of items purchased and amounts reimbursed; and**
- **Documents relating to interactions with the Office of the Integrity Commissioner regarding the Premier's expenses.**

2. Notes

Pursuant to Rule 26 of the *Rules Governing the Expenses of Cabinet Ministers, Opposition Leaders and Other Persons*, the Premier must keep two copies of all expense claims submitted for reimbursement along with any supporting documents and a record of the items and amounts reimbursed. Rule 26 also states that designated persons within the Premier's Office must provide one copy to the Chair of Management Board of Cabinet or the Speaker of the Legislative Assembly and retain the other copy in their respective offices in the event that it may be required for an audit or such other legitimate purpose.

3. Retention and Final Disposition

Circumstance	Retention	Final Disposition
While the Premier is the head of the government	7 fiscal years after the fiscal year the file closes.	Destroy.
Change in Premier but no change in government	Records remain for the use of the new Premier. 7 fiscal years after the fiscal year the file closes.	Destroy.

PREMIER'S OFFICE RECORDS SCHEDULE

Circumstance	Retention	Final Disposition
Change in government	Destroy if claim has been submitted to Chair of Management Board of Cabinet or the Speaker of Legislative Assembly.	

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SERIES PREM-[ACR]-06 PREMIER'S ADMINISTRATIVE RECORDS

1. Description

Records made or received by the Premier for common administrative functions. This series has five subseries, which are described in detail below: Human Resources Records; Accommodations and Moveable Assets Management Records; Financial Management Records; Information Management Records; and General Administration Records.

2. Management of the Premier's Administrative Records

The Premier's administrative records are managed by the Premier's Office and Cabinet Office. It is very unlikely that Premier's Office staff other than the office manager or administrators will handle administrative records. The Premier's Office administrative records managed by Cabinet Office may be master copies or additional copies of records that are managed within the Premier's Office, or unique records that are not also managed within the Premier's Office. For more assistance in determining whether a record is a transitory or a non-transitory public record, please see section 2.2 *Records Originating in Ministers' Offices, Ministries and Other Public Bodies*. Cabinet Office must manage the Premier's administrative records it deals with in accordance with this series.

Only one authoritative copy of an administrative record must be kept within the Premier's Office or Cabinet Office where administrative authority has been delegated, unless otherwise indicated in the records series.

3. Retention and Final Disposition

The retention periods for administrative records vary depending on the record type. In certain instances, which are indicated in the record descriptions in section 5 of this series, the master copy of a record managed by Cabinet Office has a different retention period from the secondary copy managed by the Premier's Office. The Premier's Office administrative records also have specified closure events which trigger the closure of a file and the beginning of its respective retention period. The record descriptions provide the retention periods and file closure events for each type of administrative record. The final disposition for all administrative records is "destroy".

PREMIER'S OFFICE RECORDS SCHEDULE

Circumstance	Retention	Final Disposition for all Administrative Records
While the Premier is the head of the government	Varies.	Destroy.
Change in Premier but no change in government	Records remain for the use of the new Premier. Varies.	Destroy.
Change in government	Transfer records that are not also held by Cabinet Office immediately to the custody of Cabinet Office. No change to retention. Destroy records that are also held by Cabinet Office immediately.	Destroy.

4. Record Descriptions

Record Type and Description	Retention Period
HUMAN RESOURCES RECORDS	
Individual Employee Files: Records relating to the work history of the Premiers' office staff, including: <ul style="list-style-type: none"> • Leaves and absenteeism, e.g., maternity leave, sick leave, vacation • Attendance records • Return to work plans and accommodation plans • Health records and medical documentation • Individual WSIB claims • Oaths and affirmations • Letters of employment, appointment, termination, transfer and resignation • WEAR forms for all transactions • Accident and incident reports 	Master copy managed by Cabinet Office: 50 years after termination of employment. Secondary copy managed by the Premier's Office: 3 years after termination of employment.

PREMIER'S OFFICE RECORDS SCHEDULE

Record Type and Description	Retention Period
<ul style="list-style-type: none"> • Consent to and proof of employee security clearance • Payroll, benefits and pension program enrollment forms, including copies of identification • Completed Government Property Retrieval Forms 	
Staffing Applications and Resumes: Records relating to resumes received by the Premier's Office from individuals interested in employment.	1 year after resume is received.
Training and Development: Records relating to training and development of the Premier's Office staff.	3 years after all administrative actions are completed.
Pay Grade Directives and Pay Scale: Records relating to pay grade directives and pay scales.	7 years after superseded or obsolete.
Workplace Discrimination and Harassment, Human Rights and Arbitration Employee Case Files: Records relating to official complaints by the Premiers' office staff, including background material and histories, legal correspondence and investigation reports.	5 years after appeal period and judicial review period have elapsed.
Administrative Staffing Reports: Records relating to administrative staffing activities and transactions, including reality reports.	3 years after all administrative actions are completed.
ACCOMMODATIONS AND MOVEABLE ASSETS MANAGEMENT RECORDS	
Corporate Accommodations: Records relating to the set-up of the Premier's Office, ministers' offices and parliamentary assistants' offices and the movement of the Premier's, ministers' and parliamentary assistants' staff.	3 years after all administrative actions are completed.
Building and Facilities Management: Records relating to capital improvements and renovations of the Premier's Office and ministers' offices' buildings and facilities.	3 years after all administrative actions are completed.

PREMIER'S OFFICE RECORDS SCHEDULE

Record Type and Description	Retention Period
FINANCIAL MANAGEMENT RECORDS	
Tendered Purchases: Records relating to the tendering process, including Requests for Proposal, Requests for Services, Requests for Quotations and Requests for Information.	7 fiscal years after expiration of contract.
Other Purchases – Quotations and Purchase Orders: Records relating to the purchase, lease and rental of materials, equipment, vehicles, services and supplies. Includes Mediaco purchases made by the Premier's Office.	7 fiscal years after all administrative actions are completed.
Budgets and Allocations: Records relating to the preparation of budgets and allocations for a fiscal year. Includes allocation planning, calendarizations and financial statements.	7 fiscal years after all administrative actions are completed.
Source Documents: Records relating to accounting transactions, including requisitions for payment, cancelled cheque advice forms, cash journal entries, analyses of revenue/expenditure refunds, daily deposit control reports, returned cheques control reports and direct payments and bank transfer advice.	7 fiscal years after all administrative actions are completed.
Accounts Payable: Records relating to accounts payable, including advances, allowances and expenses, cheque production lists, cancelled cheques, interministry and intraministry financial transactions, payables, purchase orders, purchasing cards, reporting, requisitions for payment and vouchers.	7 fiscal years after all administrative actions are completed.
Reconciliations – Financial Control: Records relating to financial control through reconciliations, including repayments to the Ministry of Finance, purchasing card reconciliations and petty cash reconciliations.	7 fiscal years after all administrative actions are completed.

PREMIER'S OFFICE RECORDS SCHEDULE

Record Type and Description	Retention Period
Financial Reporting: Records relating to financial reporting including interim and year-end summaries, detailed account listings, trial balances, payroll accounts analyses, master account listings, special purpose accounts and public accounts submissions.	7 fiscal years after all administrative actions are completed.
Purchasing and Travel Card Administration: Records relating to the administration of purchasing and travel cards, including the certificate of assurance process. Includes purchasing card statements.	7 fiscal years after all administrative actions are completed.
INFORMATION MANAGEMENT RECORDS	
Recorded Information Management: Records relating to the management of recorded information, including recordkeeping policies such as records schedules and series, active records lists and file classification plans.	3 years after policies superseded or obsolete.
Records Transfer Documents: Records relating to the transfer of records to other public bodies, such as Cabinet Office or ministry program areas. Includes tracking sheets for the transfer of administrative records to Cabinet Office and records relating to the transfer of archival records to the Archives of Ontario.	3 years after records transferred.
<p><i>Freedom of Information and Protection of Privacy Act (FIPPA) Files:</i> Records relating to FIPPA, including files or records related to requests for information, privacy complaints and appeals.</p> <p>Note: Cabinet Office retains the request, responses and copies of the responsive records. The Premier's Office should manage the original responsive records as any other public record.</p>	Cabinet Office will manage the records in accordance with its own record schedule.
GENERAL ADMINISTRATION RECORDS	

PREMIER'S OFFICE RECORDS SCHEDULE

Record Type and Description	Retention Period
Business Continuity and Emergency Planning: Records relating to the program implementation and administration of business continuity and emergency planning. Includes procedures, standards, evaluations, work plans, business impact analyses, risk assessments and emergency planning notifications.	3 years after superseded or obsolete.
Conferences and Meetings: Records relating to staff participation in the organization and administration of conferences and meetings, such as Federal-Provincial-Territorial Meetings or the Council of the Federation.	3 years after all administrative actions are completed.
Mail, Postal and Courier Services: Records relating to mail, postal and courier services, including inter-office mail.	3 years after all administrative actions are completed.
Mailing and Distribution Lists: Includes records used in their development and distribution. Includes holiday lists, budget lists, ministers' offices and deputy ministers' offices contact lists, Throne speech lists and swearing in lists.	1 year after superseded or obsolete.
Security – Personnel: Records relating to the approval and issuance of personnel security passes and building access for staff. NOTE: Security is maintained by Legislative Security Service and Building Management.	3 years after all administrative actions are completed.
Security – Physical: Records relating to the physical security of buildings, installations, facilities and other areas requiring special protective measures.	3 years after all administrative actions are completed.
Travel Requests and Approvals: Records relating to travel requests and approvals, including completed <i>Request for Permission to Travel Outside of Ontario</i> forms.	3 years after all administrative actions are completed.

SERIES PREM-[ACR]-07 TRANSITORY RECORDS

1. Description

Public records made or received by the Premier that have no ongoing value or usefulness beyond an immediate and minor transaction or the preparation of a subsequent record.

Transitory records are not required by the Premier to meet legal or fiscal obligations or to document, support or direct government decision-making, policy development, activities or operations. This series includes:

- **Administrative messages:** Messages containing minor administrative or courtesy information, such as confirming meeting times, attendance status (e.g., "I'm on my way" or "I'm calling into the meeting") or requesting a return call.
- **Convenience copies:** Extra or additional copies of a master record, in either the same or different form from the master record, that are only used for convenience or informational purposes and do not contain additional input (e.g., additional information, annotations, substantive changes or deletions). Includes "FYI", "cc" and "bcc" messages that do not pertain directly to the Premier's responsibilities as the head of government and do not initiate or require action. Also includes records that are kept as potential research resources (e.g., white papers).
- **General announcements and notices:** Announcements, notices, memoranda and messages about holidays, charity events, office parties, special events, IT help desk notifications, fire drill notices and newsletters. Also includes advertising and promotional material.
- **Minor drafts:** Drafts that do not show the substantive evolution of decision-making or policy development or provide evidence of activities or operations. Includes drafts that contain only minor changes to a document, e.g., writing style, formatting or spelling.
- **Reference materials:** Unpublished internal resources and tools that are used in the preparation of a subsequent record but do not inform decision-making, policy development, activities or operations. Includes communications guides, annotated bibliographies, research guides, citation guides, writing style guides, formatting guides and technical and software manuals.

PREMIER'S OFFICE RECORDS SCHEDULE

2. Exclusions

This series excludes drafts that show the substantive evolution of government decision-making or policy development, or provide evidence of government activities or operations.

3. Notes

Where a request is received pursuant to any of the procedures described in section 4.4.1 [*Suspending the Premier's Office Records Schedule*], the normal application of this schedule may be suspended. Relevant records must not be transferred, altered, destroyed or otherwise disposed of until such time as you have been notified that the matter is concluded.

4. Retention and Final Disposition

Circumstance	Retention & Final Disposition
While the Premier is the head of the Government	Destroy when no longer needed.
Change in Premier but no change in government	
Change in Premier with change in government	

PREMIER'S OFFICE RECORDS SCHEDULE

APPENDIX A: GLOSSARY OF TERMS

Administrative message: A messages containing minor administrative or courtesy information, such as confirming meeting times, attendance status (e.g., "I'm on my way" or "I'm calling into the meeting") or requesting a return call.

Caucus record: A record made or received by the Premier as the member of a caucus in the Legislative Assembly.

Constituency record: A record made or received by the Premier in the Premier's capacity and in the course of acting as the elected representative of the Premier's riding. Also known as an "MPP records."

Convenience copy: A transitory record that is used for courtesy or informational purposes only and does not contain additional input.

Destroy: The secure destruction of records using methods appropriate to its level of sensitivity and security classification.

Electronic record: A records that requires a computer or another electronic device to display, interpret and process it.

File: A group of records that relate to the same subject, issue or activity.

File classification plan: A system for organizing records in a shared repository based on subjects or categories.

File closure event: An event or action that triggers the closure of a file and the start of its retention period.

Final disposition: The final action taken with a record when its retention period is over.

Fiscal year:The financial year beginning on April 1 and ending on March 31.

Folder: An electronic or paper file folder used to store files in shared repositories.

MPP records: See "constituency record".

Personal record: A record made or received by the Premier in the Premier's non-official capacity.

Political record: A record made or received by the Premier in the Premier's capacity as the leader of a political party.

PREMIER'S OFFICE RECORDS SCHEDULE

Premier's public record: A record made or received by the Premier in the course of carrying out the Premier's responsibilities as the head of the Government of Ontario.

Published work: A record or an extract of a record in any form that is made available in multiple copies to the public, generally or by subscription, with or without charge.

Record: Information in any form, including a record made, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic, optical or any other means, but does not include a mechanism or system for making, sending, receiving, storing or otherwise processing information.

Record schedule: An Archivist of Ontario-approved document that identifies and describes the records made and received by public bodies and set out retention periods and final dispositions for those records, the forms in which the records are to be kept and which records are of archival value. Records schedules are organized by records series.

Record series: A category of records that are grouped together because they relate to a particular function or subject, or result from the same activity.

Retention period: The length of time that closed files must be retained before their final disposition.

Shared repository: A storage location for either paper or electronic records that can be accessed by all staff members in the Premier's Office.

Transitory record: A records that has no ongoing value or usefulness beyond an immediate and minor transaction or the preparation of a subsequent record and is not required by the Premier to meet legal or fiscal obligations or to document, support or direct government decision-making, policy development, activities and operations.

PREMIER'S OFFICE RECORDS SCHEDULE

APPENDIX B: REVISION LOG

SERIES REVISED	SUMMARY OF REVISION	DATE SIGNED
All series	Revision of 1999 <i>Premier's Office Records Schedule</i> .	March 2, 2015

