

Ministry of Government Services

Freedom of Information

Directory of Records

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Ministry: ABORIGINAL AFFAIRS

The Ministry of Aboriginal Affairs provides corporate Aboriginal policy development, management support, negotiates and settles land claims. It also manages the Province's relationships with First Nations, Aboriginal organizations (including Metis, Native women, Inuit and off-reserve) and the federal government. As the corporate lead on Aboriginal affairs within the Ontario Government, it provides Aboriginal policy development and relationship expertise. It coordinates cross-ministry Aboriginal policy initiatives and multi-lateral relationship processes. It is also responsible for the Aboriginal Policy Framework and other corporate coordination activities.

ASSISTANT DEPUTY MINISTER'S OFFICE - NEGOTIATIONS AND RECONCILIATION DIVISION

Common Records

- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Litigation Files
- Travel/Expense Accounts

General Records

- Land Claim and Self-Government Negotiation Files
- Social Issues
- ONAS Research Reports
- Legal Services Files
- Government/Native Organizations/Committees
- Economic/Resource Development
- Communications
- Agreements and Legislation

Ministry: AGRICULTURE AND FOOD

Ministry: AGRICULTURE AND FOOD

AGENCIES, BOARDS AND COMMISSIONS AGRICORP

As an agency of the government of Ontario, Agricorp works with partners to contribute to a vibrant and sustainable agriculture industry. Agricorp delivers programs that help producers manage risk and remain financially secure.

General Records

- Interprovincial Financial Assistance Programs

Manuals

- 2003 & 2004 Canadian Agricultural Income Stabilization (CAIS) Handbook
- Production Insurance Policy - Contract of Insurance

Personal Information Banks

Advance Payments Program

Legal Authority: Agricultural Marketing Programs Act

Info Maintained: Producer name, address, phone number, banking information, trade referenced, credit check results, lien search results, inspection reports and field audits.

Uses: Processing Applications, credit checks
Users: Authorized Agricorp staff.
Individuals in Bank: Ontario Farmers
Retention Period: 7 Years, then destroyed.

Dairy Credit Program

Legal Authority: The Milk Act
Info Maintained: Name, address and financial statements
Uses: Financial assessment of dairy processors against a set of criteria to determine financial responsibility.
Users: Authorized Agricorp Staff.
Individuals in Bank: Ontario Milk Processors
Retention Period: 7 years, then destroyed.

Farm Business Registration

Legal Authority: Farm Registration and Farm Organizations Funding Act, S.O. 1993, s. 2 and 29
Info Maintained: Name, address, telephone number, age, education, business structure farm data, registration number, gross farm income and farm organization supported.
Uses: Administer registration and funding for Farm Registration and Organizations Funding Act and to create data base for management and planning purposes.
Users: Authorized Agricorp staff.
Individuals in Bank: Ontario Farmers.
Retention Period: 7 years, then destroyed.

Canadian Agricultural Income Stabilization (CAIS) Program

Legal Authority: Canada-Ontario Implementation Agreement, Federal/Provincial Framework Agreement on Agricultural and Agri-food for the 21st Century
Info Maintained: Corporate and customer name, address, telephone number, farming financial details, reporting and accounting documents, production summaries, reference and production margins, Production Insurance details required for enrolment to the program, whole farm d
Uses: Data used to determine program payments and benefit withdrawals.
Users: Appropriate staff required to process applications forms, verify file contents and details to determine payments and benefit withdrawals.
Individuals in Bank:
Retention Period: Not yet determined.

Ministry: AGRICULTURE AND FOOD

AGENCIES, BOARDS AND COMMISSIONS AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO (ARIO)

The Agricultural Research Institute of Ontario (ARIO) is a corporate advisory body reporting to the Minister of Agriculture, Food and Rural Affairs. ARIO's vision is "to provide priority and direction for research activities that will contribute to prosperous, competitive and sustainable agriculture, food and rural sectors in Ontario." The Research and Innovation Branch of the Ministry of Agriculture, Food and Rural Affairs supports ARIO administratively.

General Records

- Annual Reports
- Bank Records/Broker Records for Each Fund

AGENCIES, BOARDS AND COMMISSIONS AGRICULTURE, FOOD AND RURAL AFFAIRS APPEAL TRIBUNAL

The Tribunal holds hearings and renders decisions on matters in dispute under the authority of a wide variety of statutes. These involve land drainage, marketing boards, crop insurance, farm property classification, the treatment of agricultural employees, licensing issues and many other topics. It also accredits general farm organizations and considers requests for religious exemptions from registering farm businesses.

Common Records

- Travel/Expense Accounts

General Records

- Farm Implement Distributor Registration Records
- Farm Implement Dealer Registration Records
- Complaints - Farmer/Dealer/Distributor Disputes
- Appeal, hearing and decision files

Manuals

- Code of Conduct
- Rules of Practice
- Preparation for an Appeal Tribunal hearing
- Member's Manual

Personal Information Banks

Ontario Drainage Tribunal Closed Appeal Files

Legal Authority: Drainage Act, R.S.O. 1990, c.D17

Info Maintained: Name of appellant(s) and Township office. Notice of Hearing, written decision, documents filed in support of appeal.

Uses: Assist Tribunal in reaching a decision concerning the appeal.

Users: Tribunal and staff.

Individuals in Bank: Applicants filing an appeal.

Retention Period: Ten years then transferred to archives.

Agriculture, Food and Rural Affairs Appeal Tribunal

Legal Authority: Crop Insurance Act, R.S.O 1990, O.Reg 140/96.

Info Maintained: Name, address, property information, amount of money involved and related correspondence between AgriCorp and insured, the ministry and lawyer. Notice of hearing, exhibits, evidence and Board decision

Uses: To document the insured's right to appeal the adjustment of their crop loss and the decision of the Board

Users: Appeal Board members and staff.

Individuals in Bank: Appellants.

Retention Period: Ten years then transferred to Archives.

Ministry: AGRICULTURE AND FOOD

AGENCIES, BOARDS AND COMMISSIONS GRAIN FINANCIAL PROTECTION BOARD

The Grain Financial Protection Board collects fees and administers commodity funds for producers of grain corn, soybeans, wheat and canola. The Board reviews compensation claims made against the fund in the event of default on payment by a licensed buyer under the Grain Financial Protection Program (Farm Products Payments Act, R.S.O. 1990; O. Reg. 651/94).

Personal Information Banks

Claims Against the Grain Corn and/or Soybean Funds/Canola Funds

Legal Authority: O. Reg. 447,448,450 and O. Reg. 652/84 under the Farm Products Payments Act, R.S.O.1990, c.F.10.

Info Maintained: Claimant's name, address, telephone number and contract number; dates and results of board meetings; file reference, correspondence, status of claim.

Uses: Maintain the details of claims made against the fund; produce statistical reports and calculations and audit.

Users: Program Staff.

Individuals in Bank: Grain, corn and/or soybean producers and/or canola producers applying for compensation.

Retention Period: Seven years, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO FARM PRODUCTS MARKETING COMMISSION

The Ontario Farm Products Marketing Commission administers the Farm Products Marketing Act and the Milk Act. Responsibilities include supervising the marketing boards and designated associations established under the two Acts. The Farm Products Marketing Act provides for commodity regulation under 21 marketing plans. Some regulations under the Act also require the licensing of processors of regulated commodities by the commission (e.g. vegetables, grapes, tender fruit, potatoes, asparagus and seed corn dealers).

General Records

- Marketing Boards
- Marketing Board - Processor Licensing

Manuals

- Policies of the Farm Products Marketing Commission
- Education Handbook on Regulated Marketing
- College Curriculum on Regulated Marketing

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO FOOD TERMINAL BOARD

The Ontario Food Terminal Board plays a major role in the orderly marketing of fruits and vegetables in Ontario by providing a central marketplace for Ontario growers and produce wholesalers to sell their produce directly to the wholesale and retail trade. It operates the Ontario Food Terminal, a wholesale fresh fruit and produce market with cold storage facilities. The Board acts as a landlord and leases warehouse units, offices and other facilities to farmers, wholesalers and allied services.

General Records

- Tenant Files
- Requests for Space
- Rentals and Fees

Ministry: AGRICULTURE AND FOOD

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

The Communications Branch supports ministry programs and policies by providing information in English and French to staff, the media and the public through news releases, correspondence, the Internet/Intranet, broadcasts, publications and exhibits. The branch recommends communications policies for the ministry, provides communications support to the Minister and Deputy Minister and advises other branches on communications strategies.

General Records

- Issues Management
- Audio-Visual Production and Broadcast Services
- French Language Services
- Technical Publications
- Speeches
- Special Events, Exhibits, Fairs, Trade Shows
- Corporate Publications
- Communications Planning
- News Releases
- Internet/Intranet Coordination
- Corporate Correspondence

DEPUTY MINISTER'S OFFICE

Personal Information Banks

Minister's Correspondence

Legal Authority:	Ministry of Agriculture, Food and Rural Affairs Act - R.S.O. 1990, Chapter M. 16, s.2(2)
Info Maintained:	Name, address, telephone number. Financial information
Uses:	Used to enable responses to incoming correspondence to be prepared. Repository for incoming correspondence and responses.
Users:	Ministry staff
Individuals in Bank:	General Public, Stakeholders, Cabinet Ministers, MPPs
Retention Period:	Hard copies - 5 years, then transferred to Archives. Electronic - 5 years then transferred to Archives.

Deputy Minister's Correspondence

Legal Authority:	Ministry of Agriculture, Food and Rural Affairs Act - R.S.O. 1990, Chapter M.16, s. 3
Info Maintained:	Name, address, telephone number, financial information, HR files, conflict of interest.
Uses:	Used to enable responses to incoming correspondence to be prepared; reference for HR and conflict of interest matters.
Users:	Ministry staff
Individuals in Bank:	General Public, Stakeholders
Retention Period:	Hard copies - 5 years then transferred to Archives. Electronic - 5 years then transferred to Archives.

DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

The Legal Services Branch provides general legal services to the ministry, including interpretation of statutes and regulations, drafting legislation, preparation of Orders in Council, drafting agreements and other legal documents, and offering legal opinions on a wide variety of matters. The branch also assists in the conduct of civil litigation, represents the ministry before various tribunals and serves as counsel to a number of ministry boards.

Common Records

- Job Application Inventory Files

Ministry: AGRICULTURE AND FOOD

- Job Competitions
- Litigation Files
- Ombudsman/Human Rights Commission
- Performance Management

General Records

- Contracts and Agreements
- Legal Opinions
- Legislation, Regulations and Orders-in-Council

Personal Information Banks

Real Estate Files

Legal Authority:	Junior Farmer Establishment Loan. Tile Drainage Act R.S.O. 1990, c.T.8. Agricultural Rehabilitation and Development Act (Ontario) R.S.O. 1990, c. A.11. Agricultural Research Institute of Ontario Act, R.S.O. 1990, c>A.13
Info Maintained:	Names, Addresses, Program Identifier Number
Uses:	Use to keep records of mortgages and discharge of mortgages on farm units with properties.
Users:	Legal Branch staff

Individuals in Bank: Persons holding mortgages through programs in the Ministry.

Retention Period: 15 years, then transferred to Archives.

ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division is responsible for programs and services to support information technology transfer. Staff work with farmers, agri-businesses, municipalities, and other partners in the agriculture and rural sectors to identify needs and opportunities, adopt new technologies and make sound business decisions. It is responsible for expanding Ontario food and agricultural sales in export and domestic markets, and providing support to the processing industry through investment attraction, investment retention and sector development.

ECONOMIC DEVELOPMENT DIVISION AGRICULTURE DEVELOPMENT BRANCH

Agriculture Development Branch is responsible for dealing with issues relating to agricultural production (crops and livestock), business management and marketing, and coordinates the delivery of technology programs across Ontario. The branch promotes high quality agricultural production through the application of best management practices, on-farm quality assurance programs and plant and animal health strategies. The branch also provides business management resources that assist clients with farm business development.

General Records

- Agroforestry Production
- Sheep Ration Formulation
- Sheep Flock Improvement
- Beef Ration Formulation
- Animal Welfare
- Animals for Research Act
- Artificial Insemination of Livestock
- Livestock Medicines & Licensing
- Swine Improvement Program
- Dairy Ration Formulation
- Agricultural and Horticultural Organizations Act
- Agroclimatology Records
- Crop Management and Production Extension Information
- Crop Research Trial Results
- Elite Seed Potato Production Assistance Program
- Floriculture and Nursery Crop Management Production
- Integrated Pest Management Program
- Nursery and Greenhouse Management and Production
- Seed Potato Upgrading and Distribution Program

Ministry: AGRICULTURE AND FOOD

- Weed Control
- Canadian Agricultural Skills Service

Manuals

- Breeders Handbook
- Livestock Manual
- Livestock Medicines Vendors
- Livestock Medicines Manual

ECONOMIC DEVELOPMENT DIVISION BUSINESS DEVELOPMENT BRANCH BUSINESS AND INVESTMENT DEVELOPMENT UNIT

The Business & Investment Development Unit focuses on investment retention and expansion activities that support the creation of jobs and investment in food processing, bio-product and rural businesses. The unit provides information that will influence investment decisions and is active in facilitating sector-wide approaches to business development. Regular contact is made with food processing and bio-product businesses, trade associations, and rural businesses on a variety of business development issues.

Manuals

- Your Guide to Food Processing in Ontario

ECONOMIC DEVELOPMENT DIVISION BUSINESS DEVELOPMENT BRANCH DOMESTIC MARKETING UNIT

The Domestic Marketing Unit delivers the Foodland Ontario program, a consumer communication and promotion program focused on increasing the sale and consumption of Ontario grown fruits and vegetables. It includes brand services, retail services and client services.

- Brand Services
- Client Services
- Retail Services

ECONOMIC DEVELOPMENT DIVISION BUSINESS DEVELOPMENT BRANCH EXPORT MARKETING UNIT

The Export Marketing Unit assists Ontario food, beverage and agriculture companies to develop export sales in the United States and internationally, through trade promotion programs including incoming buyer missions, strategic counselling, seminars and the provision of market intelligence to Ontario processors and producer organizations. The unit is made up of Export Marketing Officers with sector responsibilities, who work with exporting companies and assist those wishing to become export ready. Other Export Marketing Officers have responsibilities for geographic areas such as the US, Asia and Europe. A Supervisor of Marketing Communications, Events and Research, a Client Information Officer and an Export Marketing Assistant complement the unit.

General Records

- Client Surveys
- Seminars
- Missions, Outgoing
- Missions, Incoming
- Policy
- General
- U.S. Trade Advisor Reports
- Communications
- Student Research Projects
- Trade Shows
- Contacts (International)
- Business Plan

Ministry: AGRICULTURE AND FOOD

- Associations/Organizations
- Client

ECONOMIC DEVELOPMENT DIVISION REGIONAL ECONOMIC DEVELOPMENT BRANCH

Staff in Regional Economic Development Branch coordinate the delivery of leading edge technical information and business services to a wide variety of clients and stakeholders across the province. Information and services are provided through: Agricultural Information Contact Centre; OMAFRA Web site; Resource Centres strategically located across southern Ontario and the Northern Regional Office in Verner; Regional Information Coordinators, Agricultural Representatives and Business and Organizational Management Specialists working in partnership with local stakeholders, agri-business and rural municipalities and businesses; and Government Information Centres located in communities across the province.

General Records

- Horticultural Societies
- Agricultural Societies

- Agricultural Organizations

**ECONOMIC DEVELOPMENT DIVISION
RURAL PROGRAMS BRANCH
PROGRAMS OPERATIONS UNIT**

General Records

- Rural Summer Jobs Service Program applications and claim forms
- Rural Economic Development Program applications, contracts and claims
- Ontario Small Town and Rural (OSTAR) applications, contracts and claims
- Millenium contracts and claims
- Canada Ontario Municipal Rural Infrastructure Fund (COMRIF) applications, contracts and claims

FOOD SAFETY AND ENVIRONMENT DIVISION

The Food Safety and Environment Division is responsible for the ministry's main regulatory functions relating to food inspection and nutrient management and is the lead for non-regulatory programs, in food safety, nutrient management and environment, and for policy development for Hazard Analysis Critical Control Point (HACCP), traceability and environment

General Records

- Issues
- Client Visits

**FOOD SAFETY AND ENVIRONMENT DIVISION
ANIMAL HEALTH AND WELFARE/OFFICE OF THE CHIEF VETERINARIAN FOR ONTARIO (OCVO)
ONTARIO BEEF CATTLE FINANCIAL PROTECTION PROGRAM**

The Ontario Beef Cattle Financial Protection Program requires beef dealers to be licensed in Ontario in order to purchase beef cattle or carcasses sold on a rail grade basis. The program provides financial protection to the seller, i.e. producers, sales barn operators and county dealers, on the sale of beef.

General Records

- Livestock Dealers Applications and Licenses.

Ministry: AGRICULTURE AND FOOD

**FOOD SAFETY AND ENVIRONMENT DIVISION
ENVIRONMENTAL MANAGEMENT BRANCH**

Environmental Management Branch promotes the wise use of rural Ontario's land and water resources. Key program areas include nutrient management, engineering and technology, environmental management, and municipal and planning liaison and agricultural land resource information. Areas of focus include: agriculture programs related to land use and planning including location of buildings (MDSI & MDSII) and other normal farm practices; Best Management Practices and Environmental Farm Planning - including soils and water management; utilization of manure, sludge and other nutrients or wastes; and agriculture buildings, structures and equipment and it also includes approvals, training and certification under the Nutrient Management Act R.S.O. 2002.

General Records

- Environmental Assessment
- Review comments on Environmental Assessments
- Review comments on land use planning documents
- Normal Farm Practices Protection Board (administrative files related to hearings under the FFPPA)
- Non-Resident Agricultural Land Interests Registration Act
- Soil Management
- Soils Inventory
- Tile Drainage Licensing - Contractors

- Farm Implements
- Environmental Protection
- Farming and Food Production Protection Act (FFPPA)
- Drainage

Manuals

- Drainage Guide for Ontario (Publication 29)
- Handbook of Drainage Principles (Publication 73)
- Normal Farm Practices Protection Board Reference Manual
- Minimum Distance Separation Formula I (between livestock facilities and other land uses)
- Food Land Guidelines
- Comprehensive Set of Policy Statements
- Provincial Policy Statement
- Drainage Manual

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD INSPECTION BRANCH FOODS OF PLANT ORIGIN

The Foods of Plant Origin unit is responsible for the development and implementation of food safety and quality standards and programs for foods of plant origin.

General Records

- Apiaries

Personal Information Banks

Fruit and Vegetable - Detentions, Releases and Ticketing

- Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8.
- Info Maintained:** Name and address of person in possession, markings re name and address of packer, number involved, reasons for detention/release, type of product.
- Uses:** Operational record used to detain and release farm products; identify offenders; support evidence in legal proceedings and audit.
- Users:** Administrative staff, director, program manager, compliance officers, MNR investigators.
- Individuals in Bank:** Individuals whose products are detained or who have been ticketed under the Farm Products Grades and Sales Act.
- Retention Period:** Ten years, then transferred to archives.

Ministry: AGRICULTURE AND FOOD

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD INSPECTION BRANCH MEAT INSPECTION PROGRAM

Meat Inspection Operations assigns and schedules inspection hours and delivers continuous meat inspection services to approximately 175 licenced abattoirs during all slaughter operations. Meat inspection services include monitoring plant operational practices, conducting ante- and post-mortem inspections of animals and carcasses, inspecting further processing operations (i.e. cutting, boning, production of ready-to-eat meats), collecting and submitting laboratory samples and reporting plant and inspection statistical data. In addition inspecting services are provided at 115 non slaughter, free standing meat processing plants.

General Records

- Provincially Licensed Free Standing Meat Plants
- Provincially Licensed Abattoir Plants

Manuals

- Meat Inspection Policy and Procedures Manual (MIPPM)

**FOOD SAFETY AND ENVIRONMENT DIVISION
FOOD INSPECTION BRANCH
VETERINARY INSPECTION AND AUDIT**

The Veterinary Inspection and Audit Unit provides veterinary expertise and manages the meat plant audit program in support of the ministry's Meat Inspection Program. The unit's Regional Veterinarians, Veterinary Scientists and Food Safety Advisors work collaboratively with other ministry units on efforts to ensure safe food for Ontarians.

General Records

- Public Health Unit Notification of Licensing
- BBQ Hog Producer/Supplier Tracking
- Residue Results Fiscal Year Tracking
- Meat Residue Results Quarterly Reports
- In Plant Testing Positive Results
- Deadstock Complaints
- Number of Dead Animals on a Monthly Basis
- Residue Violation Results
- Adverse Water Results
- Meat Plant Audits and Ratings
- Water Sampling Testing and Tracking
- Water Monitoring Results Quarterly Reports
- List of licenced plants for abattoirs, free standing meat plants, sales barns and deadstock operators
- Slaughter Statistics for red and white meat
- Tracking of Laboratory Sample Results (Water)
- Livestock Industry (OCA; OSMA; OVA; OntarioPork)
- Tracking of Laboratory Sample Results (Animal Tissues)
- Seizure and Detention Under O. Reg. 31/05
- Receipt of Daily Community Sales Reports
- Quarterly SRM Reports
- Pipette Calibration Tracking
- Sales Barns Statistics
- Dead Animal Disposal application and licence
- List of Rail Grade Plants
- Specified Risk Material Volume
- Emergency Slaughter Records
- Label Review Records
- Plant Audits for abattoirs, free standing meat plants and sales barns
- Operation of a meat plant application and licence
- Standards of Compliance for meat inspection, sales barns and dead stock
- Livestock Community Sales application and licence

Ministry: AGRICULTURE AND FOOD

Manuals

- Standards of Compliance for Meat Plants
- Specified Risk Materials Removal in Ontario Meat Plants
- Labelling (Info Sheet)
- Livestock Mortalities (Info Sheet)
- Zephyr Stun Gun (Info Sheet)
- Standards of Compliance for the Dead Animal and Disposal Act and O. Reg 263
- Standards of Compliance for Meat Plants Licensed under the Food Safety and Quality Act 2001
- Policy and Procedures Manual for Livestock Community Sales in Ontario
- Meat Inspection Policy and Procedures Manual
- Amendments To The Meat Regulation

Public Records

Emergency Slaughter

Purpose:	To provide contact information on meat plants providing emergency slaughter services.
Legal Authority:	Signed consent
Info Maintained:	Plant name and number, species slaughtered, hours and days service available.
Retrievability:	
Retention Period:	None specified
Access Procedures:	to be available on www.omafra.gov.on.ca

Meat Plant Audits

Purpose:	Provide audit rating for each meat plant.
Legal Authority:	Signed consent, O. Reg. 31/05 (Food Safety and Quality Act, 2001)
Info Maintained:	Plant name, plant number, city, audit date, rating
Retrievability:	
Retention Period:	None specified
Access Procedures:	Available on www.omafra.gov.on.ca

Licensed Livestock Auction Markets

Purpose:	Provide list of licensed Livestock Auction Markets
Legal Authority:	Livestock Community Sales Act
Info Maintained:	Auction name and number, address, county, category
Retrievability:	
Retention Period:	None specified
Access Procedures:	www.omafra.gov.on.ca

Licensed Deadstock Operators

Purpose:	Provide list of licensed deadstock operators
Legal Authority:	Dead Animal Disposal Act
Info Maintained:	Type of Licence held, name, address, telephone number, contact
Retrievability:	
Retention Period:	None specified
Access Procedures:	available on www.omafra.gov.on.ca

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD SAFETY AND TRACEABILITY PROGRAMS BRANCH

The Food Safety & Traceability Programs Branch leads and coordinates the traceability and Hazard Analysis Critical Control Point (HACCP) strategies and programs from farm to fork. The branch delivers financial assistance programs for industry (i.e. Meat Plant Assistance Program); ensures province-wide investigation, compliance, and enforcement strategies and activities; and develops communications promoting food safety (e.g. Meat Plant Assistance Program & Food Safety Initiative Program).

General Records

- Meat Plant Assistance Program records
- Hearing records

Ministry: AGRICULTURE AND FOOD

- Investigation, Compliance and Enforcement records
- Food Safety Initiative
- HACCP records

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD SAFETY AND TRACEABILITY PROGRAMS BRANCH FOOD SAFETY PROGRAMS

The Food Safety Programs unit supports the development and implementation of Hazard Analysis Critical Control Point (HACCP) and related programs, such as On-Farm HACCP based initiatives; HACCP Advantage for food processing; Traceability; and, HACCP and food safety education programs. The program develops and delivers Good Practices programs for different sectors in the Food continuum, as Good Agricultural Practices; and Good Food Handling Practices.

General Records

- HACCP Advantage files
- On-Farm Food Safety Training

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD SAFETY AND TRACEABILITY PROGRAMS BRANCH REGULATORY COMPLIANCE UNIT

Regulatory Compliance Unit is responsible for ensuring effective province-wide investigation, compliance, advisory and enforcement activities on legislation administered by the ministry. It liaises with ministry regulatory programs, Ministry of Natural Resources Enforcement Unit, other governments and ministries and stakeholders to ensure effective compliance and enforcement programs.

General Records

- Investigation, Enforcement, Compliance and Hearing records

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD SAFETY AND TRACEABILITY PROGRAMS BRANCH STRATEGIC PLANNING AND CLIENT MANAGEMENT

The Food Safety & Traceability - Food Industry unit coordinates the Hazard Analysis Critical Control Point (HACCP) and traceability strategies and programs for food industry post-farm. The HACCP Advantage TM series of programs has been developed and includes: GMP Advantage, TM HACCP Advantage, TM and HACCP Advantage Plus TM. These programs have been designed to be practical and feasible for all facilities, regardless of size or commodity processed. The unit oversees recognition of HACCP Advantage TM certification for individual facilities as delivered by the Canadian General Standards Board. The unit develops and delivers support tools and resource materials to assist industry with the adoption of GMPs, HACCP, security and traceability measures. The traceability strategy includes the development and implementation of an integrated food industry traceability system across sectors and along the food continuum.

- HACCP Advantage TM GMP DVD
- HACCP Advantage TM Files

Manuals

- HACCP Advantage Guidebook - French
- HACCP Advantage Program Manual Version 2.0 - (French, Polish, Portuguese, Spanish, Simplified Chinese, Traditional)
- HACCP Advantage Guidebook
- HACCP Advantage Program Manual Version 2.0.

Ministry: AGRICULTURE AND FOOD

FOOD SAFETY AND ENVIRONMENT DIVISION FOOD SAFETY AND TRACEABILITY PROGRAMS BRANCH TRACEABILITY PROGRAMS

Traceability Programs unit provides support to the ministry's efforts to promote food safety and traceability programs from field to fork by delivering financial assistance programs, undertaking pilot projects and increasing awareness through a comprehensive education strategy.

General Records

- Education & Safety Initiative files
- Meat Industry Transitional Assistance Program files

OFFICE OF THE CHIEF INFORMATION OFFICER, LAND AND RESOURCES I&IT CLUSTER

In concert with corporate and cluster organizations, the Land and Resources Cluster, provides advice, planning, acquisition, maintenance and support, project and vendor management for automated business solutions. Furthermore, the branch provides help desk, desktop support, infrastructure operations (networks, servers, e-mail, web) and computer security.

Common Records

- Performance Management

General Records

- IT Help Desk Incidents and Service Requests
- I & IT Plans
- Vendor Contracts
- Branch Administration Files
- Project Administration Files

Manuals

- IT Technical Manuals

POLICY DIVISION FARM FINANCE BRANCH

The Farm Finance Branch provides policy analysis and development work related to programs that provide financial support to Ontario farmers. Regarding program delivery, the branch works closely with Agricorp, a crown corporation established to deliver programs for the federal and provincial governments. In other cases, the branch is involved in delivering programs such as the Farm Property Class Tax Rate program.

General Records

- Farm Property Class Tax Rate Program
- Economic/Market Outlook
- Commodity Reports
- Agriculture Economics
- Farm and Rural Demographics
- Policy Research and Analysis
- Production Economics
- Farm Registration and Farm Organizations Funding
- Livestock, Poultry and Honey Bee Protection Act
- Bear Damage to Livestock Compensation

Personal Information Banks

Ministry: AGRICULTURE AND FOOD

Bear Damage to Livestock

- Legal Authority:** Orders-in-Council 113/76, 1885/76, 2563/79 and 1935/80.
- Info Maintained:** Name, address, application form, financial information (maintained by Financial Management), rejection correspondence.
- Uses:** Determine eligibility under the program and audit.
- Users:** Branch director, program manager, administrative staff.
- Individuals in Bank:** Applicants.
- Retention Period:** Seven years, then destroyed.

Livestock, Poultry and Honey Bee Protection Act

- Legal Authority:** Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c.L.24.

Info Maintained: Name, address, appeals, correspondence, financial information.
Uses: Determine eligibility under the program and audit.
Users: Branch director, program manager, branch administrative staff.
Individuals in Bank: Applicants.
Retention Period: Seven years, then destroyed.

Rabies Indemnification Program

Legal Authority: Provincial Orders-in-Council 3456/66, 1236/74 and 621/81; federal Orders-in-Council 1966-1302 (Rabies Indemnification Registration), 1974-337 and 1981-370.
Info Maintained: Name, address, application form, financial information, rejection correspondence.
Uses: Determine eligibility under the program and audit.
Users: Branch director, Agriculture Canada, program manager, administrative staff.
Individuals in Bank: Applicants.
Retention Period: Ten years, then destroyed.

Farm Property Class Tax Rate Program

Legal Authority: Assessment Act and O. Regulation 282/98
Info Maintained: Name, address, telephone and fax numbers, email addresses, Farm Business Registration number, farm data, tenant Farm Business Registration number.
Uses: Administration of eligibility of the Farm Property Class Tax Rate
Users: Authorized ministry staff
Individuals in Bank: Farm Property Owners
Retention Period: 10 years, then archived

POLICY DIVISION

FOOD SAFETY AND ENVIRONMENTAL POLICY BRANCH

The Food Safety and Environmental Policy Branch leads the policy, legislative and regulatory development process to enhance and protect the environment (air, water, land, and biodiversity), food safety, food quality, and agri-food protection including animal health. This process involves working with other ministries and providing input to proposals from federal and other provincial governments.

General Records

- FPTCFSP (Federal Provincial Territorial Committee Food Safety Policy)
- OFSSIC (Ontario Food Safety System Implementation Committee)
- CFISIG (Canadian Food Inspection System Implementation Group)
- ICFS (Interagency Council on Food Safety Committee)
- FPTAFIC (Federal Provincial Territorial Agriculture Food Inspection Committee)
- OMAF/CFIA Bilateral Committee

Ministry: AGRICULTURE AND FOOD

POLICY DIVISION

STRATEGIC POLICY BRANCH

POLICY COORDINATION AND CABINET LIAISON UNIT

The Policy Coordination and Cabinet Liaison Unit is responsible for providing strategic leadership for the ministry's legislative and policy agenda, and planning for future initiatives; working with all ministry divisions to coordinate the analysis and policy approvals process within the ministry and central agencies; coordinating appointments to the ministry agencies, boards and commissions; coordinating the ministry activities with respect to the Environmental Bill of Rights; supporting minister's meetings by providing briefing material and attending briefings; and acting as liaison between central agencies and the ministry and providing direction and guidance on central agency initiatives.

General Records

- Environmental Bill of Rights
- Strategic Planning
- Community Development
- Agencies, Boards, Commissions

- Agricultural Trade Update
- Policy Recommendations
- Trade Policy Analyses
- Minister's Meetings

RESEARCH AND CORPORATE SERVICES DIVISION BUSINESS PLANNING AND FINANCIAL MANAGEMENT BRANCH

The core purpose of the Business Planning and Financial Management Branch is to provide strong leadership and service excellence to the stewardship of financial resources. FMB provides support for results-based planning, estimates preparation, procurement and management of budget adjustments and requests. We liaise with Treasury Board of Cabinet and other central agencies and ministries with regards to financial matters, including the preparation of Public Accounts. We provide advice and assistance on accounting matters, Modern Controllershship functions including performance management and risk analysis, accountability, program evaluation, quality assurance and service excellence. We process all ministry financial transactions, monitor budgets, reconcile accounts, and prepare monthly, quarterly, and adhoc financial reports.

Common Records

- Employee Travel Expense Claim (ETEC)
- Travel/Expense Accounts

General Records

- Treasury Board Submissions including RBP (signed originals) (electronic)
- Purchasing Records
- Financial Processing and Reconciliation
- Financial Reports and Submissions
- Accounting Records (electronic and manual) (for the ministry)
- TBC Minutes (Treasury Board of Cabinet) (signed originals)

Manuals

- Policy and Procedures Manual

RESEARCH AND CORPORATE SERVICES DIVISION BUSINESS PLANNING AND FINANCIAL MANAGEMENT BRANCH PLANNING AND ANALYSIS

This area provides client services in financial and business planning, performance measures and monitoring, program evaluation and organizational excellence.

General Records

- OMAFRA Treasury Board Submissions
- Quality Service Customer Service Standards Report
- Results Based Plan Submissions

Ministry: AGRICULTURE AND FOOD

RESEARCH AND CORPORATE SERVICES DIVISION BUSINESS SERVICES BRANCH AFRAAT SUPPORT SERVICES

General Records

- Farm Implement Distributor Registration Records (AFRAAT)
- Farm Implement Dealer Registration Records (AFRAAT)
- Complaints - Farmer/Dealer/Distributor Disputes (AFRAAT)
- Appeal, hearing and decision files (AFRAAT)

Manuals

- Rules of Practice
- Preparation for an Appeal Tribunal Hearing
- Member's Manual
- Code of Conduct

Personal Information Banks

Farm Products Appeal Tribunal Closed Appeal Files

- Legal Authority:** Commodity Board Members Act, R.S.O. 1990, c.C.18; Farm Products Marketing Act, c.F.9; and Ministry of Agriculture and Food Act, R.S.O. 1990,c.M.16
- Info Maintained:** Name and address of appellants, written decision, related correspondence, supporting documents supplied by both parties and notice of hearing.
- Uses:** To assist Tribunal in reaching a decision concerning matter before it.
- Users:** Tribunal and staff.
- Individuals in Bank:** Applicants filing an appeal.
- Retention Period:** Ten years, then transferred to archives.

Farm Implements Act-Closed Appeal Files

- Legal Authority:** Farm Implements Act, R.S.O. 1994, 5.(2) (d).
- Info Maintained:** Name, address of parties to complaint, written decision, related correspondence, supporting documents, notice of hearing.
- Uses:** Resolves disputes between farmers, dealers and distributors concerning farm implements.
- Users:** Tribunal and staff
- Individuals in Bank:** Farmers, farm implement dealers and distributors.
- Retention Period:** Ten years, then transferred to archives.

Farm Organization Exemption Applications

- Legal Authority:** Farm Registration and Farm Organizations Funding Act
- Info Maintained:** Name, address, application, written decisions, notice of hearing, supporting documents.
- Uses:** Determine eligibility for religious exemption under the Act
- Users:** Tribunal staff and members.
- Individuals in Bank:** Officers of organizations applying for accreditation
- Retention Period:** Ten years then transfer to archives

Farm Tax Assessment Files

- Legal Authority:** Assessment Act
- Info Maintained:** Name, property identifier, and tax class.
- Uses:** Decide appeals on eligibility for assessment as a farm property.
- Users:** Board staff and members.
- Individuals in Bank:** Appellants.
- Retention Period:** Ten years then transferred to archives.

Ministry: AGRICULTURE AND FOOD

Farm Organizations Applications for Accreditation

- Legal Authority:** Farm Registration and Farm Organizations Funding Act
- Info Maintained:** Organizations Name, Mandate, Annual Reports, Financial Statements
- Uses:** Determine eligibility for accreditation and reaccreditation under the Act.
- Users:** Tribunal staff and members.
- Individuals in Bank:** Officers of organizations applying for accreditation
- Retention Period:** Ten years then transferred to archives

Ontario Drainage Tribunal Closed Appeal Files

- Legal Authority:** Drainage Act, R.S.O. 1990, c.D.17

Info Maintained: Name of appellant(s) and Township office. Notice of Hearing, written decision, documents filed in support of appeal.
Uses: Assist Tribunal in reaching a decision concerning the appeal.
Users: Tribunal and staff.
Individuals in Bank: Applicants filing an appeal.
Retention Period: Ten years then transferred to Archives.

Agriculture, Food and Rural Affairs Appeal Tribunal

Legal Authority: Crop Insurance Act, R.S.O. 1990, O.Reg 140/96.
Info Maintained: Name, address, property information, amount of money involved and related correspondence between AgriCorp and insured, the ministry and lawyer. Notice of hearing, exhibits, evidence and Board decision.
Uses: To document the insured's right to appeal the adjustment of their crop loss and the decision of the Board
Users: Appeal Board members and staff.
Individuals in Bank: Appellants.
Retention Period: Ten years then transferred to Archives.

RESEARCH AND CORPORATE SERVICES DIVISION BUSINESS SERVICES BRANCH CORPORATE PLANNING AND PROJECTS UNIT

The Corporate Planning and Projects Unit provides strategic planning and consulting services to support the development and implementation of key ministry and corporately-driven initiatives and programs across the ministry. Examples of such initiatives include the Let's Go Green OMAF and MRA program; the Emergency Management program; and Agency Coordination and Accountability. All strategies include client awareness and engagement that results in compliance with corporate requirements.

General Records

- Business Continuity Planning Records

Manuals

- Food and Agriculture Emergency Response Plan (FAERP)
- Business Continuity Plan Manual

RESEARCH AND CORPORATE SERVICES DIVISION INTERNAL AUDIT SERVICES, TRANSPORTATION AND AGRICULTURE AUDIT SERVICE TEAM

Internal Audit Services, Transportation & Agriculture Audit Service Team provides objective assurance and consulting services to the ministry. It assists the ministry and its agencies in meeting their business objectives by evaluating and making recommendations to improve risk management, control, accountability and governance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Internal audit services are provided under the direction of the Chief Internal Auditor in Ontario Internal Audit, Treasury Board office, Ministry of Finance.

General Records

- Audit Records

Ministry: AGRICULTURE AND FOOD

Manuals

RESEARCH AND CORPORATE SERVICES DIVISION RESEARCH AND INNOVATION BRANCH

The Research and Innovation Branch coordinates policy and funding for agriculture and food research as well as agricultural diploma education and laboratory services. The branch administers the OMAFRA Agreement with the University of Guelph and provides secretariat support to the Agricultural Research Institute of Ontario. The branch promotes research and innovation

through several open competitive programs.

General Records

- Laboratory Program
- Research files
- Education Program

RESEARCH AND CORPORATE SERVICES DIVISION STRATEGIC SOLUTIONS BRANCH

The Strategic Solutions Branch provides strategic human resources planning and advice to senior executives (DMs and ADMs). Our mandate is to ensure we have proactive people strategies in place so that ministries can continue to deliver government priorities and business commitments. This will involve engaging and partnering in ministry decision-making processes, results-based planning, and identification of strategic ministry and divisional priorities. SBU Core Functions: Talent and Performance Management Workforce Planning and Strategies Organizational Capacity and Engagement Health and Wellness Strategies Strategic Labour Relations

The Strategic Solutions Branch brokers other human resources services for the Ministry from HROntario as needed, including employee relations, health and safety, Workforce Discrimination and Harassment Prevention, recruitment, regional consulting services.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Medical Information (Personnel)
- Performance Management
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

Ministry: ATTORNEY GENERAL

Ministry: ATTORNEY GENERAL

AGENCIES, BOARDS AND COMMISSIONS CRIMINAL INJURIES COMPENSATION BOARD

The Criminal Injuries Compensation Board provides compensation to eligible applicants when a person is injured or killed in Ontario as the result of an act of criminal violence.

General Records

- Board Orders
- Criminal Injuries Compensation Board - Policy

Personal Information Banks

Claims for Compensation - Lump Sum Payments and Periodic Payments

Legal Authority:	Compensation for Victims of Crime Act, R.S.O. 1990, c.C.24.
Info Maintained:	Applicant's/victim's name, address, all documentary evidence submitted, complete details of incidents/injuries.
Uses:	Determines whether or not the applicant is compensable.
Users:	Board members and staff of the Criminal Injuries Compensation Board, staff of the Crown Law Office.
Individuals in Bank:	Applicants requesting compensation, victims of crime.
Retention Period:	Eighty years after disposition of case, then destroyed.

Public Records

Board Orders

- Purpose:** The Board Order is a summary and a decision from the Board Member who determines if the Applicant is compensable under the Compensation for Victims of Crime Act. Information gathered from client, completed forms, police and medical reports, etc.
- Legal Authority:** Compensation for Victims of Crime Act
- Info Maintained:** Police reports, client completed forms., medical reports, psychiatric/therapy reports
- Retrievability:** Certain Board Orders can be searched by name and/or file number in CICB library.
- Retention Period:** Eighty years - a select few are archived
- Access Procedures:** Board Orders available from Criminal Injuries Compensation Board, 439 University Avenue, 4th Floor, Toronto, Ontario, M5G 1Y8, Telephone 1-(800) 372-7463 or (416) 326-2900.

AGENCIES, BOARDS AND COMMISSIONS

ENVIRONMENT AND LAND TRIBUNALS ONTARIO

ASSESSMENT AND VALUATION - ASSESSMENT REVIEW BOARD AND BOARD OF NEGOTIATION

General Records

- Assessment Review Board Summaries

AGENCIES, BOARDS AND COMMISSIONS

ENVIRONMENT AND LAND TRIBUNALS ONTARIO

ELTO MEMBERS

The Ontario Municipal Board hears applications and appeals in relation to a range of municipal planning, financial and land matters including official plans, zoning by-laws, subdivision plans, consents, minor variances, land compensation, development charges, electoral ward boundaries, municipal finance, aggregate resources and other issues assigned to the Board by numerous Ontario statutes.

Public Records

Ministry: ATTORNEY GENERAL

Environmental Review Tribunal Hearings Records

- Purpose:** Public record of hearing process.
- Legal Authority:** Environmental Review Tribunal Act, 2000 S.O. 2000, Chapter 26, Schedule F
- Info Maintained:** Name, address, applications, board decisions and reports, exhibits entered, notices, related documents and correspondence, transcripts.
- Retrievability:** Name of proponent, hearing number.
- Retention Period:** Twenty-five years, archives - subject to culling
- Access Procedures:** Environmental Review Tribunal, Suite 1700,
P.O. Box 2382, 2300 Yonge Street
Toronto, Ontario M4P 1E4 (416) 314-4600

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO HUMAN RIGHTS COMMISSION

The Ontario Human Rights Commission works to promote, protect and advance human rights. Its main focus is to address

the root causes of discrimination. Activities include research and monitoring, policy development and education and training. The Commission also conducts human rights inquiries and may initiate discrimination applications or intervene in important cases before Tribunals and Courts. Through outreach, cooperation and partnership the Commission aims to advance Ontario's human rights culture.

Contact the Commission if you want to learn more on:

- Human rights education and outreach
- Human rights issues in Ontario

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Litigation Files
- Ombudsman/Human Rights Commission
- Performance Management
- Student Applications
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

Personal Information Banks

Case Management Information System/Case Files - Public Inquiries and Complaints

Legal Authority: Ontario Human Rights Code as amended.

Info Maintained: Complainants and respondents' names, address, complaint descriptions, reports, disposition of cases, witnesses' statements.

Uses: Investigation/mediation/conciliation under the Ontario Human Rights Code.

Users: Commission staff, commissioners and commission counsel when access is necessary for the performance of their functions.

Individuals in Bank: Complainants, respondents, witnesses, persons making inquiries.

Retention Period: Seven years, then transferred to the Archives of Ontario.

AGENCIES, BOARDS AND COMMISSIONS SAFETY, LICENSING APPEALS AND STANDARDS TRIBUNALS ONTARIO ANIMAL CARE REVIEW BOARD

The Animal Care Review Board (ACRB) hears appeals from individuals whose animals have been seized or who have been issued orders by the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) under the Ontario Society for the Prevention of Cruelty to Animals Act. The ACRB is part of the adjudicative tribunals cluster - Safety, Licensing Appeals and Standards Tribunals Ontario (SLASTO).

Ministry: ATTORNEY GENERAL

General Records

- Correspondence to the Parties Scheduling a Hearing.
- Appeal Decisions

Personal Information Banks

Animal Care Review Board Hearings

Legal Authority: Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1990, c.O.36.

Info Maintained: Appellant's name, address.

Uses: Hear and rule on appeals.

Users: Board members.

Individuals in Bank: Individuals appealing a Humane Society Order.

Retention Period: Not determined.

**AGENCIES, BOARDS AND COMMISSIONS
SAFETY, LICENSING APPEALS AND STANDARDS TRIBUNALS ONTARIO
ONTARIO PAROLE BOARD**

The Ontario Parole Board has jurisdiction over all offenders who are serving sentences of up to two years less a day in provincial institutions and unescorted Temporary Absence applications over 72 hours. The Associate Chair, Ontario Parole Board, is responsible for the overall administration of the board. The Board is administered through its headquarters in Toronto and regional offices in Midland, Milton and Lindsay. The board works with the Victim Support Line, which provides information to victims on convicted adult offenders in the provincial system.

General Records

- Staff Training Material
- Reports/Research/Statistics
- Planning and Finance
- Parole Philosophy and Mission
- Parole Boards of Other Jurisdictions
- Legal Issues
- Corporate and Operational Plans
- Communications Material
- Board Policy and Procedures
- Associations/Committees
- Agreements

Manuals

- Ontario Parole and Earned Release Board Policy and Procedures

Personal Information Banks

Ontario Parole and Earned Release Board - Inmates and Parolees

- Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Part III; R.R.O. 1990, Reg. 778, as amended, Part II; Parole Act, R.S.C. 1970, c.P-2, as amended.
- Info Maintained:** Name, address, client number, date of birth, employment, institutional reports, offence and sentence particulars, parole decisions, pre-parole reports, progress reports while on parole, related correspondence, warrant authorization and post-suspension rep
- Uses:** Decide whether or not to grant parole; monitor progress; decide whether to suspend/revoke/terminate/continue parole.
- Users:** Board members and support staff.
- Individuals in Bank:** Institutional inmates and parolees.
- Retention Period:** Essential material - destroyed 10 years after end of year in which file was closed; non-essential material - destroyed after 1 year from the time the file was closed.

Ministry: ATTORNEY GENERAL

**AGENCIES, BOARDS AND COMMISSIONS
SAFETY, LICENSING APPEALS AND STANDARDS TRIBUNALS ONTARIO
THE ONTARIO CIVILIAN POLICE COMMISSION**

The Ontario Civilian Police Commission (OCPC) is an independent quasi-judicial agency of the Ministry of Community Safety and Correctional Services. Established under the Police Services Act, the Commission ensures the delivery of adequate and effective police services in Ontario. To ensure compliance with the Act, the Commission may: investigate and inquire into the administration of a municipal police service; the manner in which police services are being provided; or the policing needs of a municipality. As well, through the use of its oversight powers, the Commission may investigate and inquiry into the conduct or work performance of: a police officer; a chief of police, a civilian member of a local police services board; an auxiliary member of a police service; a special constable; and a municipal law enforcement officer. Finally, the Commission hears appeals brought by members of the public and police officers from decisions arising out of police disciplinary hearings.

Personal Information Banks

Reviews

Legal Authority: Police Services Act, R.S.O., C.P.15.5.72
Info Maintained: Names, requests, decisions
Uses: Determine and document review decisions
Users: Commission decision matters; persons requesting reviews and local police authorities
Individuals in Bank: Persons requesting reviews and identified officers
Retention Period: 3 yrs on site and additional 7 yrs Retention Centre - offsite

Legal Authority:
Info Maintained:
Uses:
Users:
Individuals in Bank:
Retention Period:

Police Services Act Disciplinary Appeals

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.70.
Info Maintained: Names, factums, transcripts
Uses: Determine and document appeal decisions.
Users: Public
Individuals in Bank: Individuals appealing or defending decisions of a lower tribunal.
Retention Period: Three years onsite and additional seven years offsite.

Police Service & Police Services Board Investigations, Inquiries & Hearings

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.6, s.25, s.26, s.39, s.40, s.47 & s.116.
Info Maintained: Name, decision and recommendations, transcripts.
Uses: Documentation of the Commission's decisions and recommendations.
Users: Public.
Individuals in Bank: Individuals involved in investigations, inquiries and hearings, witnesses.
Retention Period: Three years onsite and additional seven years offsite.

First Nations Constables

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.53 & s.54.
Info Maintained: Individual's and sponsoring agency's name, reasons for First Nations Constable appointment.
Uses: Determine suitability for appointment as First Nations Constable; maintain a record of appointments.
Users: Commission and approving authorities exclusively.
Individuals in Bank: Individuals applying for First Nations Constable status.
Retention Period: Continuous retention onsite if active appointment; if inactive, three years onsite and additional seven years offsite.
Complaints - records retention three to seven years

Ministry: ATTORNEY GENERAL

AGENCIES, BOARDS AND COMMISSIONS SOCIAL JUSTICE TRIBUNALS ONTARIO ONTARIO SPECIAL EDUCATION TRIBUNAL - (ENGLISH/FRENCH)

The Special Education Tribunals provide a final avenue of appeal for parents who disagree with decisions of the Identification, Placement and Review Committee (IPRC), for either the identification or the placement of an exceptional pupil. More information about the Ontario Special Education English and French Tribunals may be found on pages D37 to D42 in Part D of the Ministry of Education document Special Education: A Guide For Educators:
<http://www.edu.gov.on.ca/eng/general/elemsec/speced/guide/specedpartde.pdf>

General Records

- Determinations of the Tribunal

**AGENCIES, BOARDS AND COMMISSIONS
SOCIAL JUSTICE TRIBUNALS ONTARIO
SOCIAL BENEFITS TRIBUNAL**

On June 1, 1998 a new social assistance appeal tribunal was created called the Social Benefits Tribunal. This Tribunal is a quasi-judicial tribunal that reviews decisions relating to social assistance in the province of Ontario. The Tribunal has jurisdiction to hear appeals regarding eligibility for, or the amount of social assistance under the Ontario Works Act, 1997 and the Ontario Disability Support Plan Act, 1997. Hearings are held throughout the province and are usually conducted by single member panels.

Personal Information Banks

Social Assistance Appeals - Case Files

- Legal Authority:** Ontario Works Act, 1997, S.O. 1997, C25, amended.
- Info Maintained:** Appeal form, address, applicant's name, Tribunal's written decision, application for reconsideration of the decision, reason(s) for appeal or reconsideration, related documentation and submissions from the parties.
- Uses:** Conduct an appeal or reconsideration; issue written decision; prepare Divisional Court record; compile annual statistical reports.
- Users:** Tribunal members and staff.
- Individuals in Bank:** Applicants for social assistance review hearings.
- Retention Period:** Original decisions - 1 year after decision, then transferred to records centre and retained for 6 years, then destroyed.

**AGENCIES, BOARDS AND COMMISSIONS
SUPERVISED ACCESS PROGRAM**

The Ministry of the Attorney General provides funding to and coordinates 52 supervised access centres across the province. The centres provide a safe, neutral, child-focused setting for visits or exchanges between a child and non-custodial parent in situations where there are concerns about the safety and well-being of the custodial parent or child.

General Records

- Statistical Information from Each Centre
- Financial Records of Each Centre
- Agreements between MAG and Each Supervised Access Centre

Ministry: ATTORNEY GENERAL

**CORPORATE SERVICES MANAGEMENT DIVISION
FACILITIES MANAGEMENT BRANCH**

Facilities Management provides services for MAG's facilities portfolio which include strategic oversight of MAG's portfolio; development of standards, guidelines and best practices to support ministry and government direction; development of business cases to support program requirements and facility renewal; planning of short and long term facility renewal programs; development of annual Infrastructure Plan and 10-year long term plan to secure funding for MAG's facility renewal program; financial/project controllership of facility renewal projects as project owner for implementation; development of MAG's asset management and life cycle renewal plans; management of lease administration for all space occupied by MAG; management and delivery of MAG's Physical Security Plan; service management of Infrastructure Ontario in its role as mandatory real estate service provider.

General Records

- Office Space
- Government-Owned Properties (description)
- Leased Properties
- Property Lease (terms of lease)
- Accommodation Special Projects (new buildings, relocations)
- General Conditions of Buildings
- Facilities Files

Manuals

- Facilities Management User's Guide
- Province of Ontario Architectural Design Standards for Court Houses

Personal Information Banks

Security Access Card

Legal Authority:	Public Service Act, R.S.O. 1990,c.P.27.
Info Maintained:	Name, photo and access level for each individual., signature
Uses:	Used for security access to building after business hours and to restricted areas.
Users:	Ministry Security Coordinator and back-up; Mirteh (company renting system to Ministry of the Attorney General); Security agency (hired by building property management)
Individuals in Bank:	Employees of the Ministry of the Attorney General (approx. 800); and H & R Property Management (approx. 10 employees)
Retention Period:	Five years

CORPORATE SERVICES MANAGEMENT DIVISION FRENCH LANGUAGE SERVICES FOR THE JUSTICE SECTOR

The Justice Sector French Language Services office monitors delivery of service in French. The office provides advice to management and staff at the Ministry of the Attorney General and Ministry of Community Safety and Correctional Services relating to their programs and activities pursuant to the 'French Language Services Act', the 'Courts of Justice Act' and the 'Criminal Code of Canada'. It also coordinates translation, complaints' investigation/resolution and linguistic proficiency evaluation services. It manages relations with francophone stakeholder groups and acts as liaison between the ministries, the francophone community and the central agency, the Office of Francophone Affairs.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Library Users Lists
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Annual Designated Positions Report (without employee names)

Ministry: ATTORNEY GENERAL

- Library Inventory
- Monthly Evaluation Report
- Complaints Receivable Report

Manuals

- French Language Services Tracking System Manual
- At Your Service in English & French
- A Manager's Guide to French Language Services

Personal Information Banks

Bilingual Recruitment - Test Results

Legal Authority:	Public Service Act, R.S.O. 1990, c.P.47, s.4(c), s.6(1), s.29(1).
Info Maintained:	Name, address, proficiency., results of testing for French language fluency
Uses:	Human Resources planning; prepare reports to Office of Francophone Affairs.
Users:	Branch staff, Human Resources Branch.
Individuals in Bank:	Individuals occupying positions designated as bilingual.

Retention Period: Non-current lists destroyed after five years.

Designated Bilingual Positions

Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(1)(c); French Language Services Act, R.S.O. 1990, c.F.47.

Info Maintained: Name, classification code., position title for positions designated bilingual

Uses: Human Resources planning; prepare reports to Office of Francophone Affairs.

Users: Branch staff, Human Resources staff.

Individuals in Bank: Individuals occupying positions designated as bilingual.

Retention Period: Non-current lists destroyed within five years.

Contracts and Letters of Retainer

Legal Authority: Public Service Act, R.S.O. 1990, c. P.47, s.41(c).

Info Maintained: Name, address, details of contract.

Uses: Personal information kept on translators' contracts and letters of retainer. Support linguistic proficiency evaluation services of Nov./97.

Users: Ministry of the Community Safety and Correctional Services and Ministry of the Attorney General managers branch staff

Individuals in Bank: Translators, Revisors

Retention Period: Four years

CORPORATE SERVICES MANAGEMENT DIVISION HUMAN RESOURCES STRATEGIC BUSINESS UNIT

The Human Resources Strategic Business Unit is responsible for providing strategic human resources planning and advice to the ministry's senior executives, including services related to: talent and performance management; workforce planning, and full-time equivalent controllership; organizational capacity and engagement; health, safety, and wellness strategies; and, strategic labour relations. The Human Resources Strategic Business Unit brokers other human resources services for the Ministry, from HROntario, as needed including employee relations, health and safety, Workforce Discrimination and Harassment Prevention, recruitment, regional consulting services, and executive services.

In addition, the unit is responsible for diversity, legal recruitment, and articling and law student programs.

Common Records

- CORPAY
- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory

Ministry: ATTORNEY GENERAL

- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Student Applications
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

Manuals

- Human Resources Manual (Ministry of the Attorney General)

CORPORATE SERVICES MANAGEMENT DIVISION JUSTICE SECTOR FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY OFFICE

The Justice Sector Freedom of Information and Protection of Privacy Office (FOIP) coordinates the implementation and administration of the Freedom of Information and Protection of Privacy Act (FIPPA) for the ministries of the Attorney General and Community Safety and Correctional Services. Responsibilities include: developing policies, procedures and guidelines; coordinating and responding to access requests from the public; liaison with the Information and Privacy Commissioner on appeals and mediation processes; investigating privacy complaints; preparing statistical reports; delivering training, providing advice on access privacy issues including privacy impact assessments and ensuring adherence to privacy provisions and other legislative requirements of the FIPPA.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

COURT SERVICES DIVISION

Court Services Division manages more than 170 court offices in communities across the province. Court staff schedule court cases at the direction of the judiciary, maintain court records and files, collect fines and fees, enforce civil orders, provide justice information to the public, and facilitate the delivery of other justice services, including civil and family mediation programs.

Court Services also provides administrative and courtroom support to all judicial officers in the Ontario Court of Appeal, Superior Court of Justice and the Ontario Court of Justice. Court staff manage the jury system and provide the courtroom clerks, court reporters, registrars and court interpreters required for court proceedings.

General Records

- A guide to Fee Waiver
- Justice in Both Languages
- Civil Case Management - General Information and Forms
- Mandatory Mediation Information
- How to Make Small Claims Court Work for You
- A Guide to Family Procedures in the Superior Court of Justice
- A Guide to Family Procedures in the Ontario Court of Justice
- Where Do I Stand: A Child's Legal Guide to Separation and Divorce
- What You Should Know about Child Protection Court Cases
- Courts Annual Report 2002-03
- Family Law Information
- Toronto/Ottawa/Windsor Roster of Mediators
- FAQ about the Jury Questionnaire
- General Information about the Jury System in Ontario
- What sureties need to know
- Address and Phone Information for Courthouses in Ontario
- Your Guide to Completing a Certificate of Judgment (SCG 20.04-20A)
- Your Guide to Completing a Notice of Examination (SCG 20.10-20H)
- Your Guide to Completing an Affidavit re: Garnishment (SCG 20.08-OE)
- Your Guide to Completing an Affidavit in Support of Motion (SCG 15.01-15B)
- Your Guide to Completing an Affidavit for Examination (SCG 20.10-OH)

Ministry: ATTORNEY GENERAL

- Court Fees
- What You Should Know about Family Law in Ontario
- FAQ about Estates
- Courts Annual Report 2003-04
- Your Guide to Completing an Affidavit of Service (SCG 8.06-8B)
- Your Guide to Completing a Notice of Garnishment (SCG 20.08-20E)
- The Parental Responsibility Act - Recovering Losses in Small Claims Court
- The Criminal Appeal Process in Ontario: Information for Victims of Crime
- How to Make Small Claims Court Work for You
- General Information about the Jury Questionnaire
- FAQ about the Jury Duty
- Family Court Services
- Ontario Legal Aid Review
- Civil Justice review (1995/1996)
- Your Guide to Completing an Affidavit Establishing Proper Forum (SCG 6.01-00)

Manuals

- Court Interpreter Coordinators' Manual and Registry of Accredited Freelance Court Interpreters
- Enforcement Manual
- Transcripts Manual
- Superior Court of Justice Civil Procedures Manual
- Ontario Court of Justice Criminal Procedures Manual
- Meeting ICON, The Integrated Court Offenses Network
- ICON Code Table Book
- Courtroom Procedures Manual (Ontario Court General Division)
- Estates Procedures Manual
- Family Court Procedures for the Superior Court of Justice
- FRANK User/Applications Manual
- Ontario Court of Justice Criminal ICON Process Steps
- Small Claims Court Procedures Manual (Ontario Court General Division)
- Superior Court of Justice Simplified Procedure (Rule 76) Manual
- Family Court Procedures for the Family Court
- Youth Criminal Justice Act Administration Procedures
- Family Court Procedures for the Ontario Court of Justice

Personal Information Banks

Commissioners for Taking Affidavits

- Legal Authority:** Commissioners for Taking Affidavits Act, R.S.O. 1990, c.C.17.
- Info Maintained:** Name, age, employer, reasons for requesting appointment, type of business.
- Uses:** Administering the appointments process for commissioners for taking affidavits.
- Users:** Director and support staff of the Office of Judicial Support Services.
- Individuals in Bank:** Appointees
- Retention Period:** Five years after expiry, then destroyed.

Justices of the Peace

- Legal Authority:** Justices of the Peace Act, R.S.O. 1990, c.J.4.
- Info Maintained:** Name, address, designation, education, employment history, letters of reference, salary
- Uses:** Support the justices of the peace function.
- Users:** Office of the Chief Judge, the Coordinator of Justices of the Peace, support staff of the Office of Judicial Support Services.
- Individuals in Bank:** Justices of the Peace.
- Retention Period:** Indefinite. Judicial Records.

Ministry: ATTORNEY GENERAL

Lay Notaries Public

- Legal Authority:** Notaries Act, R.S.O. 1990, c.N.6.
- Info Maintained:** Name, Ontario Corporation engaged in international or inter-provincial business, address, age, employment history, government office, head offices of unions, patent & trademark agents, reasons for requesting appointment. Type of business.
- Uses:** Administration of the appointments process for notaries public.
- Users:** Director and support staff of the Office of Judicial Support Services.

Individuals in Bank: Appointees.
Retention Period: Five years after expiry, then destroyed.

CRIMINAL LAW DIVISION

The Criminal Law Division provides legal representation for the Crown in right of Ontario in all criminal matters. It is responsible for the prosecution of criminal cases before all courts in the province and for the carriage of all criminal appeals in the Ontario Court of Appeal and the Supreme Court of Canada. The division supervises and coordinates the Crown Attorneys in the 49 judicial districts and the Crown Counsel in the Crown Law Office - Criminal.

Common Records

- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Litigation Files
- Travel/Expense Accounts
- Workplace Discrimination and Harrassment prevention - Advisor Files

General Records

- Appeal Files (Crown, Solicitor, Inmate)
- Bail Estreat
- Search Warrants
- Prosecutions
- Inquest and Coroners' Investigations
- Dockets

Manuals

- Crown Policy Manual
- Prosecutor's Handbook

Personal Information Banks

Extradition Applications

Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
Info Maintained: Name, address, employment history, nature of alleged offence., record of convictions
Uses: To facilitate extradition of offender's alleged offence.
Users: Crown Law Officers and support staff.
Individuals in Bank: Persons charged with offences.
Retention Period: Thirty years, then archived.

Ministry: ATTORNEY GENERAL

General Division Court Bail

- Legal Authority:** Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
- Info Maintained:** Name, address, employment history, nature and circumstances of current charges., record of convictions
- Uses:** Facilitate litigation of review of detention orders or other judicial interim release orders, and of judicial release in the first instance before the Supreme Court of Ontario.
- Users:** Crown law officers and support staff.
- Individuals in Bank:** Persons charged with offences.
- Retention Period:** Thirty years, then archived.

General Division Court Motions

- Legal Authority:** Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
- Info Maintained:** Name, nature and circumstances of charges.
- Uses:** Facilitate litigation arising out of the Supreme Court's jurisdiction over inferior tribunals.
- Users:** Crown law officers and support staff.
- Individuals in Bank:** Persons charged with offences
- Retention Period:** Thirty years, then archived.

Letters Rogatory and Commission Evidence

- Legal Authority:** Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.17.
- Info Maintained:** Name of accused, information about accused's role in offence., nature of charge outstanding
- Uses:** Maintain records of applications for letters rogatory or commission evidence.
- Users:** Crown law officers and support staff.
- Individuals in Bank:** Persons charged with offences where it is necessary to take evidence outside the trial forum.
- Retention Period:** Thirty years, then archived.

Marriage Requests from Inmates

- Legal Authority:** Criminal Code, R.S.C.1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
- Info Maintained:** Name, address, fiancée's name and address, nature of offence for which individual is currently incarcerated., previous convictions
- Uses:** Decide whether or not marriage prejudices the due administration of justice.
- Users:** Crown law officers and support staff.
- Individuals in Bank:** Inmates of correctional institutions requesting to marry while in custody.
- Retention Period:** Thirty years, then archived

Requests for Crown Appeals

- Legal Authority:** Criminal Code, R.S.C.1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
- Info Maintained:** Name, address, employment history, family background, record of convictions.
- Uses:** Assess appropriateness of launching Crown appeals.
- Users:** Crown law officers and support staff.
- Individuals in Bank:** Persons charged with offences.
- Retention Period:** Thirty years, then archived.

Special Prosecutions

- Legal Authority:** Criminal Code, R.S.C.1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
- Info Maintained:** Name, address, criminal record, employment history, nature of charges, role and involvement of person under investigation.

Uses: Facilitate the giving of advice to police agencies; facilitate litigation at trial level.
Users: Crown law officers and support staff.
Individuals in Bank: Persons under investigation or charged with offences.
Retention Period: Thirty years, then archived.

Ministry: ATTORNEY GENERAL

Transfer of Charges Between Provinces

Legal Authority: Criminal Code, R.S.C.1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
Info Maintained: Name, address, employment history, outstanding charges, record of convictions, role of accused in offence.
Uses: Facilitate transfer of charges between provinces for the purposes of disposition.
Users: Deputy Attorney General, Crown Law Officers and support staff.
Individuals in Bank: Persons charged with offences
Retention Period: Thirty years, then archived.

Transfer of Probation Orders

Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17.
Info Maintained: Name, address, conviction., employment history, family background
Uses: Facilitate the transfer of probation orders so that probation may be complete in another province.
Users: Deputy Attorney General, Crown Law Officers and support staff.
Individuals in Bank: Persons requesting to complete their probation orders in another province.
Retention Period: Thirty years, then archived.

Victim/Witness Assistance Programme - Clients

Legal Authority: Incidental to the prosecution of criminal cases.
Info Maintained: Name, address, age, assistance/counselling, case number and related information, disposition, follow-up, names and ages of dependants, officer in charge, referral agency/resource, relationship to accused, sex, source of referral, special services provided
Uses: Provide general and case-specific information regarding the criminal justice process; emotional support and court accompaniment; assess victim's needs and make appropriate referrals to community services; crisis intervention; public education and communit
Users: Programme staff, Crown attorneys and support staff.
Individuals in Bank: Victims and witnesses
Retention Period: Not determined

DEPUTY ATTORNEY GENERAL COMMUNICATIONS BRANCH

The Communications Branch provides full-service communications support to the Minister's Office, the Deputy Minister's Office, and the program divisions and branches of the Ministry of the Attorney General. These services include strategic communications advice, planning and services, coordinated issues management and media relations, and management of the Minister and Deputy Minister's correspondence, the Ministry Web site, and the public inquiry line.

General Records

- MAG Public Business Plan
- What's My Job in Court
- We Care for Victims of Crime

- Supervised Access
- Justice in Both Languages (Rev 2003)
- How to Make Small Claims Court Work for You (Rev 2004)
- Criminal Injuries Compensation Poster
- Good Samaritan Act
- Where Do I Stand?: A Child's Legal Guide to Separation and Divorce
- What You Should Know About Family Law in Ontario (Rev March 2002)

Ministry: ATTORNEY GENERAL

LEGAL SERVICES DIVISION

The Legal Services Division is responsible for the provision of civil legal advice and representation to Ontario Government ministries and certain agencies, boards and commissions. The Division contains diverse practice groups. The largest - Seconded Legal Services (SLS) - is comprised of 22 legal branches in ministries across the Government. The remainder of the Division is made up of centralized offices including Crown Law Office - Civil and the Constitutional Law Branch, as well as the Civil Remedies for Illicit Activities Office and the Legal Services Program Support Branch.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Performance Management
- Student Applications
- Travel/Expense Accounts
- Workforce Information Network (WIN)

LEGAL SERVICES DIVISION CONSTITUTIONAL LAW BRANCH

The Constitutional Law Branch bears primary responsibility for advising the government on constitutional matters and conducting constitutional litigation on behalf of the government. Constitutional issues arise across the full range of matters in which the government is involved. They include the protections found under the Canadian Charter of Rights and Freedoms such as freedom of religion, expression, association and assembly, rights relating to equality, democratic elections, mobility of persons, the use of official languages in federal institutions and in education, as well as the rights held by an individual when faced with government or police investigation and prosecution. Constitutional issues also include disputes respecting the division of powers between the federal Parliament and provincial legislatures and the protection of aboriginal and treaty rights.

Common Records

- Career Planning/Training
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Litigation Files

General Records

- Legal Opinions
- Federal/Provincial Conference Materials and Briefing Books

Personal Information Banks

Notices of Constitutional Question

Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43, s.109, as amended by S.O. 1994, c.12, s.42; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5; Federal Court Act, S.C. 1993, c.F-7 and

Supreme Court of Canada Act, S.C. 1993, c.S-26.

Info Maintained:	Name, address, age, claims, education, employment information, financial information, legal decisions, legal opinions, medical records, reports, settlements, telephone number.
Uses:	Provide basis for constitutional litigation involving the provincial Crown, the federal Crown, and/or other provincial Crowns.
Users:	Crown counsel and support staff.
Individuals in Bank:	Persons raising constitutional challenges in civil matters in Ontario courts, the Federal Court of Canada, federal and provincial tribunals and the Supreme Court of Canada.
Retention Period:	Thirty years, then archived

Ministry: ATTORNEY GENERAL

Legal Advisory Files

Legal Authority:	Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5
Info Maintained:	Name, address, age, education, employment information claims, financial information, legal decisions, legal opinions, medical records, reports, settlements, telephone number.
Uses:	Provide legal advice on constitutional and related legal and policy matters to ministries and agencies.
Users:	Crown counsel and support staff
Individuals in Bank:	Persons whose affairs may be the subject of legal advice requested from the Constitutional Law Branch,
Retention Period:	Thirty years then archived

Litigation Files

Legal Authority:	Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5
Info Maintained:	Name, address, age, claims, education, employment information, financial information, legal decisions, legal opinions, medical records, reports, settlements, telephone number.
Uses:	Provide basis for litigation for and against the Crown, Ministries and Agencies.
Users:	Crown counsel and support staff.
Individuals in Bank:	Persons for, against or with whom the Constitutional Law Branch is or may be involved in litigation.
Retention Period:	Thirty years, then archived.

LEGAL SERVICES DIVISION CROWN LAW OFFICE - CIVIL

Crown Law Office - Civil is responsible for providing civil litigation, aboriginal litigation and advisory services to the government. The members of the advisory services group act as solicitors for the ministry of the Attorney General and also provide legal advice to other ministries and agencies on a broad spectrum of legal issues with government-wide significance. Counsel in the litigation services group provide legal representation of the Crown, its ministries, agencies, boards and commissions in a wide variety of matters involving issues of public importance in all levels of courts. Counsel in the aboriginal group provide litigation and advisory services on a range of aboriginal issues including aboriginal title and rights claims.

General Records

- Litigation Files
- Legal Advisory Files

Personal Information Banks

Legal Advisory Files

Legal Authority:	Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5.
Info Maintained:	Name, address, age, education and employment information., financial, medical, telephone number
Uses:	Provide legal advice on matters concerning government to ministries and agencies.
Users:	Crown law officers and support staff.
Individuals in Bank:	Persons whose affairs may be the subject of legal advice requested from the Crown Law Office - Civil.
Retention Period:	Thirty years, then archived.

Litigation Files

Legal Authority:	Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5
Info Maintained:	Name, address, age, education and employment information., financial, medical, telephone number
Uses:	Provide basis for litigation for and against the Crown, ministries or agencies.
Users:	Crown law officers and support staff.
Individuals in Bank:	Persons connected to litigation handled by Crown Law Office - Civil.
Retention Period:	Thirty years, then archived.

Ministry: ATTORNEY GENERAL

LEGISLATIVE COUNSEL

The Legislative Counsel office provides legislative drafting services to Ministers of the Crown, Members of the Legislature and applicants for private bills. It also provides drafting services for regulations. All public bills and many regulations have official French versions. The office prepares annual statute volumes and provides filing and publication of Ontario regulations. The office maintains Ontario's legislation databases (statutes, regulations and reference tables) and operates the e-Laws website.

Common Records

- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Travel/Expense Accounts

General Records

- Bills
- Motions
- Consolidations
- Revised Regulations of Ontario
- Revised Statutes of Ontario
- Regulations Translation Files
- Regulations
- General Correspondence Files

POLICY AND ADJUDICATIVE TRIBUNALS DIVISION

The Policy Division provides justice policy and corporate policy support services to the ministry. It develops policy initiatives and provides support and expertise to other divisions within the ministry. It serves as the main liaison with Cabinet Office. The branch is responsible for developing legislation and regulations, and provides advice and support through the legislative process, policy research and analysis. It also takes the lead in the identification of policy issues and options, drafting of policy submissions for Cabinet, advice on the Cabinet process, coordination of policy issues relating to four self-governing professions; oversight of Aboriginal Justice programs and issues; and provision of executive leadership for key ministry projects. It manages Federal/Provincial/Territorial meetings and provides strategic advice and support to the Deputy and Minister at meetings.

General Records

- Research
- Provincial Offences
- Ontario Human Rights Commission
- Native Issues
- Legislation
- Information on Legal Aid Plan
- Human Rights, Race Relations and Legal Aid Research and Reference
- Records for Proposals for Legislation

VICTIMS AND VULNERABLE PERSONS DIVISION

The Ontario Victim Services Secretariat (OVSS) provides leadership across the OPS in policy development, program design and frontline service delivery for victims of crime. It also integrates justice-related issues within a broad spectrum of social and economic matters. The OVSS also works with other divisions within the Ministry of the Attorney General, other ministries and with 235 community organizations to ensure that victim services are effective, coordinated and meet the diverse needs of victims in Ontario. It also has responsibility for the ministry's relationship with the Criminal Injuries Compensation Board and the Office for Victims of Crime.

Personal Information Banks

Ministry: ATTORNEY GENERAL

Ontario Emergency Victim Assistance Program

Legal Authority:	Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5
Info Maintained:	Name, address, telephone numbers and E-mail addresses of applicants; Name, address of lost or injured family member(s) and relationship to the applicant; Names and addresses of family members and/or representative travelling with the applicant and their
Uses:	To administer the program, including processing, assessing and verifying claims, performing audits, and provide counselling, advice and other services covered by the program
Users:	Ministry of the Attorney General, Ontario Victim Response Team
Individuals in Bank:	Individuals who have made an application to the program family members of these individuals
Retention Period:	Not determined

VICTIMS AND VULNERABLE PERSONS DIVISION OFFICE OF THE CHILDREN'S LAWYER

The Office of the Children's Lawyer (formerly the Official Guardian) investigates, advocates, protects and represents the personal and property rights and obligations of children under a disability at law, in proceedings before the courts and tribunals of Ontario.

The Children's Lawyer provides legal services primarily for children under various legislation, including section 112 and 89 Courts of Justice Act, the Rules of Civil Procedure, the Child and Family Services Act and the Parens Patriae jurisdiction of the Superior Court of Justice.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Litigation Files
- Travel/Expense Accounts

General Records

- Legislation and Policy Development (Children's Lawyer)

Manuals

- Social Work Handbook
- Articling Student Handbook
- Manual of Administration

Personal Information Banks

Ministry: ATTORNEY GENERAL

Child Representation (custody/access)

- Legal Authority:** Courts of Justice Act, R.S.O. 1990, c.C.43, s.89; Ontario Court of Justice Family Matters, R.S.O. 1990, Reg. 199, s. 10 Superior Court of Justice; Parens Patriae jurisdiction of Ontario Court of Justice.
- Info Maintained:** Child's and parents' names, addresses, court documents, medical, meeting and telephone conversations, memoranda to file regarding court proceedings, police records and criminal records, psychological and educational reports, telephone numbers and dates of
- Uses:** Provide legal representation for minors when Children's Lawyer is appointed as legal representative.
- Users:** The Children's Lawyer, legal staff, legal agents, social workers, secretaries, clerks.
- Individuals in Bank:** Parents, minors subject to custody/access proceedings, minor parents in child protection and adoption proceedings, minors before administrative tribunals.
- Retention Period:** Ten years, then destroyed subject to archival selection and culling.

Child Representation Programme (child protection)

- Legal Authority:** Child and Family Services Act, R.S.O. 1990, c.C.11, s.34, s.38, s.68, s. 81 s.109, s.110 and s.114.
- Info Maintained:** Child's and parents' names, addresses, court documents, medical records meeting and telephone conversations, memoranda to file regarding court proceedings, police records and criminal records, psychological and educational reports, telephone numbers and d
- Uses:** Provide legal representation for minors in child protection proceedings, and in proceedings before the Criminal Injuries Compensation Board.
- Users:** The Children's Lawyer, legal staff, legal agents, social workers, secretaries, clerks.
- Individuals in Bank:** Minors subject to proceedings under the Child and Family Services Act. Minors for whom an application has been made to the Criminal Injuries Compensation Board.
- Retention Period:** Child protection cases: nineteen years, then destroyed subject to archival selection and culling. Criminal Injuries Compensation Board cases: eighteen years, then destroyed subject to archival

selection.

Civil Litigation, Estates Files

- Legal Authority:** Courts of Justice Act, R.S.O. 1990, c.C.43, s.89; Parens Patriae Jurisdiction of Ontario Court of Justice, Rules of Civil Procedure, Statutes dealing with estates and trusts.
- Info Maintained:** Name, address, agency information (e.g. Children's Aid), correspondence from public and other counsel, court documents, estate and trust accounts., financial assets, income statements, medical records, psychological reports, school records, telephone numb
- Uses:** Support the Children's Lawyer's role as litigation guardian/legal representative in property matters on behalf of minors, and unborn and unascertained beneficiaries.
- Users:** The Children's Lawyer, legal staff, secretaries and agents.
- Individuals in Bank:** Minors requiring litigation assistance.
- Retention Period:** Twenty years, then destroyed.

Minors' Funds

- Legal Authority:** Rules of Civil Procedure, R.S.O. 1990, Reg. 194, Rule 72, Parens Patriae Jurisdiction of the Ontario Court of Justice.
- Info Maintained:** Name and address of child and parent/guardian, child's date of birth, court documents., financial statements, medical reports, telephone numbers
- Uses:** Support applications to court for payment of monies from the court to the benefit of minors
- Users:** The Children's Lawyer, counsel, secretaries, clerks.
- Individuals in Bank:** Minors with funds held by the Accountant of the Superior Court of Justice, parents/guardians.
- Retention Period:** 10 years then destroyed.

Ministry: ATTORNEY GENERAL

Social Work Report of the Children's Lawyer

- Legal Authority:** Courts of Justice Act, S.O. 1990, c.C.43, s.89(3) and s.112.
- Info Maintained:** Name, Parents' and child's addresses and dates of birth, and reports containing recommendations, court documents, employment data, medical, police reports and criminal records, psychological and educational reports, telephone numbers
- Uses:** Report to the Court on the custody and access issues and well-being of minors subject to divorce actions and orders under the Children's Law Reform Act.
- Users:** The Children's Lawyer, legal staff, social workers, secretaries and agents
- Individuals in Bank:** Minors, parents/guardians.
- Retention Period:** Ten years, then destroyed subject to archival selection and culling.

Secure Treatment Representation

- Legal Authority:** Child and Family Services Act, R.S.O. 1990, c.C.11, s.114, s.117, s. 120, s. 122 and s.124.
- Info Maintained:** Name, date of birth, home address, medical history, medical reports, memoranda to file, names and addresses of next-of-kin, names of secure treatment facility officials, psychiatric reports and

	opinions.
Uses:	Enable the Office of the Children's Lawyer to fulfil the statutory duty of ensuring legal representation for minors being admitted involuntarily to secure treatment facilities.
Users:	The Children's Lawyer, counsel, secretaries, clerks and legal agents.
Individuals in Bank:	Minors for whom admission to secure treatment facilities has been sought; minors' next-of-kin and important others, officials of secure treatment facilities, Children's Aid Society officials and staff.
Retention Period:	Not determined

VICTIMS AND VULNERABLE PERSONS DIVISION OFFICE OF THE PUBLIC GUARDIAN AND TRUSTEE

The Office of the Public Guardian and Trustee operates out of six offices located throughout the province to provide a variety of services, including: managing the financial and/or personal affairs of mentally incapable individuals pursuant to the Substitute Decisions Act where no one else is able to do so; making medical treatment decisions for mentally incapable people where no one else is able to do so; administering the estates of persons, who die without a will and without any family in Ontario; dealing with property owned by a dissolved Ontario corporation; investigating allegations of serious harm against vulnerable adults; as the Accountant of the Superior Court of Justice, retaining all money, mortgages and securities paid into or lodged with the Court on behalf of minors and litigants; protecting the public interest in charitable property.

Common Records

- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Identity/Employee Card
- Litigation Files
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

Personal Information Banks

Ministry: ATTORNEY GENERAL

Client Files/Estate Files/Charitable Property Files

Legal Authority:	Public Guardian and Trustee Act, R.S.O. 1990, c. 51 as amended
Info Maintained:	Name, address, financial and employment information (depending on individual), medical and psychological information., telephone number etc.
Uses:	Evaluate appropriate action by the Public Guardian and Trustee's office in performing duties under the Public Guardian and Trustee Act, Substitute Decisions Act, court orders and various

	enabling statutes.
Users:	Branch lawyers and administrative staff.
Individuals in Bank:	Persons for whom the Public Guardian and Trustee is appointed as representative or whose assets are administered by the Public Guardian and Trustee, shareholders in defunct corporations, and persons interested in charitable gifts.
Retention Period:	From one year to 100 years, then destroyed; select files sent to archives.

Ministry: CITIZENSHIP AND IMMIGRATION

Ministry: CITIZENSHIP AND IMMIGRATION

CITIZENSHIP AND IMMIGRATION DIVISION

The Citizenship and Immigration Division promotes and supports responsible citizenship, Ontario's rich multicultural diversity, voluntary action and full participation for the economic and social benefit of Ontario communities. In this regard the programs support the removal of barriers to opportunities for all Ontarians by helping immigrants to be self-sufficient and full participants in Ontario's communities. The programs encourage Ontarians to strengthen their communities through voluntary action and community participation.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Administrative and Financial Records

CITIZENSHIP AND IMMIGRATION DIVISION CITIZENSHIP BRANCH

The Citizenship Branch promotes citizen engagement and participation to build cohesive, economically vital communities through the Ontario Honours and Awards Secretariat (OHAS), a corporate resource to the government, which designs and delivers a wide range of honours and awards programs that recognize, encourage and celebrate individual Ontarians for their community participation and outstanding accomplishments; and the Voluntary Sector Relations Unit (VSRU) promotes the Ministry of Citizenship and Immigration's role as government's corporate lead on volunteer and non-profit sector issues, working across government and with external stakeholders to support citizen participation, a strong non-profit sector and vibrant communities.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Ontario Honours and Awards Program

Personal Information Banks

Ontario Honours and Awards files

Legal Authority:	Ministry of Citizenship and Culture Act, R.S.O. 1990, c. M.18.
Info Maintained:	Name, address, history of nominee's community service or achievement, name of organization, record of service.
Uses:	Staff of the Honours and Awards Secretariat and selection committee to assess and select award recipients
Users:	Staff of the Honours and Awards Secretariat and selection committee
Individuals in Bank:	Residents accross Ontario nominated for various awards
Retention Period:	3 - 15 years

**CITIZENSHIP AND IMMIGRATION DIVISION
CITIZENSHIP BRANCH
ONTARIO HONOURS AND AWARDS SECRETARIAT**

The Ontario Honours and Awards Secretariat coordinates the government's programs to recognize the outstanding contributions and achievements of the people in this province. The Secretariat works closely with key stakeholders in government such as the Lieutenant Governor, Premier's Office, Cabinet Office, Minister's and MPPs to accomplish this.

Common Records

- Corporate Personnel/Employee Information
- Employee Travel Expense Claim (ETEC)
- Performance Management

Ministry: CITIZENSHIP AND IMMIGRATION

- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Finance
- Agency/Board/Comm.
- Awards
- Correspondence
- Briefing Notes
- Budget
- Design Competition
- Accommodations
- Expenses
- Retention Schedules
- French Language Services
- Government Federal
- Issues
- Nominations
- Petty Cash
- Plan
- Program
- Recipients
- Estimates

Manuals

- Program Operational Manuals

Personal Information Banks

Amethyst Awards

- Legal Authority:** Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18, s.14
Info Maintained: Name, Address, Position, Division, Ministry/Org Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Community Action Awards

- Legal Authority:** Ministry of Citizenship and Culture Act, R.S.O. 1990 cM.18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail
Uses: To determine Eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Ontario Medal for Good Citizenship

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, cM 18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Ministry: CITIZENSHIP AND IMMIGRATION

June Callwood Outstanding Achievement Awards

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and nominator
Retention Period: Current + 2 years, then transferred to storage

Lincoln Alexander Awards

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Ontario Medal for Young Volunteers

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail, Date of Birth
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

The Order of Ontario

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M. 18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail, Date of Birth
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee, Nominator, and Testimonials
Retention Period: Current + 2 years, then transferred to storage

Lieutenant Governor Community Volunteer Awards

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Position, School, Achievement, Address, Phone, Fax, E-mail, Photo
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff

Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Leadership in Faculty Teaching

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Institution, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee, Nominator and Supporters
Retention Period: Current + 2 years, then transferred to storage

Ministry: CITIZENSHIP AND IMMIGRATION

Hilary Weston Scholarship

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Institution, Program, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and References
Retention Period: Current + 2 years, then transferred to storage

Senior of the Year Award

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Municipality, Brief History, Address, Phone, Fax.
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Municipality
Retention Period: Current + 2 years, then transferred to storage

Volunteer Service Award

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Organization, Language preferred, Address, Phone.
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Municipality
Retention Period: Current + 2 years, then transferred to storage

Newcomer Champion Awards

Legal Authority:
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff

Individuals in Bank: Nominee, Nominator, and Testimonials
Retention Period: Current + 2 years, then transferred to storage

Ontario Medal for Firefighters Bravery

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Fire Department, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

Ontario Medal for Police Bravery

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Police Force, Address, Phone, Fax, E-mail
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years then transferred to storage.
Recipient files are kept in the office permanently.

Ministry: CITIZENSHIP AND IMMIGRATION

Premier's Awards for Teaching Excellence

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Institution, Position Address, Phone, Fax, E-mail, Years of Service
Uses: To determine eligibility for an award and to communicate regarding the Program
Users: All Staff
Individuals in Bank: Nominee, Nominator and Supporters
Retention Period: Current + 2 years, then transferred to storage

Senior Achievement Awards

Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990 c.M.18, s.4
Info Maintained: Name, Address, Position, Organization, Achievement, Address, Phone, Fax, Email, Date of Birth
Uses: To determine eligibility for an award and to communicate regarding the program
Users: All Staff
Individuals in Bank: Nominee and Nominator
Retention Period: Current + 2 years, then transferred to storage

CITIZENSHIP AND IMMIGRATION DIVISION CITIZENSHIP BRANCH VOLUNTARY SECTOR RELATIONS UNIT

The Voluntary Sector Relations Unit (VSRU) coordinates the government's initiatives to strengthen volunteerism and the

non-profit sector in Ontario. It builds voluntary sector, private sector and government partnerships and facilitates initiatives to recognize, encourage and support Ontario's volunteers and nonprofit sector.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Briefing Materials
- Administrative and Financial Records
- VSRU Project Files
- Bicentenary Project Files
- Strategic Partnership Grant Files

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION POLICY BRANCH

The Immigration Policy Branch is responsible for policy development, analysis, research and information provision in the area of immigration and settlement. The Branch is also responsible for leading the implementation of the Canada-Ontario Immigration Agreement and intergovernmental initiatives pertaining to immigration.

Common Records

- Employee Travel Expense Claim (ETEC)
- Performance Management

General Records

- Briefing Notes
- Project Files
- Correspondence
- Administrative and Financial Records
- Agreements

Ministry: CITIZENSHIP AND IMMIGRATION

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION POLICY BRANCH POLICY AND INTERGOVERNMENTAL RELATIONS UNIT

The Policy and Intergovernmental Relations Unit provides analysis, policy development and advice in the area of immigration and settlement. This Unit leads the implementation of the Canada-Ontario Immigration Agreement and manages intergovernmental relations with respect to immigration and integration matters.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Briefing Materials
- Correspondence
- Project Files

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION PROGRAMS BRANCH GLOBAL EXPERIENCE ONTARIO

The Global Experience Ontario (GEO) centre assists internationally trained and educated individuals by providing information and referrals regarding the non-health regulated professions in Ontario. This one-stop centre offers a range of services, information and assistance to internationally trained individuals, employers and stakeholder groups. Knowledgeable GEO staff

help clients and stakeholders understand the licensing and registration requirements in Ontario, and provide guidance through this process. GEO is responsible for conducting research, identifying and tracking issues, analysing trends and preparing reports. GEO also provides information on internship and mentorship opportunities in Ontario for internationally trained individuals.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- GEO Stakeholder Information Files

Manuals

- None.

Personal Information Banks

GEO Client Database

Legal Authority: Fair Access to Regulated Professions Act, 2006

Info Maintained: Name, Telephone Number, Email Address, City of Residence, Status in Canada, Country of Origin, Duration of time in Canada, Educational/Professional Background.

Uses: This information is used to efficiently provide information and referral to the client in regards to assisting him/her with the licensing process.

Users: All unit staff have access to this PIB.

Individuals in Bank: This information is maintained about Internationally Trained Individuals who seek GEO's assistance

Retention Period: Personal client information in the Database is destroyed after 1 year of last contact. Example, Client Name, Address, Phone number, Email Address, Country of Origin, Current Status in Canada, Educational/Work Experience, etc.

Public Records

Ministry: CITIZENSHIP AND IMMIGRATION

None

Purpose:

Legal Authority:

Info Maintained:

Retrievability:

Retention Period:

Access Procedures:

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION PROGRAMS BRANCH LABOUR MARKET INTEGRATION UNIT

The Labour Market Integration Unit develops and implements initiatives that help skilled newcomers move quickly into the Ontario labour market without duplicating what they have already learned. Key partners include employers, occupational regulatory bodies, educational institutions, community agencies serving immigrants, and other levels of government.

Common Records

- Employee Travel Expense Claim (ETEC)

- Job Competitions
- Performance Management
- Professional Development

General Records

- Briefing Materials
- Correspondence
- Administrative and Financial Records
- Bridge Training Program Files

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION PROGRAMS BRANCH LANGUAGE TRAINING UNIT

The Language Training Unit (LTU) supports Adult Non-Credit English as a Second Language (ESL), French as a Second Language (FSL) and Citizenship Language (CL) training programs in Ontario delivered by school boards. The Unit is the lead for Ontario for all program development and operational policy related to adult language training in Ontario for newcomers. The Unit also funds Specialized Language Training Pilot Projects delivered by school boards covering both market sector language training projects and language training in the workplace projects.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- LTU Transfer Payment (TP) Records
- Superintendent of Business and Finance Mailing List - School Boards
- Research
- Reports
- Administrative and Financial Records
- Directors Mailing List - LTU Stakeholders
- Correspondence - LTU Stakeholders
- Briefing Materials

Ministry: CITIZENSHIP AND IMMIGRATION

CITIZENSHIP AND IMMIGRATION DIVISION IMMIGRATION PROGRAMS BRANCH SETTLEMENT AND DIVERSITY PROGRAM UNIT

The Settlement and Diversity Program Unit operates three grant programs. (1) The Newcomer Settlement Program (NSP): The goal of the program is to help newcomers fully engage in all aspects of Canadian life, and to maximize the benefits of their participation and contribution to Canadian society. (2) Language Interpreter Services (LIS): The goal of the program is to provide interpretation services to victims of domestic violence who do not speak English to enable them to access social, healthcare and legal services. (3) Ontario's Community Builders (OCB): The goal of the program is to increase appreciation of the rich diversity of cultures that make up Ontario's population and to celebrate their contribution to the social and cultural fabric of this province.

Common Records

- Corporate Personnel/Employee Information
- Employee Travel Expense Claim (ETEC)
- Performance Management
- Professional Development

General Records

- Administrative and Financial Records
- Minister's Correspondence (electronic files)

- Briefing Materials
- 2005-06 and 2006-07 grant files
- Grant files under Pay Equity
- Grant files under the Language Interpreter Services Program
- Grant files under the Newcomer Settlement Program

**CITIZENSHIP AND IMMIGRATION DIVISION
IMMIGRATION SELECTION BRANCH
PROVINCIAL NOMINEE PROGRAM UNIT**

The Provincial Nominee Program Unit is responsible for the processing of applications under the Opportunities Ontario: Provincial Nominee Program. It is a public facing area that assesses applications from foreign workers and international students, Ontario employers and investors to the province.

Common Records

- Employee Travel Expense Claim (ETEC)
- Performance Management

General Records

- PNP Program Evaluation Plan and Performance Measures
- PNP Presentation/Slides
- Briefing Materials

Manuals

- PNP Privacy Manual
- Nominee Guide - Multinational Investor Category
- Employer Guide - Multinational Investor Category
- Nominees Guide - International Students Stream - Employer Category
- Nominee Guide - Professional/Skilled Worker - Employer Category
- Employer Guides - Employer Category

Personal Information Banks

Ministry: CITIZENSHIP AND IMMIGRATION

Ontario Pilot Provincial Nominee Program

- Legal Authority:** The Provincial Nominee Program is established under the Canada-Ontario Immigration Agreement, executed under the authority of the Ministry of Citizenship and Culture Act, R.S.O. 1990, c. M.18 and O.C. 1478/2005 ordered pursuant to the Executive Council Ac
- Info Maintained:** The personal information of applicants to the Ontario Pilot Provincial Nominee Program.
- Uses:** The PIB will be used to store a record of the personal information of applicants to the Ontario Pilot Provincial Nominee Program. It will also be used to amend personal information as provided by the applicants.
- Users:** The Users of the PIB will be delegated PNP Unit staff members.
- Individuals in Bank:** The Individuals in the PIB are applicants to the PNP. They are Individuals (Nominee Applicants) and Ontario Employers (Employer Applicants).
- Retention Period:** Retention and Disposal Standards: Applications for Ontario Provincial Nominations (OPNP) (forms 0147, 0150, or 0151) are retained for a period of 7 years. All other paper records are normally destroyed one year after the last administrative action. Infor

DEPUTY MINISTER'S OFFICE

Common Records

- Employee Personnel, Payroll and Benefits Records
- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Reports
- Minister's Correspondence
- House Book: House Notes/Issue Reports
- Deputy Ministers' Committee: Agendas and Minutes
- Deputy Ministers' Council Meetings: Agenda and Minutes
- Senior Management and Human Resources Management Team Agendas and Minutes
- Deputy Minister's Correspondence
- Minister's Public Affairs
- Briefing Materials for Deputy's Meetings
- Briefing Notes

- Office of the Treasury
- Legislative Assembly: Guide to Members' Allowance and Service
- Minister's Handbook
- Deputy Minister's Handbook

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH

The Communications Branch is responsible for communicating to the public the Ministry's programs and policies in the context of the government's commitments and priorities. The branch provides support to two Ministers, one Deputy Minister and senior management through media relations, editorial services, creative services, communications planning, issues management, maintaining the ministry Websites, internal communications and translation tracking services.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Performance Management

General Records

- Briefing Materials
- Statements in the Legislature
- Speeches
- News Releases

Ministry: CITIZENSHIP AND IMMIGRATION

- Minister's Biography
- Media Advisories
- Letters of Greeting
- Correspondence
- Fact Sheets
- Distribution Plans

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH PUBLIC AFFAIRS AND NEW MEDIA

Public Affairs and New Media unit delivers creative design and communications services to support initiatives of the Ministry of Citizenship and Immigration and the Ontario Women's Directorate. Unit staff oversees internal communications and provide strategic communications planning and implementation for the Citizenship Branch. The unit also coordinates public affairs and event planning for both Ministers, distributes materials to the media, and enforces the visual identity directives issued by

Common Records

- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Vendor Records
- Briefing Materials
- Communications Plans
- Correspondence
- Fact Sheets
- Letters of Greeting
- Media Advisories
- News Relations
- Minister's Biography
- Speeches
- Statements in the Legislature
- Auditor General Reports
- News Photos
- News Videos

Manuals

- Programme de stages dans la fonction publique de l'Ontario pour les professionnels formes a l'etranger: Une opportunitie
- Welcome to Ontario booklet (Bienvenue en Ontario)
- GEO: An access and Resource Centre for the Internationally Trained (brochure)
- Experience Globale Ontario: Centre d'acces et de ressources pour les personnes formees a l'etranger
- PNP Your Opportunity to Settle in Ontario - Information for International Students (brochure)
- La possibilite de vous etabliir en Ontario: Renseignements a l'intention des etudiants etrangers au Canada
- PNP Matching skilled immigrants to business needs (brochure)
- Programme pilote des candidates de l'Ontario: Appariement entre les immigrants qualifies et les besoins des enerprises
- Improving Your English or French Flyer
- Comment ameliorer votre Francais ou votre anglais?
- Ontario Internship Program for International trained Individuals (flyer)

Personal Information Banks

Ministry: CITIZENSHIP AND IMMIGRATION

Not Applicable

Legal Authority:

Info Maintained:

Uses:

Users:

Individuals in Bank:

Retention Period:

Public Records

None

Purpose:

Legal Authority:

Info Maintained:

Retrievability:

Retention Period:

Access Procedures:

MINISTER'S OFFICE

Common Records

- Employee Personnel, Payroll and Benefits Records
- Travel/Expense Accounts

General Records

- Hansard Reports
- Budget Materials
- Business Plans
- Cabinet Submissions
- Reports
- Briefing Materials
- Correspondence
- House Book: House Notes

MINISTER'S OFFICE PARLIAMENTARY ASSISTANT

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Travel/Expense Accounts

General Records

- Budget Materials
- News Releases
- Business Plan
- Correspondence
- Briefing Materials

Ministry: CITIZENSHIP AND IMMIGRATION

OFFICE OF THE CHIEF INFORMATION OFFICER, COMMUNITY SERVICES I&IT CLUSTER CASE AND GRANTS MANAGEMENT SOLUTIONS

Common Records

- Career Planning/Training
- Performance Management

- Professional Development
- Travel/Expense Accounts

General Records

- IT Computer Hardware Inventory and Lease Records
- Computer Software Licences
- Data Systems Development and Management Records

ONTARIO INTERNAL AUDIT, CULTURE AND INNOVATION AUDIT SERVICE TEAM

The Ontario Internal Audit, Culture and Innovation Audit Service Team provides objective assurance and consulting services to the Ministry of Citizenship & Immigration, Ministry of Culture and the Ministry of Tourism. It assists the ministries and its related agencies in accomplishing their business objectives by evaluating and making recommendations to improve governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Culture and innovation audit services are provided under the direction of the Chief Internal Auditor.

Common Records

- Travel/Expense Accounts

General Records

- Audit Files

Personal Information Banks

Audit Files

Legal Authority:

Info Maintained: From time to time Ontario Internal Audit undertakes special and forensic investigations within the Ministry or of third party entities (e.g. transfer payment recipients). These investigations may be done by professional consulting firms. To complete the

Uses: Allow Ontario Internal Audit to conduct audits, make recommendations, and support corrective action.

Users: Deputy Minister, Ministry Client (e.g. ADM), possibly enforcement authorities.

Individuals in Bank: Ministry staff or transfer payment recipient staff.

Retention Period: Not determined.

ONTARIO WOMEN'S DIRECTORATE OFFICE OF THE EXECUTIVE DIRECTOR

Common Records

- CORPAY
- Career Planning/Training
- Corporate Personnel/Employee Information
- Employee Travel Expense Claim (ETEC)
- Job Competitions

Ministry: CITIZENSHIP AND IMMIGRATION

General Records

- Accounts Payable Files
- Personnel Individual Employee Files
- Administrative Files
- Minister's Program Activity Files

**ONTARIO WOMEN'S DIRECTORATE
OFFICE OF THE EXECUTIVE DIRECTOR
EDUCATION, AWARENESS AND OUTREACH**

The Education, Awareness and Outreach unit leads programs and initiatives that support the two key business areas of the Directorate: preventing violence against women and promoting women's economic independence. The OWD partners with other ministries, the education sector, community agencies and the private sector to support initiatives that promote public education to prevent violence against women, new service models to provide an effective response to victims, career awareness initiatives to ensure girls and young women make academic choices that will not limit the career choices available to women, including occupations in high demand sectors such as skilled trades and information technology.

General Records

- Partners for Change Program Files
- Women's Centres Program Files
- Grants/Priority Project Program Files
- Violence Against Women Prevention Initiatives Files

**ONTARIO WOMEN'S DIRECTORATE
OFFICE OF THE EXECUTIVE DIRECTOR
STAKEHOLDER RELATIONS AND POLICY DEVELOPMENT**

The Stakeholder Relations and Policy Development unit provides strategic leadership and coordination for the development and review of policies and programming identified as key business areas of the Directorate - preventing violence against women, and promoting women's economic independence - and the development and management of relations with internal and external stakeholders, including other jurisdictions, for policy purposes. It also has primary responsibility for identifying and managing contentious issues, and coordinating/supporting inter-ministerial and inter-governmental committees addressing priority issues.

General Records

- Policy and Program Files

REGIONAL AND CORPORATE SERVICES DIVISION

The Regional and Corporate Services Division is responsible for the co-ordination of support services that advance the mandates and assist in the development, delivery and review of the core businesses of the Ministry of Citizenship and Immigration, the Ministry of Tourism, Culture and Sport, the Ontario Seniors' Secretariat, and the Pan/Parapan American Games Secretariat.

Common Records

- Board of Governors Membership
- Employee Travel Expense Claim (ETEC)
- Travel/Expense Accounts

General Records

- Plans
- Committees
- Reports
- Contracts
- Meetings
- Budget Materials

Ministry: CITIZENSHIP AND IMMIGRATION

- Briefing Materials
- Correspondence

**REGIONAL AND CORPORATE SERVICES DIVISION
CORPORATE POLICY**

The Corporate Policy Unit provides analysis, advice and support to two Ministers, the Deputy Minister and the Ministry's Senior Management Team on policy issues, decisions and implications. The unit coordinates ministry review and input to government policy processes including review of Cabinet Submissions and other policy documents, serves as a key ministry contact with Cabinet Office, leads the ministry in cross-divisional policy analysis projects and provides support to the program divisions in the development and approval of priority ministry policy proposals. The unit also coordinates the French Language Services functions for the Ministry of Citizenship and Immigration, Ministry of Tourism, Culture and Sport and their agencies, including developing related operational processes and systems and providing advice to Ministers and senior management.

Common Records

- Performance Management
- Travel/Expense Accounts

General Records

- Task Force Submissions and Responses
- Discussion Papers
- Correspondence
- Cabinet Submissions
- Cabinet Committee Documents

REGIONAL AND CORPORATE SERVICES DIVISION CORPORATE RESOURCES BRANCH

The Corporate Resources Branch provides advice on results-based planning, accounting, modern controllership, facilities management, emergency management and related financial and administrative matters to the Ministry of Citizenship and Immigration, Ministry of Tourism, Culture and Sport and the Pan/Parapan American Games Secretariat. The Accounting and Controllership Unit is responsible for financial systems and reporting, modern controllership and service management. The Business and Fiscal Planning Unit is responsible for budget management, financial analysis and results based planning. The Facilities, Information and Emergency Management Unit is responsible for facilities and asset management, emergency management and security, information and records management. The Freedom of Information and Protection of Privacy Act Unit provides assistance to the public in locating records and processing Freedom of Information requests.

General Records

- Administrative Policy and Procedures
- Agendas and Minutes of Meetings

REGIONAL AND CORPORATE SERVICES DIVISION CORPORATE RESOURCES BRANCH ACCOUNTING AND CONTROLLERSHIP SERVICES

General Records

- Public Accounts
- Financial Reporting
- Financial Management Policies and Procedures
- Source Documents
- Budget and Allocation
- Accounts Receivable
- Reconciliations - Financial Control
- Accounting

Ministry: CITIZENSHIP AND IMMIGRATION

REGIONAL AND CORPORATE SERVICES DIVISION CORPORATE RESOURCES BRANCH

BUSINESS AND FISCAL PLANNING UNIT

General Records

- Financial Forecasts
- Quarterly Reports
- Treasury Board Submissions
- Estimates Debate
- Printed Estimates
- RBP Briefing Books
- Results Based Planning (RBP)

REGIONAL AND CORPORATE SERVICES DIVISION CORPORATE RESOURCES BRANCH FACILITIES, INFORMATION AND EMERGENCY MANAGEMENT UNIT

Information Management provides records management advice to the Ministry.

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- Identity/Employee Card
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Identity/Employee Card

General Records

- Invoices - Charge for accommodations
- Floorplans
- Accommodation

Manuals

- Manual of Administration

REGIONAL AND CORPORATE SERVICES DIVISION CORPORATE RESOURCES BRANCH FREEDOM OF INFORMATION/PROTECTION OF PRIVACY

The Freedom of Information/Protection of Privacy Unit administers the Freedom of Information and Protection of Privacy Act within the Ministry of Citizenship and Immigration and the Ministry of Tourism and Culture. Assistance to the public in locating certain records or processing requests is available from the Freedom of Information/Protection of Privacy Office. Services provided to the public include various bilingual publications such as a Directory of Records for provincial government institutions, a Directory of Institutions covered by the legislation and brochures explaining the freedom of information and privacy legislation.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Meetings
- Transfer lists - Retention Schedules

Ministry: CITIZENSHIP AND IMMIGRATION

- INFO/GO data collection files

- Directory of Records
- Consultation Files
- Request Files
- Delegation of Authority
- Annual Reports

**REGIONAL AND CORPORATE SERVICES DIVISION
FRENCH LANGUAGE SERVICES, EDUCATION AND COMMUNITY SERVICES CLUSTER**

Reporting to the Manager, Corporate Policy Unit, Ministry of Citizenship and Immigration, the French Language Services (FLS) Education and Community Services Cluster is responsible for coordinating the French language services functions of the Ministry of Citizenship and Immigration and the Ministry of Tourism and Culture, along with their agencies. The unit participates in various ministry/corporate initiatives and acts as the primary liaison with the Office of Francophone Affairs. It also advises and coordinates the ministries' activities related to the Canada-Ontario Agreement on Official Languages.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Reports of activities and expenditures
- Internal and External Committee Meeting Information
- Information Notes and Decision Notes
- Correspondence
- Complaints
- Briefing Materials

**REGIONAL AND CORPORATE SERVICES DIVISION
HUMAN RESOURCES/STRATEGIC BUSINESS UNIT**

Human Resources/Strategic Business Unit provides strategic consulting and human resource planning services to executives in three ministries. Specifically, it provides the Ministry of Citizenship and Immigration, the Ministry of Tourism, Culture and Sport and Pan/Parapan American Games Secretariat interpretation and advice on human resource policies and procedures, collective agreement administration, organizational design, performance management, talent management and employee recognition programs.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Workplace Safety and Insurance

General Records

- Records Management
- General Inquiry
- Agendas and Minutes of Meetings
- Administrative Policy and Procedures

Personal Information Banks

Ministry: CITIZENSHIP AND IMMIGRATION

Corporate Personnel Files

Legal Authority: Public Service of Ontario Act, 2006

Info Maintained: Payroll information;
Performance Development and Learning Plans (PDLP) and records of promotion;
General employment information including resume, emergency contact information, change of status information, staff development forms, vacation leave, discipl

Uses: To maintain a corporate file of an employee's employment record.

Users: Staff of the Human Resources Branch.

Individuals in Bank: A centralized list of active/terminated employee files in the following Ministries and Commission Public Bodies (Agencies).

Ministries: Citizenship & Immigration; Culture; Tourism.

Commission Public Bodies (Agencies): Ontario Tourism Marketing Partnersh

Retention Period: In-Office Retention for OPR: Current Calendar year + 2 years after termination of employment.
48 years - then destroyed.

REGIONAL AND CORPORATE SERVICES DIVISION LEGAL SERVICES BRANCH

The Legal Services Branch provides strategic legal advice and services to the Ministry of Citizenship and Immigration, Ministry of Tourism, Culture and Sport and certain of their agencies to assist them in meeting their policy and operational goals. Principal areas of law include commercial, corporate, real property, administrative and contract.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Job Competitions
- Litigation Files
- Ombudsman/Human Rights Commission
- Ombudsman/Human Rights Tribunal
- Performance Management
- Professional Development
- Student Applications
- Travel/Expense Accounts

General Records

- Orders-in-Council
- Contracts and Agreements
- Correspondence Files
- Research and Opinion Records
- Statutes and Regulations Records

Personal Information Banks

Conflict of Interest Files

Legal Authority: O. Reg. 435/97 (as amended) under the Public Service Act, R.S.O. 1990, c.P.47.

Info Maintained:	Employee name, potential conflict details.
Uses:	Allow Legal Services Branch to advise the Deputy Minister of a possible conflict of interest situation.
Users:	Legal Services Branch, Deputy Minister.
Individuals in Bank:	Employees and others who may be involved in a conflict situation.
Retention Period:	Not determined.

Ministry: CITIZENSHIP AND IMMIGRATION

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH

Regional Services Branch delivers and/or supports a range of policy approved programs and services for the Ministry of Citizenship and Immigration, Ministry of Tourism, Culture and Sport, Ontario Women's Directorate and Ontario Senior's Secretariat. Regional Services Branch works with municipalities, not-for-profit organizations; Francophone, senior citizen, women's and Aboriginal groups, to enhance community quality of life while ensuring they remain strong, vibrant and self-reliant.

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Identity/Employee Card
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Surveys/Studies
- News Releases
- General Grant Programs
- Correspondence
- Briefing Material

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH CENTRAL REGION

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Identity/Employee Card
- Job Competitions
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Summer Experience
- Communities in Action Fund
- Cultural Strategic Investment
- Ontario's Community Builders Program

Ministry: CITIZENSHIP AND IMMIGRATION

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH EAST REGION

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Identity/Employee Card
- Job Competitions
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Summer Experience
- Communities in Action Fund
- Cultural Strategic Investment
- Ontario's Community Builders Program

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH NORTH REGION

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Identity/Employee Card
- Job Competitions
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Summer Experience

- Communities in Action Fund
- Cultural Strategic Investment
- Ontario's Community Builders Program

Ministry: CITIZENSHIP AND IMMIGRATION

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH REGIONAL SUPPORT SERVICES UNIT

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Identity/Employee Card
- Job Competitions
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Corporate Information Management System (CIMS)

REGIONAL AND CORPORATE SERVICES DIVISION REGIONAL SERVICES BRANCH WEST REGION

Common Records

- Corporate Personnel/Employee Information
- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Identity/Employee Card
- Job Competitions
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Summer Experience
- Communities in Action Fund
- Cultural Strategic Investment
- Ontario's Community Builders Program

Ministry: COMMUNITY AND SOCIAL SERVICES

Ministry: COMMUNITY AND SOCIAL SERVICES

The ministry vision is to provide an effective accountable system of community and social services that supports and invests in individuals, families and communities. This system is based on a foundation of strong partnerships with municipalities and community agencies that provide supports to help adults live independently, families care for loved ones and people contribute to and participate in the community. We are guided by the values of fairness, accountability and shared responsibility as we deliver integrated and client-focused services. The ministry has two core businesses: income and employment supports and social and community services. Services and supports are directed to those most in need, while reinvesting in prevention and early intervention services. The ministry provides funding for supports for people with special needs, Aboriginal people and others who are homeless or otherwise socially disadvantaged in society, as well as victims of domestic violence.

Common Records

- CORPAY
- Career Planning/Training
- Freedom of Information and Protection of Privacy Act Requests
- Ontario Student Assistance Program

BUSINESS PLANNING AND CORPORATE SERVICES DIVISION

The Business Planning and Corporate Services Division (BPCSD) provides corporate direction and support to the Ministry of Community and Social Services and Children and Youth Services in the areas of: financial planning, analysis and controllership, corporate policy and intergovernmental affairs, human resources planning and management and capital planning and accommodation services. The Division consists of four branches: Financial Planning and Business Management; Corporate Policy and Intergovernmental Affairs, Human Resources and Capital and Accommodation Services. The Internal Audit Services Branch also reports administratively to the ADM, BPCSD. The Division is also the ministries' point of contact with the Ministry of Finance including Ontario Internal Audit and Treasury Board Office, the Ministry of Public Infrastructure and Renewal, Ministry of Government Services including the Centre for Leadership and Human Resources Management, and the Ontario Realty Corporation.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Comprehensive Audits
- Service Provider Inventory System (SPI)
- Private Home Day Care - Statistics
- Homes for the Aged - Annual Statistical Reports
- Group Homes Registry
- Family Violence Prevention - Budgets and Expenditures
- Employment Opportunities Program - Expenditure Monitoring of Agencies
- Developmentally Disabled - Database System for Programs
- Youth Employment Program - Administration
- Credit Counselling Services - Statistics
- Federal/Provincial Cost-Sharing
- Children's Aid Societies (CASs) - Quarterly Reports
- Children in Adult Psychiatric Facilities - Statistics
- Cheque Replacement Monitoring System
- Capital Grants (construction/acquisition/renovation of facilities)
- Capital Commitments and Projection Information System
- Adoption/Crown Wards System (ACWS)
- Agency Correspondence
- Day Nurseries Information System (DNIS)
- Developmentally Disabled - Work Activity System

Manuals

- Young Offenders Services - (French version also maintained)
- Ministry Administration Manual - (Electronic - on EMMA)
- Purchase of Counselling Services
- Special Services at Home
- First Nations Social Assistance
- Capital Projects

Ministry: COMMUNITY AND SOCIAL SERVICES

- Family Support Worker
- Search Warrant Training
- General Welfare Assistance (GWA) - Policy Guidelines
- Vocational Rehabilitation Services (VRS) - Volumes 1 and 2
- Special Needs and Services
- Residential Services - Senior Citizens
- Private Home Daycare - (French version also maintained)
- Parental Support Workers (PSWs) - Operating Guidelines
- Legal Aid Assessment
- Integrated Records - Family Benefits (FBA)
- Eligibility Review Social Assistance Monitoring Resource Guide
- Human Resources Guide - (Electronic - on EMMA)
- Freedom of Information and Protection of Privacy - MBS and MCSS
- Adoption
- Billcap Policy and Procedures
- Case Information Disclosure
- Children in Care of Children's Aid Societies (CASs) and Probation Services
- Children's Residence Licensing
- Claims Examination Procedures - Family Benefits (FBA)
- Standards for Food Services
- Comprehensive Income Maintenance System (CIMS) - Caseworker Volumes 1 2 and 3
- EMMA - Electronic Manuals-Ministry Administration
- Day Nurseries - (French version also maintain)
- Eligibility Review - Family Benefits (FBA)
- Family Benefits (FBA) - Policy and Procedural Guidelines
- Family Services
- Foster Care Licensing
- General Welfare Assistance (GWA) - Legal Aid Test
- Legislation - Adults, Children, Income Maintenance (MCSS legislation - on EMMA)
- Support Services for the Physically Disabled

BUSINESS PLANNING AND CORPORATE SERVICES DIVISION FINANCIAL PLANNING AND BUSINESS MANAGEMENT BRANCH

The Financial Planning and Business Management Branch is responsible for analyzing and evaluating the financial and resource implications of ministry programs; coordinating estimates preparation and multi-year financial planning including capital, providing financial management services to ministry branches; coordinating better business practices; establishing standards in the area of controllership, risk management, and service management; coordinating business planning for the ministry and liaising with the Ministry of Finance and Management Board Secretariat.

Manuals

- EMMA (Electronic) Ministry Administration

Personal Information Banks

Family Benefits (FBA) - Pay Lists

- Legal Authority:** Family Benefits Act, R.S.O. 1990, c.F.2, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1990, c.G.6, s.4 and s.9.
- Info Maintained:** Name and number of beneficiaries, OHIP coverage, address, amount of cheque and cheque number, amount of rent subsidies, case classification.
- Uses:** Maintain Family Benefits payment records, federal audits.
- Users:** Financial Planning and Business Management Branch staff.
- Individuals in Bank:** Recipients of Family Benefits (FBA).

Retention Period: Up to seven years, then destroyed, subject to federal audit.

Ministry: COMMUNITY AND SOCIAL SERVICES

BUSINESS PLANNING AND CORPORATE SERVICES DIVISION HUMAN RESOURCES STRATEGIC BUSINESS UNIT

The Human Resources Strategic Business Unit supports the implementation of corporate initiatives, and their core businesses and policy priorities by providing comprehensive human resources advice, policy direction, strategic planning, and interpretation of collective agreements and related legislation. The HR SBU provides support to senior management decision-making and planning by providing expertise in talent and performance management, workforce and human capital planning, organizational capacity and engagement, organizational health, safety and wellness, and strategic labour relations.

Common Records

- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Performance Management
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

Manuals

- Human Resources Guide

BUSINESS PLANNING AND CORPORATE SERVICES DIVISION ONTARIO INTERNAL AUDIT, COMMUNITY SERVICES AUDIT SERVICE TEAM

Ontario Internal Audit, Community Services Audit Service Team provides objective assurance and consulting services to the Ministry. It assists the ministry and its related agencies in accomplishing their business objectives by evaluating and making recommendations to improve governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of Ministry and agency operations. Internal audit services are provided under the direction of the Chief Internal Auditor.

General Records

- Comprehensive Audits

Personal Information Banks

Investigation Files

Legal Authority: Ministry of Community and Social Services Act, R.S.O. 1990, c.M.20, s.6.

Info Maintained: Name, address, date of birth, education, statement taken.

Uses: Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation.

Users: Investigations Unit staff, senior ministry officials, Legal Services staff.

Individuals in Bank: Employees and ministry clients.

Retention Period: Under review.

COMMUNITY AND DEVELOPMENTAL SERVICES DIVISION

The Community and Developmental Services Division's mandate is to operationalize the ministry's program commitments, either through direct service; through transfer payment contract agreements; or through municipalities and First Nations. The delivery of MCSS programs is facilitated by the regional office/local office structures of the Operations Division.

Personal Information Banks

Ministry: COMMUNITY AND SOCIAL SERVICES

CPRI - Case Files

Legal Authority:	Child and Family Services Act, R.S.O. 1990, c.11.
Info Maintained:	Name and address of parent/guardian, admission and discharge summaries, behaviour scales, date of birth, family physician, gender, individual treatment and program plans., medical information, name and casebook number, referring agent, related correspondence
Uses:	Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes.
Users:	Program specialists, senior administration staff and clinical staff.
Individuals in Bank:	Registered outpatients, day treatment and residential clients.
Retention Period:	Twenty years after 18th birthday, then transferred to archives.

Developmentally Disabled - Admission/Discharge Information System for Schedule I Facilities

Legal Authority:	Developmental Services Act, R.S.O. 1990, c.D.11, s.2.
Info Maintained:	Name, admission date, age, discharge date, discharge placement and location., gender, reason for admission
Uses:	Monitor progress of the implementation of the ministry's Multi-year Plan for the Developmentally Handicapped.
Users:	Area Office, Facility Program and Planning staff.
Individuals in Bank:	Developmentally disabled persons admitted to Schedule I facilities or discharged to the community.
Retention Period:	Master Admission/Discharge Index retained by Facilities for the Developmentally Handicapped for 100 years. The records for this section are destroyed when superseded each month.

Developmentally Disabled - Pine Ridge Centre Transfer List and Card Index

Legal Authority:	Developmental Services Act, R.S.O. 1990, c.D.11, s.2.
Info Maintained:	Resident's name, box number, casebook number, date of discharge, location., record dates
Uses:	Identify and obtain Client Case Files from the Government Record Centre in order to respond to requests for information.
Users:	Managers and staff of Record Services in designated facilities.
Individuals in Bank:	Former residents with developmental disabilities.
Retention Period:	Forty years for transfer list. One hundred years for card index.

Thistletown Regional Centre - Case Files

Legal Authority:	Child and Family Services Act, R.S.O. 1990, c.11.; Centre delisted from the Mental Health Act, April 5, 1989, now under the Freedom of Information and Protection of Privacy Act, 1987, as of 05 April 1989.
Info Maintained:	Admission and discharge summaries, child's date of birth, child's gender, child's legal status, child's name and address, incident reports and related data including names and address(es) of patients, laboratory, medical information (physician's orders.,
Uses:	Plan, monitor and evaluate care and treatment provided to clients and families and statistical and research purposes.
Users:	Program specialists and outside social service providers with the signed consent of the client or legal next-of-kin.
Individuals in Bank:	Individuals/Families accepted for assessment/treatment in programs operated by the centre.
Retention Period:	Twenty years after client's 18th birthday, then transferred to archives.

Legal Services Branch staff are employed by the Ministry of the Attorney General and seconded to both the Ministry of Community and Social Services and the Ministry of Children and Youth Services. Lawyers in the Branch provide legal opinions and advice to the ministers and ministry staff with respect to issues arising from the administration of the legislation and programs for which each ministry is responsible. They draft and interpret legislation and regulations, orders-in-council and agreements. They also represent both ministries before courts and tribunals.

Ministry: COMMUNITY AND SOCIAL SERVICES

FAMILY RESPONSIBILITY OFFICE

The Family Responsibility Office (FRO) operates under the authority of the Family Responsibility and Support Arrears Enforcement Act, 1996.

FRO administers and enforces court orders for child and spousal support. It also enforces domestic contracts, such as separation agreements that are filed with the courts, and ensures compliance with support orders from reciprocating jurisdictions.

Common Records

- Litigation Files

General Records

- Information Guide for Recipients
- Lawyer's Guide
- Information Guide for Income Sources
- Information Guide for Payors

Manuals

- Family Responsibility Office Policies and Procedure Manual.

Personal Information Banks

Family Responsibility Office - MECA

Legal Authority: Family Responsibility and Support Arrears Enforcement Act

Info Maintained: Name, address, age, court document related to litigation, payment history, enforcement history, financial and tracing information.

Uses: Monitor and enforce custody orders, spousal-and child-support orders; issue payments to recipients on receipt of funds from payor; locate missing payors, initiate enforcement action upon default of support payment as prescribed by the Family Responsibility

Users: Director, Family Responsibility Office staff, and counsel acting on behalf of the director of the Family Responsibility Office.

Individuals in Bank: Payors, recipients and dependants, employers and other garnishees.

Retention Period: Not determined

SOCIAL ASSISTANCE OPERATIONS DIVISION

General Records

- Legal Aid Assessment Staff Cost
- Child Abuse Prevention - Grants and Training Programs
- Family Benefits Cheque Replacement
- Finance and Accounting
- Institution Maintenance and Inspection
- Licensing - Children's Programs/Agencies
- Maintenance, Financial and Control Records of Custody Facilities
- Municipal Chargebacks
- Program Management -Support Data
- Program Planning and Support Information
- Statistic on Movement of Clients Within Each Facility
- Transfer Payment Agencies (Proposals\Budget Approvals\Subsidy Claims)

- Vocational Rehabilitation Services (VRS) Programs-Financial and Statistical Data
- Young Offenders Act (YOA) - Monthly Payment Statistics, Custody Information, Record of Placements.
- Family Benefits Assistance (FBA)
- Quality Assurance
- Controlled-Drug Inventory
- General Welfare Assistance

Manuals

Ministry: COMMUNITY AND SOCIAL SERVICES

- Developmentally handicapped - Residential Services
- Legislation - Children (volumes 1-2)
- Legislation - Adults
- Integrated Records-Family Benefits (FBA)
- General Welfare Assistance (GWA)-Policy Guidelines
- General Welfare Assistance (GWA)-Legal AID test
- General Regulation (child and Family Services Act)
- Foster Care Licensing
- Family Services
- Eligibility Review - Family Benefits (FBA)
- Comprehensive Income Maintenance System (CIMS) - Caseworker Vol 1-3
- Legislation - Income Maintenance
- Day Nurseries
- Standard Agreements Manual
- Developmentally Disabled - Residential Services
- Family Benefits (FBA) - Policy and Procedural Guidelines
- Standards for food Services/Support Services for Physically Disabled
- Children's Residence Licensing
- Children in Care of children Aid societies (CAS's)/Probation Services
- Child Support Guidelines - Information Manual
- Case Information Disclosure
- Adoption
- Young Offender Services
- Residential Services - Senior Citizens
- Standards for the investigation and Management of child Abuse Cases
- Ministry Administration Manual
- Claims Examinations Procedures - Family Benefits (FBA)
- Special Needs and Services
- Private Home Daycare
- Parental Support workers (PSWs) - Operating Guidelines
- Ontario Works - Policy Directives
- Ontario Disability Support Program - Policy Directives
- Northern Districts- Family Benefits (FBA)
- Vocational Rehabilitation Services (VRS)-Volumes 1 and 2

Personal Information Banks

Developmentally Disabled - Pine Ridge Centre Transfer List and Card Index

- Legal Authority:** Developmental Services Act, R.S.O. 1990, c.D.11, s.2.
- Info Maintained:** Resident's name, box number, casebook number, date of discharge, location., record dates
- Uses:** Identify and obtain Client Case Files from the Government Record Centre in order to respond to requests for information.
- Users:** Managers and staff of Record Services in designated facilities.
- Individuals in Bank:** Former residents with developmental disabilities.
- Retention Period:** Forty years for transfer list. One hundred years for card index.

CPRI - Case Files

- Legal Authority:** Child and Family Services Act, R.S.O. 1990, c.11.
- Info Maintained:** Name and address of parent/guardian, admission and discharge summaries, behaviour scales, date of birth, family physician, gender, individual treatment and program plans., medical information, name and casebook number, referring agent, related correspondence

Uses: Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes.
Users: Program specialists, senior administration staff and clinical staff.
Individuals in Bank: Registered outpatients, day treatment and residential clients.
Retention Period: Twenty years after 18th birthday, then transferred to archives.

Ministry: COMMUNITY AND SOCIAL SERVICES

Thistletown Regional Centre - Case Files

Legal Authority: Child and Family Services Act, R.S.O. 1990, c.11.; Centre delisted from the Mental Health Act, April 5, 1989, now under the Freedom of Information and Protection of Privacy Act, 1987, as of 05 April 1989.
Info Maintained: Admission and discharge summaries, child's date of birth, child's gender, child's legal status, child's name and address, incident reports and related data including names and address(es) of patients, laboratory, medical information (physician's orders).
Uses: Plan, monitor and evaluate care and treatment provided to clients and families and statistical and research purposes.
Users: Program specialists and outside social service providers with the signed consent of the client or legal next-of-kin.
Individuals in Bank: Individuals/Families accepted for assessment/treatment in programs operated by the centre.
Retention Period: Twenty years after client's 18th birthday, then transferred to archives.

Developmentally Disabled - Admission/Discharge Information System for Schedule I Facilities

Legal Authority: Developmental Services Act, R.S.O. 1990, c.D.11, s.2.
Info Maintained: Name, admission date, age, discharge date, discharge placement and location., gender, reason for admission
Uses: Monitor progress of the implementation of the ministry's Multi-year Plan for the Developmentally Handicapped.
Users: Area Office, Facility Program and Planning staff.
Individuals in Bank: Developmentally disabled persons admitted to Schedule I facilities or discharged to the community.
Retention Period: Master Admission/Discharge Index retained by Facilities for the Developmentally Handicapped for 100 years. The records for this section are destroyed when superseded each month.

SOCIAL POLICY DEVELOPMENT DIVISION

The Social Policy Development Division is responsible for the development of policies and programs and implementation planning in the area of social assistance and employment opportunities, and to enhance services and supports for people with developmental disabilities and vulnerable adults, including services and support for abused women and their children and the homeless. It supports reform of the social assistance system, and is responsible for policy development of the expected transformation of adoption disclosure laws in Ontario.

General Records

- Work Activity Program
- Vocational Rehabilitation Services
- Supported Employment
- Social Services Employment Program
- Preparation for Independence
- Opportunity Planning Pilots
- Municipal/First Nations Employment Program

- General Welfare Assistance Programs
- Futures (residential component)
- Family Benefits Programs
- Community Youth Supports

Manuals

- Special Services at Home

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

The Ministry of Community Safety and Correctional Services is responsible for the safety and security of communities across Ontario through effective policing, correctional services and emergency services programs. The ministry promotes policing excellence by communicating with and providing advice to the police community, as well as through training, developing professional standards and establishing new programs. The Ontario Provincial Police provides front-line policing services to more than 400 municipal and First Nations communities. The ministry is also responsible for maintaining effective and efficient correctional programs that create an environment where offenders are better able to return to the community and make positive contributions to society. Through the work of the Office of the Chief Coroner, Office of the Fire Marshal, Centre of Forensic Sciences and Emergency Management Ontario, the ministry seeks to minimize or eliminate hazards to people and property.

Common Records

- CORPAY
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- Workforce Information Network (WIN)

General Records

- Volunteer Program
- Social Work Program
- Recreation Program
- Probation and Parole Administration Records
- Open and Secure Custody Facilities for Young Offenders
- Institutional Programs
- Institutional Administration and Security Control Records
- Information Guide for Adult Offenders in Ontario Provincial Correctional Institutions
- Industrial Program
- Health Care Program
- Community Residential Agencies/Agreements
- Community Programs
- Academic and Vocational Programs

Personal Information Banks

Volunteer Records

- Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended.
- Info Maintained:** Address, application, education, employment, evaluations and observations by staff and others, name, oath of confidentiality, period of service, photograph, reference letters, resume, training\placement and duties records
- Uses:** Document all matters related to unpaid volunteers providing services to the ministry.
- Users:** Volunteer program coordinators, administrative and support staff.

Individuals in Bank: Individuals providing service to the ministry without remuneration.

Retention Period: Three years, then destroyed.

Young Offenders' Files

Legal Authority: Young Offenders Act (Canada); Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I and V.

Info Maintained: Action and progress reports, date of birth, education, family and medical information, legal documents, name, offence particulars, periods of control

Uses: Plan for and monitor the progress of young offenders' return to community environment.

Users: Superintendents, probation and parole officers, administrative and custody facility staff.

Individuals in Bank: Young offenders aged 16-17.

Retention Period: Paper retained 10 years following year of release, then transferred to archives.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Correctional Clinical/Treatment Records

Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended; R.R.O. 1990, Reg. 778 and Reg. 779, as amended.

Info Maintained: Age or date of birth, clinical/treatment data, medication ordered and provided, name, results of medical examination

Uses: Assist authorized personnel in administering required medical/clinical services to inmates.

Users: Medical/Clinical personnel

Individuals in Bank: Inmates

Retention Period: Fifty years, then destroyed

Institutional Administration and Control Records

Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I and II; R.R.O. 1990, Reg. 778, as amended, Part I

Info Maintained: Admissions, allowances and remissions earned, classification, correspondence control, court appearances, date and nature of activities including reminders, fines, incident and misconduct reports, medication/drug usage or administration, name, records of b

Uses: Control and document all matters regarding offenders including court appearances, sentence administration, health care, their belongings and visitors

Users: Institutional program managers; administrative, classification and professional staff; ministry investigators; court and police officials

Individuals in Bank: Inmates, staff, visitors, correspondents, volunteers

Retention Period: Paper retained up to 12 years, then destroyed; selected records to archives; computer records periodically purged

Probation and Parole Administration and Control

Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I, III and IV; R.R.O. 1990, Reg. 778, as amended, Part II.

Info Maintained: Names, brief offence particulars, lists/registers of clients indicating supervisory probation, reason for supervision., reference numbers

Uses: Control and document all matters concerning clients; update records

Users: Probation and parole officers, administrative and support staff

Individuals in Bank: Probation and parole officers, probationers, parolees

Retention Period: Paper retained up to 3 years, then destroyed; computer records periodically purged.

Probation and Parole Case Files

Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I, III and IV; R.R.O. 1990, Reg. 778, as amended, Part II.

Info Maintained: Address, date and place of birth, education, employment, marital status, name, nationality, offence and sentence particulars

Uses: Assist in supervising probationers and parolees

Users: Probation and parole officers, support staff, research personnel.

Individuals in Bank: Individuals placed on probation by the courts and institutional inmates placed on parole by the

Retention Period: Ontario Board of Parole.
Paper retained 3 years after year in which file is closed, then destroyed; selected records to archives.

AGENCIES, BOARDS AND COMMISSIONS

FIRE SAFETY COMMISSION

The Fire Safety Commission is an adjudicative agency and renders decisions for appeals and applications related to specific matters identified under the authority of the Fire Protection and Prevention Act, 1997.

General Records

- Inspection Reports
- Orders and Appeals/Applications under Fire Protection and Prevention Act
- Fire Safety Commission Decisions

Manuals

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

- Manual of Records of Hearings

Personal Information Banks

Fire Safety Commission Hearings

Legal Authority: Fire Protection and Prevention Act, 1997, s.o.1997 c.4
Info Maintained: Appellant's name, Fire Safety Commission decision, Inspection Order, address, correspondence, exhibits, inspection reports
Uses: Hear and rule on appeals and applications
Users: Commission members, fire departments, appellant, Fire Marshal's Office staff, consultants.
Individuals in Bank: Individuals appealing Inspection Orders or making applications to the commission
Retention Period: Five years, then transferred to archives.

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO POLICE ARBITRATION COMMISSION

The Ontario Arbitration Commission is a five-member statutory body which administers the conciliation and mediation-arbitration processes between municipal police associations and municipal police services boards throughout the Province of Ontario. The Arbitration Commission also provides a conciliation and mediation-arbitration service to the Ontario Provincial Police (OPP) for contract bargaining disputes.

General Records

- Arbitration Decisions

Personal Information Banks

Register of Arbitrators

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, sections 121-124, 131
Info Maintained: Name, address, awards, phone number, qualifications for designation as arbitrators
Uses: To choose an arbitrator to hear "interest" and "rights" disputes in the police sector
Users: Commission members and staff; police associations (municipal); police services boards (municipal); legal counsel
Individuals in Bank: Candidates for designation as arbitrators
Retention Period: Not determined

Public Records

[Ontario Police Arbitration Award Index, Summary and arbitration awards/decisions](#)

Purpose: Reference
Legal Authority: Police Services Act, R.S.O. c.P.15, s.131(s)
Info Maintained: Index, short phrases, summaries
Retrievability: Index
Retention Period: Not determined
Access Procedures: Type of dispute; issue(s) in dispute; date; arbitrator's name may be researched through OPAC website www.policearbitration.on.ca

**COMMISSIONER, COMMUNITY SAFETY
PUBLIC SAFETY TRAINING DIVISION
ONTARIO FIRE COLLEGE**

The Ontario Fire College's primary mandate is to meet the education and training needs of the Ontario fire service. The College offers education and training programs and courses which are based on the Ontario fire service standards.

Manuals

- Ontario Fire College (training videotapes)
- Techniques of Instruction

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

- Regional Fire Fighting

Personal Information Banks

Ontario Fire College, Gravenhurst - Student Records and Course Applications

Legal Authority: Fire Protection and Prevention Act, 1997 Part III, 9(2)(c)
Info Maintained: Name, name of employing fire department, sex
Uses: Identify types of training taken; determine eligibility and requirements for future courses.
Users: College and division staff; employing fire departments.
Individuals in Bank: Individuals who have taken courses at the Ontario Fire College or Ontario Fire College sponsored field courses.
Retention Period: Two years to indefinite.

**COMMISSIONER, COMMUNITY SAFETY
PUBLIC SAFETY TRAINING DIVISION
ONTARIO POLICE COLLEGE**

The Ontario Police College is designed to provide a complete training program for Ontario police services, from recruitment through supervisory and management levels. Specialized training courses are offered in all situations where a need is demonstrated. In addition, the college develops programs to coordinate and complement in-service training undertaken at the individual service level. Distribution of annual publications (e.g. Calendar of Courses) is restricted to those police services, agencies, ministries, etc. interested in the training of law enforcement and related enforcement personnel. The Ontario Police College maintains a museum displaying police exhibits for public viewing.

General Records

- Traffic Safety Programs
- Police Officer Training

Manuals

- College Policy and Procedures Manual - Operating Procedures

Personal Information Banks

Canadian Police College Ottawa - Course Applications

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.3(2).
Info Maintained: , , Name, employment history, work address, name of employing police service, sex.
Uses: Select candidates for courses at the Canadian Police College.

Users: OPC staff.
Individuals in Bank: Applicants
Retention Period: One year to indefinite period, then destroyed.

Ontario Police College, Aylmer - Student Records and Course Applications

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.3(2).
Info Maintained: , , Name, OHIP number, date of birth, employing police service, sex, badge #, enlistment date.
Uses: Identify types of training taken; determine eligibility and requirements for future courses.
Users: College and division staff, employing police service.
Individuals in Bank: Individuals who have taken courses at the Ontario Police College.
Retention Period: One year to indefinite period, then destroyed.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

COMMUNICATIONS BRANCH

With a variety of strategic communication services, the Communications Branch supports the ministry's policies and programs. The Communications Branch coordinates media conferences, events and interviews for the Minister of Community Safety and Correctional Services and senior ministry officials. It provides advice on communications planning and tactics, and produces statements, media releases, speeches, and related materials. Specialized units are dedicated to strategic communications, corporate issues coordination, internal communications and Web site coordination and correspondence management.

General Records

- Speeches
- News Releases
- Ministry Events
- Information Concerning Internal and External Communications
- Correspondence
- Communications Plans
- Briefing Notes

CORPORATE SERVICES DIVISION FRENCH LANGUAGE SERVICES FOR THE JUSTICE SECTOR

The Justice Sector French Language Services office monitors delivery of service in French to two ministries. The office provides advice to management and staff at the Ministry of the Attorney General and Ministry of Community Safety and Correctional Services relating to their programs and activities pursuant to the French Language Services Act, the Courts of Justice Act and the Criminal Code of Canada. It also coordinates translation, complaints' investigation/resolution and linguistic proficiency evaluation services. It manages relations with francophone stakeholder groups and acts as liaison between the ministries, the francophone community and the central agency, the Office of Francophone Affairs.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Library Users Lists
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Monthly Evaluation Report
- Library Inventory
- Complaints Receivable Report
- Annual Designated Positions Report (without employee names)

Manuals

- French Language Services Tracking System Manual
- At Your Service in English & French
- A Managers Guide to French Language Services

Personal Information Banks

Bilingual Recruitment - Test Results

Legal Authority:	Public Services Act, R.S.O. 1990, c.P,47, s.4(c),s.6(1), s.29(1)
Info Maintained:	Name, address, proficiency, results of testing for French language fluency
Uses:	Human Resources planning; prepares reports to Office of Francophone Affairs
Users:	Branch staff, Human resources Branch
Individuals in Bank:	Individuals occupying positions designated as bilingual
Retention Period:	Non-current lists destroyed after five years

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Contracts and Letters of Retainer

Legal Authority:	Public Services Act, R.S.O. 1990, c. P.47, s.41(c)
Info Maintained:	Name, address, details of contract
Uses:	personal information kept on translator' contracts and letters of retainer. Support linguistic proficiency evaluation services of Nov./97;.
Users:	Ministry of the Community Safety and Correctional Services and Ministry of the Attorney General managers branch staff.
Individuals in Bank:	Translators, Revisors
Retention Period:	Four Years

Designated Bilingual positions

Legal Authority:	Public Service Act, R.S.O. 1990, c.P.47, s.4(1)(c); French Language Services Act, R.S.O. 1990, c,F,47.
Info Maintained:	Name, classification code, position title for positions designated bilingual
Uses:	Human Resources planning; prepare reports to Office of Francophone Affairs
Users:	Branch staff, Human Resources staff
Individuals in Bank:	Individuals occupying positions designated as bilingual
Retention Period:	non-current lists destroyed within five years

CORPORATE SERVICES DIVISION HR-STRATEGIC BUSINESS UNIT

The Strategic Business Unit provides strategic human resources planning and advise to senior ministry executives. This involves engaging and partnering in ministry decision-making processes, results-based planning, and the identification of strategic ministry and divisional priorities in the following five key areas: Talent Management, Workforce Planning and Strategies, Organizational Capacity and Engagement, Health, Safety and Wellness Strategies, and Strategic Labour Relations.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission

- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- Staff Training Material

Manuals

- Policy and Procedure for Educational Leave and/or Assistance
- Personnel Policies and Procedures
- Human Resources Management Manual
- Directives and Guidelines Human Resources

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Personal Information Banks

Employee Application Records - OPP

- Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.43.
- Info Maintained:** Name, application-related documents, candidate assessments, standard correspondence, written examination results.
- Uses:** Determine suitability for engagement as a constable.
- Users:** Human Resources Branch staff, senior OPP management.
- Individuals in Bank:** Applicants for constable in the OPP.
- Retention Period:** One to 5 years, then destroyed.

Grievances - Ontario Provincial Police Association (OPPA)

- Legal Authority:** Police Services Act, R.S.O. c.P.15, s.17(2).
- Info Maintained:** Name, correspondence, final decisions concerning grievances, notification.
- Uses:** Resolve grievances submitted under the OPPA Memorandum of understanding.
- Users:** Staff at all levels of the grievance process up to the Ontario Provincial Police Grievance Board and ministry staff as required.
- Individuals in Bank:** Members of the OPPA bargaining unit submitting formal grievances.
- Retention Period:** Not determined.

CORPORATE SERVICES DIVISION

JUSTICE SECTOR FREEDOM OF INFORMATION AND PRIVACY - ATTORNEY GENERAL

The Justice Sector Freedom of Information and Protection of Privacy Office (FOI) coordinates the implementation and administration of the Freedom of Information and Protection of Privacy Act (FIPPA) for the ministries of the Attorney General, Community Safety and Correctional Services. Responsibilities include: developing policies, procedures and guidelines; coordinating and responding to access requests from the public; liaison with the Information and Privacy Commissioner on appeals and mediation processes; investigating privacy complaints; preparing statistical reports; and ensuring adherence to privacy provisions and other legislative requirements of the FIPPA.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

JUSTICE TECHNOLOGY SERVICES

The Justice Technology Services is responsible for Information Technology (IT) services and support to the Justice Enterprises - Ministry of the Attorney General, Ministry of Community Safety and Correctional Services and their external Justice partners - that enables transformation into a modern, effective and efficient justice system.

Common Records

- Travel/Expense Accounts

General Records

- Systems Documentation and Project Plans
- Information Technology Strategic Plan

Manuals

- OMPPAC Manual
- Records Maintenance - Ministry of the Attorney General and Ministry of the Solicitor General & Correctional Services

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

LEGAL SERVICES BRANCH

The Legal Services Branch provides a full range of legal services to the Ministry of Community Safety and Correctional Services. Counsel provide advice to diverse clients, based on all aspects of clients' programs, and on the interpretation of statutes and regulations affecting clients' businesses. Counsel participate in developing legislation, prepare a wide variety of contracts and other legal documents and represent the ministry at court hearings, administrative tribunals and coroners' inquests. The branch acts as legal counsel to the Fire Safety Commission and the Animal Care Review Board and provides advice to the Ontario Civilian Commission on Police Services, Ontario Police Arbitration Commission and Ontario Parole and Earned Release Board. The Legal Services Branch also has an office located at 777 Memorial Avenue, Lincoln M. Alexander Bldg., Orillia L3V 7V3. All branch counsel are employees of the Ministry of the Attorney General.

General Records

- Opinions
- Litigation Documents
- Correspondence
- Contracts and Agreements

OFFICE OF THE CHIEF CORONER AND ONTARIO FORENSIC PATHOLOGY SERVICE

Personal Information Banks

Anatomy Act Files

- Legal Authority:** Anatomy Act, R.S.O. 1990, c.A.21, s.2.
- Info Maintained:** Name, age, disposition of the deceased, last known place of residence, sex
- Uses:** Assist in the administration of the Anatomy Act.
- Users:** Branch staff, Local Inspectors of Anatomy, schools of anatomy, municipal social service departments and police.
- Individuals in Bank:** Individuals who have died without known relatives, or who have donated their bodies to medical science.
- Retention Period:** Three years, then transferred to archives.

Coroners' Investigation Files

- Legal Authority:** Coroners Act, R.S.O. 1990, c.C.37.
- Info Maintained:** Name of deceased, cause of death, age, sex, coroner's name, pathologist's name, coroners report, post mortem report, forensic laboratory reports, police reports, Ministry of Labour reports, inquest verdict and jury recommendations, records relating to imp
- Uses:** Medical, legal and statistical purposes.
- Users:** Coroners and staff of the Office of the Chief Coroner, relatives as defined by the Coroners Act [R.S.O. 1990, c.C.37, s.15(2)], insurance companies and other authorized agencies.
- Individuals in Bank:** Individuals whose death was investigated by a coroner.
- Retention Period:** Fifty years, then transferred to archives.

OFFICE OF THE CHIEF CORONER AND ONTARIO FORENSIC PATHOLOGY SERVICE OFFICE OF THE CHIEF CORONER

Ontario's death investigation system is the largest in North America. It is responsible for investigating approximately 20% (16,000) of all deaths in the province annually in accordance with the Coroners Act. Under the leadership of the Office of the Chief Coroner, Ontario's coroners are physicians with specialized training in the principles of death investigation. They provide high quality death investigations and inquests to ensure that no death will be overlooked, concealed or ignored. The findings are used to generate recommendations to help improve public safety and prevent deaths in similar circumstances.

The Office of the Chief Coroner works closely with the Ontario Forensic Pathology Service to ensure a coordinated and collaborative approach to death investigation in the public interest.

Personal Information Banks

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Post Mortem Investigation Reports

Legal Authority:	Coroners Act, R.S.O. 1990, c.C.37, s.4.
Info Maintained:	Name, address, details of the medical and scientific investigation, medical description of individual autopsies
Uses:	Assist police, coroners, pathologists and Crown attorneys undertaking death-related investigations.
Users:	Branch staff, coroners, pathologists, law enforcement agencies, other government agencies, insurance companies and relatives as defined by the Coroners Act (R.S.O. 1990, c.C.37, s.16(2)).
Individuals in Bank:	Deceased persons who have been autopsied, individuals involved in the post-mortem examination.
Retention Period:	Fifty years, then transferred to archives.

ONTARIO PROVINCIAL POLICE PROVINCIAL COMMAND (CORPORATE SERVICES) FLEET, SUPPLY AND WEAPONS CONTROL SERVICES BUREAU

General Records

- Fleet Management
- Equipment Studies and Requirements
- Equipment Specifications

Personal Information Banks

Supply Records - OPP

Legal Authority:	Police Services Act, R.S.O. 1990, c.P.15, s.41.
Info Maintained:	Badge number, name, service revolver registration and warrant cards, uniform and equipment issued
Uses:	Internal administration.
Users:	Supply Section and field staff
Individuals in Bank:	Current and former members of the OPP, ministry staff, individuals retained on contract by the OPP or ministry.
Retention Period:	Two to 25 years, then destroyed

Collision Claims

Legal Authority:	Highway Traffic Act, R.S.O. 1990, c.H.8
Info Maintained:	Name, badge number, costs., date of occurrence, location, third party name, vehicle number
Uses:	Monitor collision/damage claims
Users:	OPP locations, insurance companies, third parties, legal representatives, attorney general ministry, insurance and risk management, Legal Branch, Financial and Administration Branch, Ministry of Transportation.

Individuals in Bank: Current and former members of the OPP
Retention Period: Two years plus current for closed claims and indefinite for open claims.

**ONTARIO PROVINCIAL POLICE
PROVINCIAL COMMAND (CORPORATE SERVICES)
OPERATIONAL POLICY AND STRATEGIC PLANNING BUREAU**

General Records

- Criminal and Accident Statistics
- Traffic Records
- Equipment Studies and Requirements
- Enforcement of Federal and Provincial Statistics
- Police Activity Summary

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Manuals

- OPP Annual Report
- Ontario Provincial Police Orders
- Guide for Field Personnel

Personal Information Banks

Auxiliary Police - OPP

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.52.
Info Maintained: activity reports, appraisals, character references, date of birth, education, employment history, home address, name, other information relating to engagement, service or severance, security clearance information, sex, training records
Uses: Evaluate eligibility for continued service
Users: Operational Policy and Support Bureau staff, OPP senior management.
Individuals in Bank: Individuals serving as OPP auxiliary police
Retention Period: Six months to 10 years, then transferred to archives (maximum 20 years).

**ONTARIO PROVINCIAL POLICE
PROVINCIAL COMMAND (TRAFFIC SAFETY AND OPERATIONAL SUPPORT)
COMMUNICATIONS AND TECHNOLOGY SERVICES BUREAU**

General Records

- Agreements (shared use of information systems)

**ONTARIO PROVINCIAL POLICE
PROVINCIAL COMMAND (TRAFFIC SAFETY AND OPERATIONAL SUPPORT)
FIELD SUPPORT BUREAU**

General Records

- Emergency Services

**ONTARIO PROVINCIAL POLICE
PROVINCIAL COMMANDER (INVESTIGATIONS/ORGANIZED CRIME)**

Personal Information Banks

Firearms - Business Files

- Legal Authority:** Chapter 39 Statutes of Canada, c.C.40 and an Act Respecting Manufacturing and Transportation of Certain Weapons, R.S.O. 1990, c.C.21; Firearms Business c.C.40; Firearms Museums c.C.40; Manufacturing and Transport of Prohibited Weapons Including Import and
- Info Maintained:** Name, date of birth, estimate of business volume, exempted persons, failed/successful applicants for designation for industrial purposes, federal letter of authorization for manufacturers, fee charged, letter of permission from local authority, refused or
- Uses:** Enforce gun control legislation in Ontario; control sale and distribution of firearms and other weapons; determine eligibility; control movement and storage of all prohibited weapons for import, export, repair and manufacture in Ontario by the Solicitor G
- Users:** Chief Provincial Firearms Officer, CPFO staff, investigating local police.
- Individuals in Bank:** Failed and successful applicants who supply information to assist the organization they represent.
- Retention Period:** Upon closure, to microfilm and destroyed after five years.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Firearms - Persons Files

- Legal Authority:** Criminal Code of Canada, R.S.C. 1991, c.C.40; Firearms Acquisition Permits, s.112; Carry Permits, s.110; Shooting Club and members s.109 and 110; Firearms Ranges s.109 and 110.
- Info Maintained:** , , Name, address, applications, applications for permits to carry/transport/convey restricted weapons, approval by the Solicitor General, approval of the registrar for private ranges, date of birth, documentation on prohibitions, firearms acquisition cer
- Uses:** Administer and enforce firearms control legislation; determine eligibility of individuals and clubs for permit or designation law enforcement and investigators.
- Users:** Local firearms officers, local registrars of firearms, Firearms Section staff, police investigation, Chief Provincial Firearms Office audit staff.
- Individuals in Bank:** Approved and failed applicants of any process, shooting club members and organization officials.
- Retention Period:** Five years plus current, then destroyed.

ONTARIO PROVINCIAL POLICE PROVINCIAL COMMANDER (INVESTIGATIONS/ORGANIZED CRIME) INVESTIGATION AND SUPPORT BUREAU

Personal Information Banks

OPP Resolve Website

- Legal Authority:** Police Services Act R.S.O. 1990, c.c.P15, s. 3(2).
Coroners Act R.S.O. 1990, c.c.P9, s. 16(2).
- Info Maintained:** In addition to photographs the Missing Person Website contains the following personal information: names, aliases, date last seen, date of birth, age, gender, race, height, weight, build, dental, hair, eyes, unique features, habits, clothing, personal eff
- Uses:** The OPP Resolve Website is a public internet website within the Behavioural Sciences Section/Investigation Support Bureau displaying all unsolved Ontario Provincial Police (OPP) Missing Persons and all Ontario Unidentified Bodies/Found Human remains cases
- Users:** The OPP Resolve Website is a public internet website within the Behavioural Sciences Section/Investigation Support Bureau displaying all unsolved Ontario Provincial Police (OPP) Missing Persons and all Ontario Unidentified Bodies/Found Human remains cases
- Individuals in Bank:** Photographs of Missing Persons and Photographs of Unidentified Bodies/Remains
- Retention Period:** The information collected via this website will be kept indefinitely. Even when information collected via the website is removed the information posted will be retained in the database.

**ONTARIO PROVINCIAL POLICE
PROVINCIAL COMMANDER (INVESTIGATIONS/ORGANIZED CRIME)
PROFESSIONAL STANDARDS BUREAU**

The Professional Standards Bureau is responsible for ensuring that proper measures are taken to promote the highest standards of conduct possible within the OPP. Such measures range from appropriate recognition of noteworthy service to corrective action for unsatisfactory behaviour. The bureau ensures compliance with applicable sections of the Police Services Act (PSA) and develops various programs to foster mutual respect and trust between the community and the OPP. These programs include: Public Appreciation; Incentives; Public, Internal and Workplace Discrimination and Harassment Policy (WDHP) Complaints; Civil Litigation; Secondary Employment Activities; Legal Indemnification; Disciplinary procedures; and Ministry Administrative Investigation Service.

General Records

- Policing Responsibilities

Personal Information Banks

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Discipline - OPP

- Legal Authority:** Police Services Act, R.S.O. 1990, as amended Part IV, S.49
- Info Maintained:** Name, internal and external correspondence concerning a member's conduct, investigation record of possible misconduct, legal opinions, notices of disciplinary action, testimony by witnesses
- Uses:** Investigate infractions; adjudicate disciplinary action.
- Users:** Professional Standards Bureau staff, OPP senior management.
- Individuals in Bank:** OPP members who are or have been the subject of an internal investigation.
- Retention Period:** Three years, then transferred to archives for eight years.

Honours and Awards - Police and Civilian Personnel

- Legal Authority:** OPP Police Orders
- Info Maintained:** Eligibility assessments, recommendations
- Uses:** Determine eligibility for a grant, honour or award.
- Users:** Professional Standards Bureau staff, issuing authorities of various honours and awards programs.
- Individuals in Bank:** Individuals recommended for an honour or award by the OPP.
- Retention Period:** Two to 5 years, then to archives.

Public Complaints - OPP

- Legal Authority:** Police Services Act, R.S.O. 1990, as amended Part V
- Info Maintained:** Service, employees complained about, occurrence reports, public and criminal investigation reports, related correspondence of members and complainants., statements of members, statements of witnesses and complainants
- Uses:** Investigate public complaints to identify causes and develop remedial measures.
- Users:** Professional Standards Bureau staff, senior management.
- Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the OPP or its members.

Retention Period: Three years, then transferred to archives for further eight years.

Secondary Occupation

Legal Authority: Police Services Act, R.S.O. 1990, as amended Part IV,s.49

Info Maintained: Commissioner's decisions and any conditions set on employment., Name, address, addresses of owners, duties and responsibilities of member, financial and operational structure of business, names, nature of business or undertaking, organizational,principals

Uses: Monitor secondary employment of force members.

Users: Professional Standards Bureau staff, senior management.

Individuals in Bank: OPP members, owners, principals and operators of businesses that have OPP members as owners, principals, operators or managers.

Retention Period: Two years, then transferred to archives.

Civil Litigation

Legal Authority: OPP Police Orders

Info Maintained: Name, internal and external correspondence relating to civil claims, other related documents.

Uses: Coordinate civil claims against OPP members, Ministry and Ministry employees in relation to the performance of their duties.

Users: Professional Standard's Bureau staff, senior OPP and Ministry officials, insurers, Crown Law Office counsels.

Individuals in Bank: Claimants, OPP and Ministry employees and other defendants.

Retention Period: Three years on site, then to Records Centre up to 10 years, then to Archives.

ONTARIO PROVINCIAL POLICE PROVINCIAL COMMANDER (INVESTIGATIONS/ORGANIZED CRIME) PROVINCIAL OPERATIONS INTELLIGENCE BUREAU

The Intelligence Bureau anticipates, prevents and monitors criminal activities with respect to an identifiable person or groups of persons involved in organized or sophisticated and professional crime by investigating source information and collecting, analyzing and disseminating intelligence data derived there from.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

General Records

- Non-Personal Criminal Investigative Files

Personal Information Banks

Criminal Intelligence Records - OPP

Legal Authority: Police Services Act, R.S.O. 1990, c.P.15.

Info Maintained: Persons/organizations involved in investigations of terrorism, fraud and corruption, gambling, murder, organized crime

Uses: Investigate offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally.

Users: OPP staff, law enforcement agencies world-wide, courts, other agencies involved in the administration of justice.

Individuals in Bank: Individuals involved in or who are the subject of criminal intelligence investigations.

Retention Period: One to 25 years, then destroyed.

Legal Authority:

Info Maintained:

Uses:

Users:

Individuals in Bank:

Retention Period:

PUBLIC SAFETY DIVISION

The Public Safety Division is responsible for promoting policing excellence through training, the development of professional standards and new programs, and the provision of an advisory and liaison service to the police community. The adequacy of these programs and the quality of police services in Ontario is monitored by conducting audits and inspections. The Division also oversees the Centre of Forensic Science and Animal Welfare.

Common Records

- FUTURES Program Applicants and Participants

PUBLIC SAFETY DIVISION CENTRE OF FORENSIC SCIENCES

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by scientific examination of physical objects and materials. The centre also supervises Ontario's alcohol breath testing program, and trains operators. A library offers educational materials for persons and agencies using forensic science services.

Common Records

- Library Users Lists

General Records

- Breathalyzer Training Specifications
- Breathalyzer Supplies
- Breathalyzer Maintenance and Repairs
- Breath Testing Program

Manuals

- Breathalyzer Training Manuals
- Policy and Procedure Manuals (for each discipline)

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Personal Information Banks

Centre of Forensic Sciences - Investigation Files

- Legal Authority:** Order-in-Council 3571/66.
- Info Maintained:** Name of the victim, description of items submitted for expert examination/identification, investigating officer, suspects.
- Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime.
- Users:** Law-enforcement agencies, courts, other agencies involved with the administration of justice.
- Individuals in Bank:** Individuals involved in investigations under the Criminal Code of Canada, other federal and provincial statutes or municipal bylaws.
- Retention Period:** Fifty years, then archived.

Centre of Forensic Sciences - Qualified Breathalyzer Technicians

- Legal Authority:** Criminal Code of Canada, R.S.C. 1970, s.254(1).
- Info Maintained:** Name, age, agency, badge number, date of designation, dates of course, designation by date of re-qualification, years of experience.
- Uses:** Ensure qualified police officers perform breath tests.
- Users:** Crown attorneys, lawyers, law enforcement agencies.
- Individuals in Bank:** Current and former police officers designated by the Solicitor General as Qualified Breathalyzer Technicians.
- Retention Period:** Fifty years, then destroyed.

PUBLIC SAFETY DIVISION EXTERNAL RELATIONS BRANCH

The External Relations Branch consists of: Policing Standards, Program Development, Public Safety Projects, Major Case Management, Police Quality Assurance and Selection Systems & Appointments. The Branch provides a range of supports including the development of standards and guidelines on police operations; the administration of grant programs to ensure that community agencies and police services are able to enhance their crime prevention and enforcement efforts and Animal Welfare issues. to provide information, advice & training re: the mgmt & operation of police services; monitor police services; conduct a system of inspection and review of police services to ensure compliance with legislative requirements; audit the usage of police information systems; maintain the MCM system to assist police services with managing serial & predator type investigations; manage & maintain the Constable Selection System and assist in administering order-in-council appts and entitlements.

Personal Information Banks

Ontario Police Forces' Suspended Drivers Control Centre

Legal Authority:

Info Maintained:

Uses:

Users:

Individuals in Bank:

Retention Period:

PUBLIC SAFETY DIVISION EXTERNAL RELATIONS BRANCH MAJOR CASE MANAGEMENT

The Major Case Management system is a provincial database that collects, manages and retrieves investigative data from all Ontario police services during the investigation of serial predatory offences.

Public Records

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Investigative Case Records

Purpose: Investigate and prosecute serial predatory offences under the Criminal Code: detection, prevention and suppression of crime.

Legal Authority: The Police Services Act, R.S.O. 1990, as amended

Info Maintained: Addresses, copies of court documents (summonses, warrants, etc.) court briefs, criminal records, date of birth, exhibit reports, investigation and occurrence reports, names and statements.

Retrievability: Individuals requesting information will be directed to the police service of jurisdiction.

Retention Period: Retention periods vary depending upon the records retention policies of the respective police services.

Access Procedures:

Ministry: ECONOMIC DEVELOPMENT, TRADE AND EMPLOYMENT

ACCESSIBILITY DIRECTORATE OF ONTARIO

The Accessibility Directorate of Ontario was established under the Ontarians with Disabilities Act 2001 (ODA) to manage the implementation of the ODA and continues with an expanded mandate under the Accessibility for Ontarians with Disabilities Act (AODA).

The mandate of the ADO is to lead the implementation of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontarians with Disabilities Act (ODA) to achieve accessibility for Ontarians with disabilities through the development and

enforcement of accessibility standards, and to provide public education and guidance, tools and materials for accessibility planning and programming. The Directorate works with persons with disabilities, various sectors of the economy and government Ministries.

General Records

- Administrative Records (Disability Issues)
- Research and Evaluation Studies
- Program/Policy Records (Disability Issues)
- Human Rights Policy Papers
- Discussion Papers
- Correspondence
- Cabinet Submissions
- Cabinet Committee Documents

DEPUTY MINISTER'S OFFICE

The Deputy Minister's Office provides policy, program and administrative advice and support services to the Minister and Minister's Office by coordinating the input from various divisions and branches on strategic issues. The Office is responsible for liaison with other Deputy Ministers offices across the Ontario Government as well as central agencies such as Cabinet Office and the Premier's Office. The Deputy Minister manages the human, financial, and technological resources within the ministry. There are six staff members who provide administrative, policy, secretarial and clerical support to the Deputy Minister, including a receptionist for the Minister.

General Records

- Press Releases and Speeches
- Publicity Mailing Lists
- Communications Suppliers

RESEARCH, COMMERCIALIZATION AND ENTREPRENEURSHIP DIVISION ENTREPRENEURSHIP BRANCH

The Entrepreneurship Branch supports the development of small businesses and entrepreneurship engagement with youth in Ontario.

Common Records

- CORPAY

Personal Information Banks

Ministry: ECONOMIC DEVELOPMENT, TRADE AND EMPLOYMENT

Summer Company Registration, Eligibility and Evaluation Network (SCREEN) web-based application database

Legal Authority:	Ministry of Economic Development and Trade Act, R.S.O. 1990, c. M. 27, as amended and Order in Council 1960/2006
Info Maintained:	Participant Name, date of birth, gender, social insurance number; address and education; guarantor's name, address, social insurance number; supporting documentation (e.g. business plan)
Uses:	Allows students to apply to and participate in the program; Provides the information required by the Program Area and Program Advisers to administer the program; Provides the information required by the Program Area and Program Providers to contact past p
Users:	Disclosed to Program Providers in order to assist each participant in establishing and running his or her business; Disclosed to Ontario Shared Services in order to disburse funds to participants and generate T4A tax slips.
Individuals in Bank:	Students between the ages of 15 and 29, registered at a recognised secondary or post-secondary institution; guarantors for student participants who are under the age of 18.
Retention Period:	(i) The Ministry retains the personal information as long as necessary to fulfill the Program's requirements, or as required by law. (ii) Copies of personal information in the possession of Program Providers are destroyed at the end of each program cycle

Ministry: EDUCATION

Ministry: EDUCATION

The Ministry of Education administers the system of publicly funded elementary and secondary school education in Ontario, in accordance with the directions set by the provincial government.

The ministry also provides education services to students at schools for the blind, the deaf and the deafblind. The Minister of Education, through the ministry, issues curricula; sets requirements for student diplomas and certificates; and provides funding to school boards for academic instruction and for building and maintaining schools.

The minister may also set policy for student assessment, which is then carried out by the Education Quality and Accountability Office (EQAO). The EQAO gives the minister advice on assessment policy, and issues reports on the results of its assessments.

Manuals

- Educational Computing Network of Ontario (ECNO)
- Human Resources Reference Guide for Employees

AGENCIES, BOARDS AND COMMISSIONS LANGUAGES OF INSTRUCTION COMMISSION OF ONTARIO

The Languages of Instruction Commission of Ontario was established to help resolve disputes over the provision of education programs in the language of a French or English minority group. The commission intercedes in conflicts between school authorities and French-language rights holders groups.

Common Records

- CORPAY
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Litigation Files
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- University Restructuring Steering Committee Files
- Students with Disabilities Reference Files
- Resource Allocation Reference Files
- Prior Learning Assessment Files
- Research Files

Personal Information Banks

Academic Advisory Committee - Members' Curricula Vitae

Legal Authority: Order-in-Council 1805/82.

Info Maintained: Committee members biographical information: current/past education, publication record, scholarly activities.

Uses: Provide information on committee's composition.

Users: Council staff.

Individuals in Bank: Committee members.

Retention Period: Twenty years, then transferred to archives.

Ministry: EDUCATION

AGENCIES, BOARDS AND COMMISSIONS

MINISTER'S ADVISORY COUNCIL ON SPECIAL EDUCATION

The Minister's Advisory Council on Special Education was originally established in 1974 as a committee and reconstituted as a council in 1986. The Council advises the Minister of Education on any matter related to the establishment and provision of special education programs and services for exceptional students, including the identification and provision of early intervention programs for students with special needs. The Council consists of 21 members, most of whom represent either an exceptionality (e.g. developmental disabilities, giftedness) or a profession (e.g., teaching, social work). There is also a representative for students and youth, and there are representatives from the Ministry of Health and Long-Term Care, and the Ministry of Community, and Social Services who sit as non-voting members. All Council members are appointed by the Minister of Education. The Council meets three times a year normally in February, June and November.

General Records

- Annual Reports

AGENCIES, BOARDS AND COMMISSIONS

PROVINCIAL SCHOOLS AUTHORITY

The Provincial Schools Authority (PSA) was established in 1975 under the Provincial Schools Negotiations Act. The Act created a bargaining unit of all teachers employed in provincially operated schools. The PSA negotiates a collective agreement with the Federation of Provincial School Authority Teachers (FOPSAT) on behalf of the ministries of Education, and Community Safety and Correctional Services. The PSA is the employer of record for teachers, principals and vice-principals. It handles grievances, leaves and other administrative functions.

Personal Information Banks

Provincial Schools Authority

Legal Authority:	Provincial Schools Negotiations Act, R.S.O. 1990, c.P.35, s.4(1).
Info Maintained:	Letters of surplus staff, divestments to school boards correspondence, legal documentation concerning an employee grievance., requests for educational leaves of absence, submissions
Uses:	Coordinate the authority's position in response to grievances.
Users:	Legal counsel for the authority, members of the authority.
Individuals in Bank:	Members of the Federation of Provincial Schools Authority Teachers.
Retention Period:	Twenty years, then destroyed.

CORPORATE MANAGEMENT AND SERVICES DIVISION

The Corporate Management and Services Division is responsible for the administration of the ministry's financial and material resources; for the provision of administrative, financial, audit and library services; for the provision of legal services in support of ministry programs, policies and legislation; for the administration, development and support of the ministry human resources; and for the overall corporate planning of the ministry. The division is also responsible for administering the Workplace Discrimination and Harassment Prevention policy within the ministry, and for ensuring compliance to the French Language Services Act and Freedom of Information and Protection (FOI) Act.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Litigation Files
- Performance Management
- Travel/Expense Accounts

General Records

- Policy Project Files
- Planning Process Development
- Contingency Planning Files
- Ministry Reorganization Files
- Correspondence Files

Ministry: EDUCATION

CORPORATE MANAGEMENT AND SERVICES DIVISION CORPORATE COORDINATION BRANCH CORPORATE LEGISLATIVE PROGRAMS

The Corporate Legislative Programs & Freedom of Information and Protection of Privacy (FOIPP) unit is responsible for compliance with the Freedom of Information and Protection of Privacy Act by the Ministry of Education and the Ministry of Training, Colleges and Universities. This unit responds to requests for information made under the Act. It monitors and makes recommendations on the ministry's policies and procedures with respect to access and privacy matters.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Legal (Affidavit, Agreement, Amendments, Legal Opinions, Regs)
- Freedom of Information and Privacy Procedures Manual
- Freedom of Information and Protection of Privacy Act Requests

Manuals

- Freedom of Information and Privacy Procedures Manual
- Freedom of Information and Privacy Administration Manual
- Freedom of Information Administration

CORPORATE MANAGEMENT AND SERVICES DIVISION CORPORATE FINANCE AND SERVICES BRANCH

The Corporate Finance and Services Branch provides strategic leadership on stewardship/controllership issues, guides the annual results based planning process and in-year financial management, and administers the ministry's financial and material resources.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Identity/Employee Card
- Library Users Lists
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Year-End Public Accounts (preliminary reports/final statements)
- Miscellaneous Grants (special grants for educational purposes)
- Contracts and invoices (supplier and consultant)
- Management Board of Cabinet Submissions
- Annual Ministry of Education and Training Estimate Briefing Book
- Annual Ministry of Education and Training Business Plan

Manuals

- Tenders and Associated Files
- Serials Database
- Records Schedule Index
- Records Management Handbook
- Procurement and Contract Management Files

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- Mail Distribution Files
- Library Catalogue

CORPORATE MANAGEMENT AND SERVICES DIVISION INTERNAL AUDIT SERVICES, EDUCATION AUDIT SERVICE TEAM

Internal Audit Services, Education Audit Service Team provides objective assurance and consulting services to the ministry. It assists the ministry and its related agencies in accomplishing their business objectives by evaluating and making recommendations to improve governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Internal Audit Services are provided under the direction of the Chief Internal Auditor in the Internal Auditor.

Common Records

- CORPAY
- Career Planning/Training
- General Employment History and Payroll Information
- Identity/Employee Card
- Parking Records (Employee)
- Professional Development
- Travel/Expense Accounts

- Workforce Information Network (WIN)

General Records

- Audit Committee Reports
- Internal Audit Policy and Procedures
- Audit Working Papers
- Audit Reports and Memos
- Audit Committee Minutes

Manuals

- Internal Audit

CORPORATE MANAGEMENT AND SERVICES DIVISION LEGAL SERVICES BRANCH

The Legal Services Branch provides the Ministry of Education with legal services in all areas of education. This includes giving legal advice on ministry programs and policy; drafting legislation and regulations; drafting contracts; preparing and reviewing other legal documents; providing legal support in defending litigation and human rights complaints; and freedom of information.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Policy and Legislation
- Legal Services
- Corporate Issues and Planning

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Personal Information Banks

Boards of Reference

- Legal Authority:** Education Act, R.S.O. 1990, c.E.2, s.267-277; Reg 300.
- Info Maintained:** Correspondence, application to a Board of Reference, legal documentation re: termination of teacher's contract, submissions.
- Uses:** Coordinates the Minister's position with respect to the termination of permanent teachers' contracts by school boards.
- Users:** The Minister, legal counsel for the ministry and ministry education officers.
- Individuals in Bank:** Permanent teachers whose contracts have been terminated.
- Retention Period:** Thirty years, then to archives.

Teachers' Certificates - Suspension/Cancellation/Reinstatement

- Legal Authority:** Education Act, R.S.O. 1990, c.E.2, s.8(1)13.
- Info Maintained:** Correspondence, cancellation, legal documentation concerning suspension or reinstatement of teacher's certificates, submission.
- Uses:** Coordinates the Minister's position and response to de-certification and reinstatement matters.
- Users:** The Minister, legal counsel for the ministry and ministry management.
- Individuals in Bank:** Teachers whose qualifications are under review.

Retention Period: Thirty years, then destroyed.

CORPORATE MANAGEMENT AND SERVICES DIVISION STRATEGIC HUMAN RESOURCES BRANCH

The Human Resources Branch provides leadership and advice in strategic human resources planning, the development of human resources policies and procedures, organization design and development, Youth Strategies classification, staffing, labour relations, workplace health and safety, equal opportunity, employment transition and training development.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Litigation Files
- Performance Management
- Professional Development
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- Redeployment - Surplus & Redeployment Reports
- OPS Religious Holidays Schedule
- Human Resources Services - Class Standards
- Human Resources - Delegation of Authority
- Health and Safety Training Materials
- Health and Safety - Workplace Hazard Analysis and Health Safety Plans
- Health and Safety - Site Visit/Inspection Reports
- Staff Relations - Grievance Files

Manuals

- Redeployment - Redeployment Procedures Manual
- Redeployment - Manager's Guide to Redeployment
- Redeployment - Guide for Redeployment Committees - Bargaining Unit Redeployment Committee (BURC)
- Redeployment - Guide for Redeployment Committees - Professional, Management Employee Redeployment Committee
- Redeployment - Career and Job Planning Workbook
- Redeployment - Career Outlooks Guide
- Redeployment - Adviser's Guide to Career and Job Planning

Ministry: EDUCATION

Personal Information Banks

Redeployment - Surplus Employee Status Information

Legal Authority: Public Services Act, R.S.O. 1990, c.P.47,

Info Maintained: Employee name, SIN, date notified of lay-off, lay-off date, seniority date, bargaining unit, training plan details, redeployment advisor notes.

Uses: To monitor redeployment status of employees notified of lay-off

Users: Ministry Redeployment Coordinator and advisors

Individuals in Bank: Individuals who have been notified of lay-off

Retention Period: Two years on site, then stored off-site

DEPUTY MINISTER'S OFFICE

Common Records

- Career Planning/Training

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Travel/Expense Accounts
- Workforce Information Network (WIN)

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH

The Communications Branch provides strategic communications advice and support to the Minister and Deputy Minister of the Ministries of Education and Training, Colleges and Universities. It works with senior personnel in each ministry to identify, develop and implement a variety of corporate communications programs for the education and training sectors, and the public. Services include media relations; issues management; answering telephone inquiries from the public; publishing curriculum and teaching resources for educators and trainers; writing and producing a variety of public information materials; managing preparation of ministry correspondence; coordinating events; and managing the ministry Web site.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- News Releases
- Mail House Databases
- Marketing Plan/Strategy
- Media Lists
- News Clips
- Fact Sheets
- Stakeholder/Client Lists
- Alternative Formats for Program Info: Braille, Cassettes, Large Print
- Staff News
- Programs, Services and Initiatives Guide
- Newsletters
- Speeches by the CEO and Co-Chairs
- Annual Reports

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- Board Reports
- Briefing Notes
- Listing of Publications, Brochures and Pamphlets
- Training Standards for Specific Trades

ELEMENTARY/SECONDARY BUSINESS AND FINANCE DIVISION

The Elementary/Secondary Business and Finance Division is responsible for the development and implementation of ministry policy for funding school boards, and on the delivery of support services to elementary and secondary schools. This includes the administration of capital and operating grants and the implementation and monitoring of policies and programs.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Performance Management
- Professional Development

- Travel/Expense Accounts
- Workforce Information Network (WIN)

ELEMENTARY/SECONDARY BUSINESS AND FINANCE DIVISION CAPITAL POLICY AND PROGRAMS BRANCH

The Capital Policy and Programs Branch is responsible for developing and implementing policies governing pupil accommodation and Funding for school operations, School renewal and new school construction.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Graduate and Alumni Records
- Identity/Employee Card
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- School Board Capital Files
- Pupil Transportation Data for School Boards
- College Lease Files
- Briefing Notes
- Graduate Employment Survey (Colleges)
- Enrolment Data for School Boards
- Municipal Assessment Data for School Boards
- Annual Estimates and Revised Estimates of School Boards
- Audited Financial Statements of School Boards
- Capital Expenditure Multi-Year Forecast
- Formula Operating Grants Administration

Manuals

- School Business Memoranda

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- Uniform Code of Accounts for Ontario School Boards
- Capital Grant Plan (1979) for Ontario School Boards

Personal Information Banks

Ontario College Information System (OCIS) - Student Records

- Legal Authority:** MCU Act
- Info Maintained:** Student identification data, student academic program data, student graduation data
- Uses:** Collects information related to college enrolment. Data used for statistical and planning purposes
- Users:** Ministry, Colleges and Stats Canada (subject to FOI restrictions).
- Individuals in Bank:** Full-time students enrolled in colleges.
- Retention Period:** As required; archived.

University Student Information System - University Affairs Reports (USIS-UAR) - student records

- Legal Authority:** MCU Act

Info Maintained:	Student identification data, , Student Academic Program Data.
Uses:	Data information related to university enrolment. Data used for funding universities and also for statistical and planning purposes.
Users:	Ministry, Stats Canada and Universities (subject to FOI restrictions).
Individuals in Bank:	Students enroled in universities.
Retention Period:	As required; archived.

FRENCH-LANGUAGE, ABORIGINAL LEARNING AND RESEARCH DIVISION

The French-Language, Aboriginal Learning and Research Division (FLALRD) focuses on the delivery of support services to elementary, secondary and post-secondary schools. The division plays a leading role in the development of policies and programs that address the educational needs of Aboriginals and francophones; develops policies, clarifies legislation, policy and program requirements with school boards and ensures their compliance. The division is also responsible for conducting research, developing evaluation strategies, and compiling statistics and analysis. Through the Field Services Branch (FSB), the division is the principal point of contact for information flowing between the ministry and the school boards.

General Records

- Service Files
- Learning Materials Fund
- Associations (general files)
- Support Fund for Animation Culturelle
- Incentive Funding for Excellence in Teaching
- French Language Provincial Report Cards
- French Language Elementary/Secondary Curriculum
- Animation Culturelle

FRENCH-LANGUAGE, ABORIGINAL LEARNING AND RESEARCH DIVISION EDUCATION STATISTICS AND ANALYSIS BRANCH DATA OPERATIONS AND ANALYSIS UNIT

Personal Information Banks

Ministry: EDUCATION

Ontario School Information System - OnSIS

Legal Authority:	Education Act, R.S.O. 1990, c.E.2, as amended, s.8.1 (1), s.266 (1) Ontario Regulation 440/01 Ontario Regulation 440/01
Info Maintained:	The following student data is collected for all students; ministry Ontario education number,

biographical information (name, birth date and gender) and enrolment

Uses:

The following student data is collected where applicable; marks, French as a second language, Administering the Education Act and associated regulations, and implementing the policies and guidelines made under the Education Act

Ensuring compliance with the Education Act, the regulations, and the policies and guidelines made under the Education Act

Users:

Limited staff in the Collections unit

Transfer Payment and Financial Reporting Branch

Limited school board staff - read-only access to their school board

Individuals in Bank:

Current students and teachers

Former students and teachers

Retention Period:

Student data - In progress

Teacher data - In progress

Ontario Education Number (OEN)

Legal Authority:

Education Act, R.S.O. 1990, c.E.2, ss. 8.1, 266

Info Maintained:

The following information is maintained on all Ontario students: name, date of birth, school, gender and OEN

Uses:

Education administration, funding, planning and research Administering the Education Act and associated regulations, and implementing the policies and guidelines made under the Education Act Ensuring compliance with the Education Act, the regulations, and

Users:

Limited staff in the Collections unit

Limited school board staff

Individuals in Bank:

Current and former Ontario students who attended Ontario schools in the 2002/03 school year or later

Retention Period:

In progress

FRENCH-LANGUAGE, ABORIGINAL LEARNING AND RESEARCH DIVISION FIELD SERVICES BRANCH

The Field Services Branch (FSB) operates through work units in Toronto and six Regional Offices located throughout Ontario. The branch provides operational policy leadership, monitors program implementation in the elementary/secondary education system; Clarifies ministry policies and programs to the sector; and ensures field input in the development of ministry policies. Field Services is responsible for policy and operations related to the inspection of private schools in Ontario and overseas. The Provincial School Attendance Counsellor in FSB acts to initiate provincial inquiries. The Parent Engagement Office (PEO) is responsible for developing and implementing a wide range of parent engagement policies, programs, strategies and initiatives that support the learning and achievement of students in the public education.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Performance Management
- Professional Development
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Workplace Safety and Insurance

Ministry: EDUCATION

General Records

- Ministry of Education and Training Regional Directory
- Private School Files
- Financial Files - School Boards

Manuals

- Staffing Policy Guidelines
- Directory of Education
- Internal Manual of Administration
- Employee Handbook
- Private School Inspection Manual

Personal Information Banks

Experience Program

- Legal Authority:** Education Act, R.S.O. 1990, c.E.2, s.24(1)
- Info Maintained:** Name, address, telephone number, sex, age, SIN, education
- Uses:** Determine eligibility of candidates to participate in program.
- Users:** Program personnel, Education Officers in Regional Offices.
- Individuals in Bank:** Secondary and postsecondary student applicants.
- Retention Period:** Current plus 2 years in Records Centre.

Letters of Permission

- Legal Authority:** Education Act, R.S.O. 1990, c.E.2, s.8(1)(10); R.R.O.1990, Reg. 297, s.50 (a), (b), (c) and (d).
- Info Maintained:** Name, SIN, qualification, level of instruction, course codes, school and board name, year, effective dates, date of approval.
- Uses:** Permit school boards to use an uncertified person in a teaching capacity.
- Users:** Staff of Regional Office, school board offices.
- Individuals in Bank:** Unqualified teachers
- Retention Period:** Ten years, then destroyed.

Personalized Special Instructional Equipment

- Legal Authority:** Education Act, R.S.O. 1990, c.E.2 s.11(1); O. Reg. 98/88, s.1.
- Info Maintained:** Medical determination of need and of purchase requisition, board's opinions., cost, date of application, date of birth, ministry's determination of approval/denial, student's/school board name, type of equipment requested
- Uses:** Provide specialized equipment for classroom use.
- Users:** Staff of Regional Office and school board officials.
- Individuals in Bank:** Students
- Retention Period:** Seven years, then destroyed.

Ontario Teacher Certificate Inspections

- Legal Authority:** Education Act, Reg. 297
- Info Maintained:** Name of teacher, correspondence.
- Uses:** To verify teaching and/or administrative experience in Ontario for the purpose of obtaining an Ontario Teacher's Certificate (OTC).
- Users:** Staff of the Regional Office, Registrar Services
- Individuals in Bank:** Teachers
- Retention Period:** Undetermined.

Ministry: EDUCATION

Letters of Eligibility

Legal Authority:	Education Act, Reg. 297
Info Maintained:	Correspondence, teacher's name.
Uses:	To verify teacher qualifications from outside of Ontario.
Users:	Staff of the Regional Office, Registrar Services.
Individuals in Bank:	Teachers
Retention Period:	Undetermined

Alternative Education Program (AEP)

Legal Authority:	Education Act, General Legislative Grant Regulation
Info Maintained:	(final decision of In Lieu of Committee), copy of letter from guardian/parent for assent to release personal information, letter of approval, pupil information, pupil names.
Uses:	To approve specialized staffing for alternative education program i.e.: deaf, blind, and deaf/blind.
Users:	Staff of Regional Office, provincial schools, Special Education Branch
Individuals in Bank:	Pupils and Specialized Staff
Retention Period:	Records Centre for 10 years after active life, then to archives.

LEADERSHIP AND LEARNING ENVIRONMENT DIVISION SAFE SCHOOLS AND STUDENT WELL-BEING BRANCH

The Safe Schools and Student Well-Being Branch provides advice, program support and implementation guidance to improve the environment within which Ontario students learn. The branch focuses on safe and accepting schools, healthy schools and student well-being and coordinates Education's contribution to the government's Poverty Reduction Strategy and Ontario Youth Strategy.

Common Records

- CORPAY
- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Parking Records (Employee)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Teacher Education
- Special Education
- Policy
- Ontario Government/Other Government Business Strategic Planning
- OISE Research Records
- International Activities (by Country)

Ministry: EDUCATION

LEARNING AND CURRICULUM DIVISION CURRICULUM AND ASSESSMENT POLICY BRANCH

Curriculum and Assessment Policy Branch is responsible for developing policy for publicly funded education. Policy areas

include elementary and secondary curriculum and student assessment, including a province-wide report card. The branch also develops policies for the approval of textbooks and other learning resources; coordinates initiatives to assist teachers in the implementation of new curriculum and assessment policies; develops processes to monitor implementation; develops the province's e-learning strategy; administers programs for the provincial licensing of educational software; and administers the Accent and Odyssey Programs. The branch also maintains a link with the Education Quality and Accountability Office (EQAO) to ensure that large-scale assessments are intricately linked to curriculum standards and quality student learning. There are four units within the branch that provide specific expertise and contribution to overall work of the branch.

Common Records

- Travel/Expense Accounts

General Records

- Software Licensing Agreements
- Curriculum Documents

LEARNING AND CURRICULUM DIVISION PROVINCIAL SCHOOLS BRANCH

The Ministry of Education is responsible for the administration of five sites that operate provincial and demonstration schools for pupils who are deaf, blind, deafblind and have severe learning disabilities. The Provincial Schools Branch oversees the policies and operation of the schools. In addition, the schools provide residential facilities for the pupils; provide alternative programs as part of a continuum of services offered by local school boards; establish partnerships with school boards, community organizations and other government ministries to improve educational and residential programs; and disseminate information to parents, staff, the medical community, the general public and other interested organizations on issues related to the education of students.

Common Records

- Co-op, Work Term, Final Job Placements
- Employment Application Inventory
- Graduate and Alumni Records
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- Library Users Lists
- Parking Records (Employee)
- Performance Management
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Vocational Testing and Counselling

General Records

- Demonstration Schools - Applicants Schools for the Blind and Deaf - Student Records

Ministry: EDUCATION

Manuals

- Handbook for Students
- Handbook for Staff
- Policy and Procedures Manual

Personal Information Banks

Ontario Student Records

Legal Authority:	The Education Act, R.S.O. 1990, c.E.2
Info Maintained:	Diplomas, transcripts, evaluations, educational information
Uses:	To maintain a record of students
Users:	Teachers, principals and other pertinent educators
Individuals in Bank:	Students attending or who have attended a demonstration school within Ontario
Retention Period:	Fifty-five years

Demonstration Schools - Applicants

Legal Authority:	The Education Act, R.S.O. 1990, c.E.2.
Info Maintained:	O.S.R. - Transcripts.
Uses:	To determine the eligibility of applicants
Users:	Parents, Ontario school boards. People who are listed in the O.S.R. Regulation. Anyone else needs signed consent.
Individuals in Bank:	Students
Retention Period:	Fifty-five years

Public Records

Ontario School Records

Purpose:	For transcripts, O.A.C. Diplomas, Audiological Assessments, I.P.R.C's.
Legal Authority:	Education Act
Info Maintained:	O.S.R. - Transcripts
Retrievability:	Students
Retention Period:	Fifty-five years - Archive
Access Procedures:	

OFFICE OF THE CHIEF INFORMATION OFFICER, COMMUNITY SERVICES I&IT CLUSTER DATA COLLECTION AND DECISION SUPPORT SOLUTIONS BRANCH

Data Collection and Decision Solutions Branch is responsible for the effective planning and implementation of information technology to meet the business requirements of the Ministry of Education and the Ministry of Training, Colleges and Universities. Activities and services provided to the ministries include strategic systems and technology planning and acquisition; project management and service management of technology projects; technical support and education to ensure the ongoing and effective use of technology, and systems development including the management of corporate systems and the corporate network.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Grievances and Applications
- Travel/Expense Accounts

General Records

- Audit-Related Files
- Acquisition Files
- Business Case Files

Ministry: EDUCATION

- Educational Computing Network of Ontario (ECNO)

Manuals

- ITM Software Manuals
- System Standards

Ministry: ENERGY

Ministry: ENERGY

AGENCIES, BOARDS AND COMMISSIONS ONTARIO ENERGY BOARD

The Ontario Energy Board regulates Ontario's natural gas and electricity sectors and provides advice on energy matters to the Minister of Energy. The Board operates as a regulatory tribunal that makes determinations on applications made to it following a hearing process. The Board also develops regulatory policy and makes rules and codes that govern the conduct of parties active in the energy sectors. In the electricity sector, the Board licenses all market participants; sets rates; and approves the IESO's budget and fees. In the natural gas sector, the Board approves rates charged by utilities; licenses all marketers who sell natural gas to small volume consumers; and approves storage facilities and franchise agreements between utilities and municipalities. The Board also must approve utility ownership changes and the construction of natural gas pipelines and major electricity transmission lines.

General Records

- Rate Orders
- Uniform Accounting Orders
- Orders
- Certificates of Public Convenience
- Franchise Approvals
- Leaves to Construct and Expropriations
- Pipeline Hearing Exemptions
- Reports to the Minister of Natural Resources
- Licences

Manuals

- Cost Assessment Guidelines
- Settlement Conference Guidelines
- Rules of Practice and Procedure
- Environmental Guidelines for the Location, Construction & Operation of Hydrocarbon Pipelines & Facilities in Ontario

AGENCIES, BOARDS AND COMMISSIONS ONTARIO POWER GENERATION

General Records

- Risk Services
- Trading
- Marketing (commercial)
- Performance and Reliability
- Prescribed Substances
- Pressure Boundary
- Project Records
- Real Estate (Property)
- Manufacturing
- Risk Management
- Licensing
- Significant Events

- Electricity (generation and energy use)
- Specifications
- Statistical information
- Sustainable Development (environment)
- Technical
- Administration and Management
- Research
- Engineering
- Certification
- Consultants
- Compliance (legislative, regulatory)
- Finance and Accounting (assets, investments, liabilities, planning, taxation)
- Executive
- Contractors
- Corporate Citizenship Program

Ministry: ENERGY

- Maps, drawings
- Electricity System
- Quality Assurance and Control
- Transport, Work and Service Equipment
- Heavy Water
- Historical Records
- Insurance
- Human Rights
- Human Resources (employment, labour relations)
- Legal (agreements, certificates, claims, contracts, copyright)
- Customers (service, billing)
- Regulatory Bodies and Commissions
- Equipment and Supplies (includes inventory, surplus)
- Health and Safety (includes industrial hygiene)
- Testing (analysis, examination, inspection)
- International Organization for Standardization (ISO)
- Load Forecasting and Management
- Operation, Maintenance, Production
- Enquiries
- Public Consultation and Public Hearings
- Geotechnical
- Security (investigations)
- Socio-Economic (studies, etc.)
- Station (Facility) Records (fossil, hydroelectric, nuclear)
- Training Simulator
- Tritium Management
- Waste Management (includes radioactive)
- Planning and Scheduling
- Communications (Corporate and Public Relations; news releases)
- Board of Directors and Committees
- Work Protection
- Design and Construction
- In-Service and Commissioning

Manuals

- Administration and Management
- Operation and Maintenance
- Materials Management
- Generation (electricity, i.e., fossil, hydroelectric, nuclear)
- Financial and Risk Management
- Commissioning
- Customers
- Design and Construction
- Human Resources (employees)
- Independent Electricity System Operator (IESO)
- Market (electricity)

- Ontario Energy Board (OEB)
- Outage System
- Policies and Procedures
- Quality Assurance
- Reliability and Safety
- Planning and Scheduling
- Instructions and Guidelines

Personal Information Banks

Ministry: ENERGY

Transfer Services Information

- Legal Authority:** Business Corporations Act, R.S.O. 1990, c. B.16.
- Info Maintained:** Name, address, attendance at job search workshops, education and employment history, employee number, job skills.
- Uses:** Match candidates to internal/external jobs; notify potential candidates of external job matches, schedule job search and supplementary workshops; produce statistics; mail brochures.
- Users:** Resourcing and Deployment Department staff.
- Individuals in Bank:** VSP/SRP/Surplus employees who have requested workshops and/or job match services.
- Retention Period:** Pending.

Relief Program

- Legal Authority:** Business Corporations Act, R.S.O. 1990, c. B.16.
- Info Maintained:** Employee name, employee number, employee Established Commencement Date (ECD), employee base position, position(s) employee relieved in and duration of relief/training within Administration Section only.
- Uses:** Relief statistical purposes within the Administration Section.
- Users:** Administration Section Steering Committee (e.g. Supervisors, Power Workers' Union and managerial Services job classifications).
- Individuals in Bank:** Administration Section employees with Power Workers' Union and Managerial Services job classifications.
- Retention Period:** Until employee is no longer employed within the Administrations Section.

Radiation Dose Information

- Legal Authority:** Business Corporations Act, R.S.O. 1990, c. B.16.
- Info Maintained:** Name, commencement and termination date, current exposure results, date of birth, dose information system number, employee number, radiation exposure dose history, record of sample activity, social insurance number, work location.
- Uses:** Record, monitor and report occupational radiation dose exposure; provide statistics, epidemiological studies.
- Users:** CNSC , Health and Welfare Canada, health physicists and laboratory personnel, staff in Ontario Power Generation Nuclear Health and Safety, internal auditors; select information release to employers of external contractor staff.
- Individuals in Bank:** Past and present Ontario Power Generation employees and external contractor staff who have worked at nuclear facilities since 1986.
- Retention Period:** Permanent.

Pay Records

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Employee's name, address, bank and credit union account numbers, employee and payroll numbers, entitlement data (e.g. vacation and benefits), income and earnings, pension and insurance information, statutory and other deductions, tax information.
Uses:	Pay Ontario Power Generation employees and pensioners; facilitate payments on their behalf of Revenue Canada, unions, trusts and benefit plans; facilitate direct deposit to bank or credit union accounts.
Users:	Payroll staff, internal and external auditors, external actuaries, authorized business unit administrative staff: select information is released to Revenue Canada, Ontario Workplace Safety and Insurance Board, and Canada Employment Insurance Commission.
Individuals in Bank:	Ontario Power Generation employees and pensioners.
Retention Period:	From one year plus current then destroyed, to permanent.

Ministry: ENERGY

Personnel Files and Associated Records

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, Worker's Compensation Board claims, address, base and pay rates, correspondence relating to human rights claims, course information, date of birth, discipline and recommendation letters, education, employee and payroll numbers, employee benefits inf
Uses:	Record employee work history and performance, assess eligibility for promotions, transfers and courses; provide information for the pay system; administer agreements and negotiations with bargaining units; administer employee benefit plans.
Users:	Business unit human resources officers, staff in each personnel and/or time reporting office, line managers and supervisors, internal and external auditors, internal and external solicitors, accounting staff.
Individuals in Bank:	Past and present Ontario Power Generation employees.
Retention Period:	From termination of employee plus 13 months then destroyed.

Miscellaneous Receivables (excluding electrical consumption)

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, address, bill payment history.
Uses:	Bill, collect and control monies owed to Ontario Power Generation for any reason other than the consumption of electrical energy.
Users:	Accounting staff, internal and external auditors.
Individuals in Bank:	Individuals owing money to Ontario Power Generation for goods, services, rentals, mortgages, or any reason other than the consumption of electricity.
Retention Period:	From two to six years plus current, then destroyed.

Physiological Profiles - Fitness Program File

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, age, physical fitness data, sex.
Uses:	Provide statistical analysis of success of fitness program.
Users:	Fitness specialist, program administrator, authorized Health Services staff.
Individuals in Bank:	Ontario Power Generation employees volunteering for the fitness program.
Retention Period:	Permanent.

Property Transaction System (PROTRANS) and Unregistered Rights

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, Orders-in-Council, concession, easements of real estate rights, land leasebacks, leases, licenses (land use permits), lot number, purchase/sale prices, township.
Uses:	Maintain a register of Ontario Power Generation's property rights and real estate transactions.
Users:	Solicitors, regional property staff, business unit administrative staff, internal auditors; select information is released to government ministries and agencies.
Individuals in Bank:	Individuals involved in property transactions with Ontario Power Generation.
Retention Period:	Variable, then destroyed.

Relief Preference Program

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Employee name, employee number, employee Established Commencement Date (ECD), employee base position, employee relief preference(s) with Administration Section.
Uses:	Record employees relief preference(s) in order to establish schedule within Administration Section.
Users:	Administration Section Steering Committee (e.g. Supervisors, Power Workers' Union Chief Steward, Administration Section line management).
Individuals in Bank:	Administration Section employees within Power Workers' Union and Managerial Services job classifications.
Retention Period:	Until employee is no longer employed within the Administration Section.

Ministry: ENERGY

Executed Legal Documents

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name and address of employee/individual involved in legal transaction, details of property transactions/personal contracts, personal financial information.
Uses:	Maintain a record of all executed property transactions and personal contracts involving Ontario Power Generation.
Users:	Solicitors, Corporate Real Estate staff, Corporate Resource Protection staff, authorized business unit administrative staff, internal auditors.
Individuals in Bank:	Employees involved in personal contracts (e.g., foreign assignments, patents, and royalties) with Ontario Power Generation; individuals involved in property transactions (e.g., sales easements, purchases, leases, and permits).
Retention Period:	From one year after termination or cancellation to permanent.

Family Law Act Information (including awards and cases)

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, award (court order), date of birth, date on pension and insurance plan, employee and

payroll numbers, established commencement date, marital status, pension contribution/calculation data, pension service date, salary date, sex.

Uses: Produce pension calculations regarding assignment from employee's pension contributions for purposes of income splitting as a result of divorce proceedings and any award by the court.

Users: Compensation and Benefits Services staff, time reporting centre staff, employee, employee's legal counsel.

Individuals in Bank: Present and past employees.

Retention Period: From 10 year plus current year then destroyed, to permanent.

Human Resources Demographic and Statistical Data

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, certification and/or licences, date of birth, education, employee number, employment equity information, employment history, job classification, marital status, payment history, sex, social insurance number, training information, wage and benefits i

Uses: Monitor staff levels and activity for reporting purposes; produce cost compensation statistics; provide a basis for corporate level planning.

Users: Corporate Human Resources administrative staff, organization analysis and job evaluation staff, corporate controllers, human resource specialists, internal auditors.

Individuals in Bank: Past and present Ontario Power Generation employees.

Retention Period: From one year then destroyed, to permanent.

Employee Benefits Information

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, address, benefits information, date of birth, employee and payroll numbers, financial assistance transactions and subsidy payments, hire date, marital status, rehabilitation history, sex, sick leave usage, social insurance number, union affiliation.

Uses: Administer employee benefit plans including disability, sick leave, insurance, pension transfer-out, financial and housing assistance.

Users: Compensation and benefits officers, Corporate Human Resources administrative staff, corporate accounting staff, plan administrators, line managers, internal auditors, external actuaries.

Individuals in Bank: Past and present OPG employees.

Retention Period: From one to 60 years, then destroyed.

Ministry: ENERGY

Employment Disputes

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, advice of decision, arbitration award, employee number, employment history, grievance

forms and related correspondence, grievance meeting report, hearing notice, job challenges, job performance information, occupation, salary information, solicitor'

Uses: Resolve and document employment disputes; establish legal precedents.

Users: Labour relations officers, internal and external solicitors, salary services administrators and job evaluation analysts, line managers, Corporate Human Resources administrative staff, internal auditors.

Individuals in Bank: Employees involved in employment disputes.

Retention Period: From 20 to 50 years then destroyed.

External Applications for Employment

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, address, education, employment equity information, employment history, legal work status, social insurance number.

Uses: Screen and select external applicants for job competitions.

Users: Corporate Human Resources staffing consultants, business unit human resources staff, line managers and supervisors.

Individuals in Bank: External applicants seeking employment with Ontario Power Generation.

Retention Period: One year after last reference, then destroyed.

Housing Assistance Program

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, address, financial information (e.g., mortgage rate, balance, and list price).

Uses: Assist with the employee's relocation with respect to the disposal of their principal residence, i.e., property eligibility, appraisal to establish guarantee price, acquisition, maintenance, and sale of the properties.

Users: Services business unit administrative staff, Compensation and Benefits Services staff, business unit human resources officers, internal and external auditors.

Individuals in Bank: Transferred employees.

Retention Period: One year after sale of house or discharge of mortgage, then destroyed.

Pension Administration System

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, address and direct deposit information for pensioners, appeals by pensioners, beneficiary information, correspondence with pensioners, date of birth, disability benefit information, employment history, health benefits information, membership history

Uses: Administer the corporate pension plan.

Users: Pension plan administrators, Corporate Human Resources comptrollers staff, pension fund trustees, internal and external auditors, external actuaries.

Individuals in Bank: Ontario Power Generation pensioners, beneficiaries and vested pensioners.

Retention Period: Six years plus current after all obligations satisfied then destroyed.

Human Rights Case Files (Internal / External)

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, investigation and report, respondents, the complaint, title, witnesses, work location of complainants.

Uses: Document an individual's complaint; investigate and resolve internal complaints.

Users: Line managers, Human Rights manger, Human Rights investigators.

Individuals in Bank: Individuals registering a complaint within Ontario Power Generation, individuals about whom the complaint is made, or individuals who are involved in a complaint.

Retention Period: Pending.

Ministry: ENERGY

Internal Job Competitions

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Applications/supporting documents for advertised internal vacancies, interview summaries and evaluations, job application history, selection notices, seniority listings, surplus information.
Uses:	Facilitate and document the internal job selection and transfer process.
Users:	Human Resources Planning and Development administrative staff, line managers and supervisors, business unit human resource officers.
Individuals in Bank:	Applications for internal vacancies.
Retention Period:	From one year to term of employment, then destroyed.

Resourcing and Deployment Information

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, Established Commencement Dates (EDCs), employee number, home address, job titles, salary grades, surplus status, telephone number.
Uses:	Administering: the Student Awards Program, Career Transition/Development Workshop registrations, Temporary Redeployment Registry, monitoring outplacement contracts and Employment Equity statistical information.
Users:	Corporate Human Resources, Executive Office.
Individuals in Bank:	Employees participating in Redeployment and Career Transition Development Programs and external applicants to Student Awards/Recruiting Programs.
Retention Period:	Variou.

Medical Information for Contractor Staff

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, date of birth, medical examination and test results, sex, social insurance number.
Uses:	Assess the health of contractor staff for fitness for work at Ontario Power Generation nuclear facilities.
Users:	Physicians, nurses, authorized Health and Safety Division staff.
Individuals in Bank:	Some contractor staff.
Retention Period:	Seven years, then destroyed.

Nuclear Identification Report

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, badge number, date of birth, employee number, employer, legal status, occupation, place of birth, social insurance number.
Uses:	Provides authorization for an individual to enter a nuclear facility.
Users:	Ontario Power Generation Nuclear Security, Licensee, CNSC.
Individuals in Bank:	Employees in Ontario Power Generation Nuclear and other persons requiring authorization to enter the nuclear facility.
Retention Period:	Until employee is no longer employed at a nuclear facility.

Security Personnel

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, appointed date as special constable and as peace officer, employee number, work location.
Uses:	Ensure proper training and appointments for Corporate Resource Protection security personnel.
Users:	Corporate Resource Protection security personnel.
Individuals in Bank:	Present Corporate Resource Protection security personnel.
Retention Period:	Thirteen months after relocation or termination of security personnel, then destroyed.

Ministry: ENERGY

Security-Related Incidents

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Names of investigators, police, employees, victims, suspects, location of incidents, description of incidents.
Uses:	Investigate reports of theft, assault, harassment, vandalism, and fraud.
Users:	Security personnel and managers.
Individuals in Bank:	Employees, victims, police or other law enforcement officers.
Retention Period:	Five years, then destroyed.

Siebel Database

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Company and contact name, address, phone numbers, fax numbers, email addresses, deal parameters (price, volume, margins, tenure, etc.), credit information (maintained by Credit Group).
Uses:	Customer relationship management database, deal flow.
Users:	Marketing, Sales, Back Office, Credit.
Individuals in Bank:	Customer contacts.
Retention Period:	Ongoing.

Training and Deployment

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, address, career renewal information, course information, course nomination, driver's licence record and testing, education, educational assistance applications, employee number, financial assistance, position title, sex, supervisor name and position
Uses:	Schedule, document and verify employee training, development and certification; produce statistics and reports on courses and training; career counselling; evaluate programs.
Users:	Training and development staff, line management, internal auditors, business unit human resources staff, regional safety staff.
Individuals in Bank:	Employees nominated for training courses.
Retention Period:	From one year then destroyed, to permanent.

Occupational Health and Employee Medical Information

Legal Authority:	Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained:	Name, clinical assessments, commencement and termination dates, date of birth, employee and payroll numbers, epidemiological information, history and tests, medical and health data including medical diagnosis, medical examination, mother's maiden name and
Uses:	Protect and improve the health of Ontario Power Generation employees through monitoring, assessment and epidemiology studies.
Users:	Physicians, nurses, epidemiology studies, authorized Health and Safety staff, external medical consultant.

Individuals in Bank: Past and present Ontario Power Generation employees.
Retention Period: Permanent.

Property Owner Transaction Files

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, address, and occupation of property owner, appraisals, mortgage details, purchase/sale price, record of discussion with owners, size of property.
Uses: Name, address, and occupation of property owner, appraisals, mortgage details, purchase/sale price, record of discussion with owners, size of property.
Users: Services business unit administrative staff, solicitors, internal auditors, regional property staff; select information is released to Revenue Canada.
Individuals in Bank: Individuals involved in property transactions (e.g., sales purchases, leases, and permits) with Ontario Power Generation.
Retention Period: Six years after transaction closes or project completed, then destroyed.

Ministry: ENERGY

Employee Exposure Monitoring Information

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, date of birth, duration of exposure to hazardous agents, sex, social insurance number, test results and information, work location.
Uses: Monitor and assess exposure to occupational hazards for the protection and improvement of Ontario Power Generation employee health.
Users: Physicians, nurses, epidemiologist, authorized Health and Safety staff, external medical consultant, internal auditors.
Individuals in Bank: Past and present Ontario Power Generation employees.
Retention Period: Permanent.

Employee Occupational Accident Information

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Names of persons involved, accident description and location, accident exposure hours, accident investigation reports, case number, causal factors, corrective measures, employee number, photographs, police reports, social insurance number, work location.
Uses: Record and monitor Ontario Power Generation motor vehicle/occupational accident experience, produce accident statistics.
Users: Authorized Health and Safety staff, business unit safety personnel, internal auditors.
Individuals in Bank: Employees and other individuals involved in motor vehicle/occupational accidents.
Retention Period: Permanent.

Publications and Journals Mailing List

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Names, addresses.
Uses: Mailing list for journals and other publications.
Users: Information co-ordinator.
Individuals in Bank: Engineers, scientists and students.
Retention Period: Indefinite.

Training Information Management System (TIMS)

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.

Info Maintained: Name, courses, date of birth, education, employee number, employment history, hire date, nuclear training records including performance data.
Uses: Monitor nuclear training programs.
Users: Training staff in Ontario Power Generation Nuclear, internal auditors.
Individuals in Bank: Employees in Ontario Power Generation Nuclear.
Retention Period: Four years, then destroyed.

Security Clearances - Corporate and Electricity Production

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, employee number, date of birth, place of birth, address and employment history, criminal record name checks, copies of legal status and supporting documents.
Uses: Obtain a security clearance based on Ontario Power Generation policy.
Users: Ontario Power Generation Nuclear Security, OPP.
Individuals in Bank: Employees and contractors working for Ontario Power Generation.
Retention Period: Six years, then destroyed.

Ministry: ENERGY

Security Clearances - Nuclear Employees

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, employee number, date of birth, place of birth, address and employment history, travel history, education, marital status, spousal and immediate relatives information, character references, social insurance and/or social security number, criminal re
Uses: Obtain a security clearance based on the Canadian Nuclear Safety Commission (CNSC) regulations and Ontario Power Generation Policy.
Users: Canadian Nuclear Safety Commission, Corporate Resource Protection administrative staff, Ontario Power Generation Nuclear administrative staff, internal auditors.
Individuals in Bank: Employees requiring Canadian Nuclear Safety Commission security clearances.
Retention Period: Five years, then destroyed.

Staff Planning and Assessment

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, date of birth, driver's license information, education, employee development plans, employee number, employment history, job classification, location, performance evaluations, physical and cognitive testing results, surplus/recall status, training i
Uses: Identify candidates for future vacancies, apprenticeships and training programs, assist in succession planning, staff reduction programs.
Users: Senior management, line managers, human resources managers and officers, authorized business unit administrative support staff, internal auditors.

Individuals in Bank: Past and present Ontario Power Generation employees.
Retention Period: From one year plus current then destroyed, to permanent.

Surplus Employee Information

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, clearances requested, employee number, established commencement date, recall end date, surplus status, surplus termination date, vacancies applied to.
Uses: Track surplus clearances granted by Resourcing and Deployment Department; fill temporary vacancies with surplus employees who have volunteered for temporary positions; ensure provisions of recall rights according to the Collective Agreement.
Users: Resourcing and Deployment staff, business unit personnel offices.
Individuals in Bank: Surplus employees, terminated employees with recall rights.
Retention Period: Pending.

Workplace Safety and Insurance (WSIB) Information

Legal Authority: Business Corporations Act, R.S.O. 1990, c. B.16.
Info Maintained: Name, Workplace Safety and Insurance Board correspondence, claim number, date of birth, employee number, maintaining summaries for claims, notification of maintaining supplementary grant/sick leave, payroll number, record of absences, record of payment, s
Uses: Administer the Workplace Safety and Insurance Plan.
Users: Health and Safety staff, Workplace Safety and Insurance Board, Compensation and Benefits Services staff, internal auditors; select information released.
Individuals in Bank: Employees who have had an occupational accident which has been reported to the Workers' Compensation Board.
Retention Period: Permanent.

ENERGY SUPPLY POLICY DIVISION

General Records

- Regulatory Reform - Energy Policy
- NAFTA - Energy Policy
- Interministerial Meetings
- Intergovernmental Relations
- Ontario Energy Board
- Ontario Hydro
- Electricity
- Oil and Gas

Ministry: ENERGY

- Conservation and Renewables
- Climate Change
- International Trade
- Policies
- Energy
- Economic Instruments
- Economic Assessments

ENERGY SUPPLY POLICY DIVISION ENERGY SUPPLY AND ECONOMICS BRANCH

The Energy Supply and Economics Branch is the principal liaison with the Independent Electricity System Operator, and with Ontario Power Generation and other generators and producers in the energy industry. Through its Energy Economics section the Branch conducts financial and economic analysis related to the energy industry, with particular focus on electricity supply, demand and pricing as well as regulatory issues and market structures. The Branch's Renewable Energy section works closely with the Ontario Power Authority and other parties involved in the procurement of new renewable energy generation. The Branch's Energy Markets section provides analysis, advice and liaison relating to gasoline markets, oil, natural gas supply and external electricity. It is also responsible for the ministry's intergovernmental relations.

General Records

- Energy Policy Research
- Energy and Environmental Taxes
- Energy Utilization
- Energy and Economic Analyses and Forecasts
- Policies
- Economic Assessments of MISA Industrial, Monitoring and Limits (for nine industrial sectors)
- Financial Assurance
- Energy and Environment Economic Reports
- Economic Instruments (energy conservation/pollution prevention/waste reduction)
- Energy/Environment - Economy Linkages
- Energy Market Analysis
- Energy Supply/Demand/Pricing Analyses (by energy type and by sector)
- Electricity Policy
- Ontario Hydro database
- Benefits of Environmental Protection and Energy Conservation
- Greenhouse Gases
- Global Warming
- Financial Impact Assessments (of selected companies)
- Benefits Assessments of Great Lakes Remedial Action Plans
- Economic Assessments of Standards Development
- Environmental Protection Industry
- Industrial Economic Profiles
- Energy and Environmental Economic Research Grants Program
- Financial Statement Database
- MISA Actual Monitoring Cost Database
- Assessment of MISA Municipal

STRATEGIC, NETWORK AND AGENCY POLICY DIVISION

The Strategic, Network and Agency Policy Division provides policy advice for key Ministry areas including: the Ministry's relationship with energy agencies and oversight of shareholder assets; distribution and transmission networks; regulatory frameworks; consumer protection initiatives; energy innovation; and strategic and cross-cutting issues such as regional and long-term planning. In addition, the Division provides program management functions for the Ontario Clean Energy Benefit and the Smart Grid Fund, and provides central agency liaison services.

General Records

- Energy policy
- Transportation of energy (electricity and natural distribution)
- Regulatory issues (including hydro electric)
- Regional analysis (including remote/northern)
- Nuclear stations (operations, regulation, safety)

Ministry: ENERGY

- Native affairs re energy issues
- Energy planning (including transmission lines and distribution issues)
- Electricity policy
- Companies and utilities
- Emergency Preparedness
- Environmental assessments for electricity
- Energy Regulations and Legislation
- Consumer Protection
- Electricity and natural gas rates

Ministry: ENVIRONMENT

AGENCIES, BOARDS AND COMMISSIONS ONTARIO CLEAN WATER AGENCY

The Ontario Clean Water Agency (OCWA) is an operational enterprise agency established in 1993 under the Capital

Investment Plan Act. The Agency's mandate is to provide water and sewage works and related services to protect human health and the environment. OCWA is administered by a Board of Directors, comprised of both public servants and independent members, that is accountable to the Provincial Legislature through the Minister of the Environment. OCWA operates facilities ranging in size from small wells and pumping stations to large-scale urban water and wastewater systems. The Agency's core business is the operation, maintenance and management of water and wastewater treatment facilities and their associated distribution and collection systems on behalf of municipalities, First Nations communities, institutions, and private sector companies. OCWA also offers a comprehensive range of engineering and other technical and advisory services to water and wastewater system owners.

General Records

- Managed Project Records

AGENCIES, BOARDS AND COMMISSIONS PESTICIDES ADVISORY COMMITTEE

This Pesticides Advisory Committee advises the Minister on matters pertaining to pesticides. It annually reviews the Pesticides Act and regulations, and government publications respecting pesticides and the control of pests. The committee also recommends classification for all new pesticide products prior to their marketing and use in Ontario, and publishes an annual report, which is available upon request. For other ministry publications on pests and pest control and information on pesticide licensing, contact the Standards Development Branch, Pesticides Section or the Environmental Approvals Branch.

General Records

- Research Funding Records
- Pesticides
- Liaison with Provincial/Federal, U.S. Governments; agencies/organizations
- Companies
- Chemicals
- Classified Products File

CORPORATE MANAGEMENT DIVISION

The Corporate Management Division is responsible for the strategic leadership and direction for human resources, business and fiscal planning, accommodation, modern controllership and the ministry's corporate information management and technology needs. It liaises with central agencies, and ensures the ministry adheres to government legislation and policies, including the requirements of the Freedom of Information and Protection of Privacy Act, the French Language Services Act, Quality Service and the Environmental Bill of Rights. The division provides business support services and manages the service management relationship with the Ontario Shared Services and Internal Audit.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

Manuals

- Administrative Policy Manual

Ministry: ENVIRONMENT

Ministry: ENVIRONMENT

CORPORATE MANAGEMENT DIVISION BUSINESS AND FISCAL PLANNING BRANCH

The Business and Fiscal Planning Branch provides strategic leadership and advice for the ministry's results based plan by coordinating, analyzing and monitoring the ministry's multi-year budget and acts as a liaison with central agencies on all financial matters. The branch supports the ministry's financial activities to ensure adherence with modern controllership principles and government directives where procurement, transfer payments, financial processing and payment are concerned. It is responsible for all ministry accommodation and facilities management requirements and provides assistance and support

in the areas of business services and accessibility obligations as well as administering agency oversight and liaison duties on behalf of the ministry.

Manuals

- Staffing Inventory
- Proforma-printed estimates
- Ministry Budgets
- Information Systems Plan
- Estimates defence
- Estimates briefing books
- Business Plans

CORPORATE MANAGEMENT DIVISION FRENCH LANGUAGE SERVICES

Personal Information Banks

French Language Services Act Human Resources Plan

Legal Authority:	French Language Services Act, 1986
Info Maintained:	Name, branch, classification, level of French language, position title.
Uses:	Track staff occupying designated bilingual positions.
Users:	French services, branch directors, human resources, Office of Francophone Affairs.
Individuals in Bank:	All staff currently occupying a designated bilingual position
Retention Period:	Six years, then destroyed.

CORPORATE MANAGEMENT DIVISION STRATEGIC HUMAN RESOURCES BRANCH

The focus of the Strategic Human Resources Branch is to support Ministry Executives in translating business strategies into people strategies to achieve business results.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Workplace Safety and Insurance

Ministry: ENVIRONMENT

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH

The Communications Branch is responsible for coordinating public and internal communications activities. Staff develop corporate communications strategies, produce written and graphic communications materials and respond directly to enquiries from the public and the media. The branch operates a bilingual Public Information Centre.

General Records

- Statements to the Legislative Assembly

DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

The Legal Services Branch provides legal advice, services and representation to the ministry. These activities include counselling the ministry on the interpretation of statutes and regulations; the preparation and review of proposed legislation, regulations and other legal documents; conducting prosecutions under provincial environmental legislation; representing the ministry before environmental, land-use planning and energy tribunals; and providing a wide range of solicitors' services, including drafting of contracts and settling of claims. The branch is part of the Ministry of the Attorney General.

General Records

- Provincial Officers File
- Provincial Analysts File
- Directors' File

Personal Information Banks

Hearing Files

- Legal Authority:** Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Name, address, judgments, legal opinions, notices, related correspondence, transcripts
Uses: Investigate, develop and conduct ministry hearings.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals who have been principal party before the board.
Retention Period: Twenty-four years, then transferred to archives.

Agreement Files

- Legal Authority:** Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Name, address, agreements, legal opinions, procedures, related correspondence
Uses: Develop ministry agreements for financial and/or administrative services.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals who are party to agreements with the ministry.
Retention Period: Twenty-two years, then destroyed.

Claims Against the Crown Files

- Legal Authority:** Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Name, address, telephone number, judgments, related correspondence, transcripts
Uses: Resolve land claims; record action against the ministry.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals or claimants initiating a suit.
Retention Period: Twenty-four years, then transferred to archives.

Ministry: ENVIRONMENT

Claims Files

- Legal Authority:** Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Name, address, arbitrations, claims, legal opinions, minutes of meetings, related correspondence,

reports, settlements
Uses: Record information and events in respect of legal handling of claims.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals making claims.
Retention Period: Twenty years, then transferred to archives.

Orders Files

Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.19(2).
Info Maintained: Name, address, copy of orders, inspection reports, legal opinions, recommendations to issue orders, related correspondence, supporting documents (violation notices and inspection reports), telephone number
Uses: Investigate, develop and conduct ministry issuance of orders.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals to whom orders have been issued.
Retention Period: Twenty-four years, then transferred to archives.

Prosecution Files

Legal Authority: Ministry of the Environment Act, R.S.O. 1990 c.M.23, s.4.
Info Maintained: Defendant's name, address, telephone number
Uses: Investigate, develop and conduct ministry prosecutions.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals being prosecuted for offences under ministry legislation.
Retention Period: Twenty-five years, then transferred to archives.

Prosecution Summaries

Legal Authority: Ministry of the Environment Act, R.S.O. 1990. c.M.24, s.4.
Info Maintained: Defendant's name, address, appeal status, court, defence counsel, judge, offence, remarks
Uses: Record information and events regarding prosecutions by the ministry.
Users: Branch solicitors and appropriate ministry staff.
Individuals in Bank: Individuals being prosecuted.
Retention Period: Twenty-five years, then transferred to archives.

ENVIRONMENTAL PROGRAMS DIVISION ENVIRONMENTAL INNOVATIONS BRANCH

The Environmental Innovations Branch advances and promotes new ways to achieve environmental results by searching out new approaches to solving challenging environmental problems. The branch collaborates with environmental industries and promotes a culture of innovation across the ministry through a Ministry Innovation Action Council.

General Records

- Energy Efficiency Guides
- Technology Status Reports
- Technology Fact Sheets
- Sector Guides

Ministry: ENVIRONMENT

ENVIRONMENTAL SCIENCES AND STANDARDS DIVISION ENVIRONMENTAL MONITORING AND REPORTING BRANCH

The Environmental Monitoring and Reporting Branch develops and operates province-wide monitoring networks that generate information on the ambient environment, monitoring air, water and terrestrial conditions. Ambient information is augmented by sector-specific programs monitoring hazardous wastes, industrial discharges, drinking water and air emissions, as well as site specific surveys on localized conditions. Beyond scientific evaluation of conditions related to ecosystem and human health, monitoring information provides the broader public service with critical elements of decision support systems for program, standards and policy development, assessments and planning, permits and approvals, abatement and enforcement, and response to emergencies or local community concerns. The information is also used to inform and engage the public. To generate this critical information, the branch works collaboratively or under regulatory requirement with virtually all segments of

society.

General Records

- Hazardous Waste Information System
- Sport Fish Contaminant Monitoring Program
- Provincial Water Quality Monitoring Network
- Drinking Water Surveillance Program
- Great Lakes Surface Water Monitoring Data
- Air Quality and Meteorology

Personal Information Banks

Well Contractor and Well Technician Licensees

- Legal Authority:** Ontario Water Resources Act, Sections 39 and 43.
- Info Maintained:** Complete name, conviction information., date of birth, educational qualifications, employer/employee information, prosecution information, residential address
- Uses:** Monitor compliance with legislation. Data provided by applicants.
- Users:** MOEE Provincial Officers, MOEE Legal Services Branch, MOEE Investigations and Enforcement Branch.
- Individuals in Bank:** Owners, official representatives of licencees.
- Retention Period:** 75 years.

Public Records

Water Well Information System

- Purpose:** Compliance with requirements of Ontario Water Resources Act regarding well construction. Data allows for assessment of groundwater use and evaluation of resource. Data is submitted by well contractors.
- Legal Authority:** Ontario Water Resources Act, Section 75. Ontario Regulation 903 under OWRA.
- Info Maintained:** Name of contractor, Surface elevation; geographic coordinates; geology-geologic formations, date of completion, geographic coordinates, geology-geologic formations, kind of water, name of well owner., pumping test data, static level, surface elevation, wa
- Retrievability:** Data is organized by well number, well location in county, district, township, borough, city, town, village, lot and concession.
- Retention Period:** Current + 50 years archival.
- Access Procedures:**

ENVIRONMENTAL SCIENCES AND STANDARDS DIVISION LABORATORY SERVICES BRANCH

Laboratory Services Branch provides analytical laboratory services to support the ministry's monitoring compliance, audit and emergency response needs. This includes the delivery of high quality testing, expert consultation and scientific reference service. The branch also supports the ministry's standards setting through constant method development and the application of relevant analytical technology. The branch also manages the ministry's relationship with private and public sector laboratories.

General Records

- Laboratory Information/Computer System

Ministry: ENVIRONMENT

Manuals

- A Guide to the Collection and Submission of Samples for Laboratory Analysis

ENVIRONMENTAL SCIENCES AND STANDARDS DIVISION STANDARDS DEVELOPMENT BRANCH

Standards Development Branch provides toxicological and risk assessment expertise in support of ministry programs, policies and regulations. The branch develops drinking water quality standards and environmental standards to protect human and ecosystem health; identifies, assesses and develops effective solutions to ecosystem and human health threats. The branch delivers on its mandate by focusing on four key program areas: development and promulgation of environmental standards that protect human health and the natural environment; delivery of toxicological and engineering advice with respect to environmental contaminants; administration of the Pesticides Act and Regulation 914 and promotion of integrated pest management to reduce reliance on the use of pesticides, assessment of new environmental technology and promotion of technology transfer.

General Records

- Air emissions toxicity
- Biotechnology
- Risk management
- Phytotoxicology
- Risk assessment
- Pesticide products classified in Ontario
- Ontario Accessible Standards information system
- Contaminants
- Chemical evaluation search and retrieval system

Personal Information Banks

Pesticides Control Program permit files

Legal Authority: Pesticides Act, R.S.O. 1990, c.P.11, s.5.

Info Maintained: Names of pesticide users, date of issue, date of proposed extermination, location of use, names and licence numbers of exterminators involved, names of owners and/or responsible persons, permit numbers, type and amount of pesticide products.

Uses: Authorizes sale and use of restricted pest-control products for fumigation.

Users: Appropriate ministry staff.

Individuals in Bank: Permit holders performing fumigations.

Retention Period: Five years, then destroyed.

External request phytotoxicology files

Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.5.

Info Maintained: Name, address of parties, alleged source, board hearings, damages, investigation report, nature of complaint, supporting data.

Uses: Control pollution; document plant injury; compensate complainant for financial damages.

Users: Phytotoxicology and regional abatement staff.

Individuals in Bank: Complainants, offenders.

Retention Period: Forty years, then to archives.

INTEGRATED ENVIRONMENTAL POLICY DIVISION

The Integrated Environmental Policy Division is responsible for integrating the overall policy development and planning functions of the ministry. This involves integrating and synthesizing all information, data and perspectives on the many aspects of the ministry's mandate. The division consults extensively on developing policies, strategies and programs that support the ministry's core businesses of conservation and environmental protection. The division is organized along functional areas which include the Waste Management Policy, Land and Water Policy, Air Policy and Climate Change, and Strategic Policy branches.

Ministry: ENVIRONMENT

Manuals

- EA Reviewers' Manual - Procedures for Ministry of Environment and Energy

INTEGRATED ENVIRONMENTAL POLICY DIVISION LAND AND WATER POLICY BRANCH

The Land and Water Policy Branch (LWPB), is responsible for developing policies and programs related to Ontario's land and

water resources. Through recognizing emerging environmental trends, conducting research and analysis, working with ministries and governments, and consulting with stakeholders, the LWPB supports the development of legislation, regulations, policies and programs for the protection and wise management of the Province's land and water resources while promoting ecological, environmental and socio-economic sustainability. The Land and Water Policy Branch is also committed to the development and implementation of ecosystem-based environmental strategies that aim to achieve the ministry's objectives of cleaner air, land and water and healthier ecosystems.

General Records

- Industrial emissions
- Pollution prevention
- Municipal sewage, sludge and waste management
- Great Lakes remedial action plans (RAPs)

Manuals

- Ecosystem Principles and Objectives for Lake Superior - Discussion Paper
- Lake Ontario Toxics Management Plan
- Lake Ontario Lakewide Management Plan

INTEGRATED ENVIRONMENTAL POLICY DIVISION LAND AND WATER POLICY BRANCH LAND USE POLICY

General Records

- Environmental Planning Program
- Land Use Planning Records

Public Records

D-Series-Land Use Compatibility

Purpose: Guidelines on Land Use Compatibility

Legal Authority:

Info Maintained:

Retrievability: N/A

Retention Period: N/A

Access Procedures: Contact appropriate regional office.

INTEGRATED ENVIRONMENTAL POLICY DIVISION WASTE MANAGEMENT POLICY BRANCH

The Waste Management Policy Branch is responsible for the development of policies, regulations and legislation to ensure sound and effective management of wastes in Ontario. The branch works with municipalities, the private sector and associations to manage both hazardous and non-hazardous wastes; and promotes waste minimization, diversion and recycling activities.

General Records

- MRSP/FAP/WMIP/IWDP/IWDP-TIRES - Financial
- Disposal Policy

Ministry: ENVIRONMENT

- Market Development
- Reduction, Reuse, Recycle
- Waste Management System Planning Program - Financial
- Waste Diversion Information System
- Technology Development
- Waste Reductions Policy and Programs
- Waste Materials

OPERATIONS DIVISION ENVIRONMENTAL APPROVALS BRANCH

This Branch leads the technical and engineering review of approval applications to enable sound environmental approval decision-making. It does this under the auspices of the Environmental Protection Act, Environmental Assessment Act and the Ontario Water Resources Act. More specifically, it:

- Ensures a technical review of all environmental approval submissions, including Environmental Assessments, Renewable Energy Approvals, Environmental Compliance Approvals and Part II Order Requests.
- Brings together the technical and project management resources needed to provide decision makers with an objective basis for granting or denying approvals decisions.

General Records

- On-site sewage systems unit
- Pesticides custom sprayers
- Pesticides licences
- Waste management systems
- Environmental Assessment Reviews
- Designation Requests Under the EA Act
- Bump-up Requests Under Class EA Approvals
- Exemption Requests Under the EA Act
- Certificates of approval

Manuals

- Guide for applying for Approval of Industrial Sewage Works
- Pesticides Vendor Information Kit
- Operator's Application Guide
- Guide to Applying for Approval (Air): Noise and Vibration. The requirements of the Environmental Bill
- Guide for applying for Certificates of Approval (air)
- Guide for applying for Approval of Municipal and Private Water and Sewage Works
- Guide for applying for a Waste Management System
- General Information Certificate of Approval (air)
- Exterminator's application guide
- Guide for applying for Approval of Waste Disposal Site Sections 27,30,31 & 32 Environmental Protection Act
- Ministry of Environment and Energy: Guideline for Preparing Environmental Assessments
- Sectoral Environmental Assessment Proposal for Waste Management Planning
- Regulation 334
- Municipal Class EAs - Bulletin #2
- Ministry of Transportation: Guideline for Preparing Environmental Assessments
- Ministry of Municipal Affairs: Guideline for Preparing Environmental Assessments
- Written Reasons Required for Minister's Decisions on Environmental Assessment
- The Interim Guidelines on Environmental Assessment - Planning and Approvals
- A Plain Language Guide to the Environmental Assessment Act
- Ministry of Natural Resources: Guideline for Preparing Environmental Assessments
- Administration
- Ministry of Citizenship, Culture and Recreation: Guideline for Preparing Environmental Assessments
- Interim Expansion of Municipal Landfills
- Guideline on Pre-Submission Consultation on the Environmental Assessment Process
- Guideline for Preparing Environmental assessment Proposals
- Environmental Assessment Reform - A Report on Improvements on Program Administration
- Environmental assessment Glossary
- An Introduction to Environmental Assessment in Ontario
- The Role of the Review and the Review Participants in the Environmental Assessment Process

Ministry: ENVIRONMENT

- Municipal Class EAs - Bulletin #1

Personal Information Banks

Exterminator Licensing Files

Legal Authority: Pesticides Act, R.S.O. 1990, c.P.11, s.5.
Info Maintained: Name, address, corporation names, licence numbers and classifications, telephone number.
Uses: Regulate the licensing program.
Users: Ministry head office and regional pesticides staff.
Individuals in Bank: Exterminators engaged in the application of land, structural or water pest-control operations.
Retention Period: Seven years, then destroyed.

Public Records

Certificates of Approval

Purpose: An index of Certificates of Approval.
Legal Authority: Environmental Protection Act, Section 19
Info Maintained: Name of applicant, location and conditions for the approval of the certificate.
Retrievability: Name and certificate number
Retention Period: To be determined.
Access Procedures: Administrative Manager, Approvals Branch, 250 Davisville Ave., Toronto.

Haulers and Installers Licences

Purpose: Maintain a record of private citizens, companies and corporations who haul septage and install septage systems.
Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.80.
Info Maintained: Name, address, application for licence, copies of licences, recommendations by ministry regional staff and municipal staff.
Retrievability: Name and licence number.
Retention Period: seven years, then destroyed.
Access Procedures: Administrative Manager, Approvals Branch, 250 Davisville Ave., Toronto.

OPERATIONS DIVISION INVESTIGATIONS AND ENFORCEMENT BRANCH

The Investigations and Enforcement Branch is responsible for all aspects of environmental enforcement within the ministry. The branch complements other ministry programs to ensure compliance with environmental laws.

General Records

- Environmental Investigations
- Aerial Photograph Database
- Occurrence Report Information System
- Enforcement Tracking Information System (ETIS)

Manuals

- IEB Case Study Manual
- IEB Training Manual

Personal Information Banks

Ministry: ENVIRONMENT

Crown Brief Files

Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Crown briefs, Name, address.
Uses: Document legal action resulting from investigations.
Users: Appropriate ministry staff.
Individuals in Bank: Defendants, lawyers, investigators.
Retention Period: Thirteen years, then transferred to archives.

Occurrence Report Files

Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4.
Info Maintained: Name, action taken, address, date, officer assigned, report.
Uses: Document investigations of alleged infractions of environmental legislation.
Users: Ministry investigative staff.
Individuals in Bank: Individuals involved in alleged infractions.
Retention Period: Thirteen years, then destroyed.

Respirator Approved Staff

Legal Authority: Occupational Health and Safety Act
Info Maintained: Name of employee, age, date approved, fit test approval, medical approval, region.
Uses: Lists staff who have passed a respirator medical examination and fit test, and are thus approved for using full face respirators as part of their work.
Users: Training manager with reports to other branch management.
Individuals in Bank: Approved employees of Investigation and Enforcement Branch.
Retention Period: Two years after failure to pass.

Public Records

Prosecution Database

Purpose: To maintain a record of all environmental prosecutions handled by the branch.
Legal Authority: S. 19(2) Environmental Protection Act, R.S.O. 1990.
Info Maintained: Accused name, charges, trial date and disposition.
Retrievability: Accused name.
Retention Period: Thirteen years.
Access Procedures: Phone calls for basic requests; written request for lengthy requests.

OPERATIONS DIVISION INVESTIGATIONS AND ENFORCEMENT BRANCH CENTRAL REGION

General Records

- Pesticides Management Files
- Permits To Take Water
- Environmental Response Program
- Abatement

Public Records

Ministry: ENVIRONMENT

Certificates of Approval

Purpose:
Legal Authority:
Info Maintained:

Retrievability:
Retention Period:
Access Procedures:

Permits to Take Water

Purpose:
Legal Authority:
Info Maintained:
Retrievability:
Retention Period:
Access Procedures:

Water Well Records

Purpose: A complete listing of active Certificates of Approval issued to applicants.
Legal Authority: Environmental Protection Act, S 19.
Info Maintained: Certificate number, Name of applicant, and list of documents submitted in support of the application
Retrievability: Name of applicant and certificate number
Retention Period: Continuous until superceded then destroyed.
Access Procedures: Request through the Administration Manager, Approvals Branch.

OPERATIONS DIVISION OPERATIONS INTEGRATION BRANCH SPILLS ACTION CENTRE

The Spills Action Centre (SAC), staffed on a 24-hour basis, receives province-wide reports of spills and coordinates appropriate response actions. The centre also receives adverse drinking water notifications and pollution hotline calls in addition to reports of occurrences for a number of other ministries and agencies. SAC is responsible for coordinating ministry support under provincial emergency plans and for maintaining the ministry's emergency plan for spill-related emergencies. The office also provides guidance pertaining to Ontario's Spill Legislation - Part X of the Environmental Protection Act.

General Records

- Spills Records

Personal Information Banks

Spills Action Centre Occurrence Reports

Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.92.
Info Maintained: Name, address, field inspectors' spill reports, industries involved in major spills, occurrence reports of pollution complaints, spill summaries of occurrences, voice-recording tapes
Uses: Abatement and enforcement activities.
Users: Spills Action Centre staff, appropriate ministry staff.
Individuals in Bank: Private citizens.
Retention Period: Fifteen years, then transferred to archives.

Ministry: FINANCE

Ministry: FINANCE

AGENCIES, BOARDS AND COMMISSIONS FINANCIAL SERVICES COMMISSION OF ONTARIO

The Financial Services Commission of Ontario (FSCO) is an arm's length agency of the Ministry of Finance, regulates pensions, insurance, loan and trust companies, credit unions, caisses populaires, co-operatives and mortgage brokers. FSCO's mandate is to enhance consumer confidence and public trust in the regulated sectors; and also to make recommendations to the Minister on matters affecting the regulated sectors.

- Copies of Commission Decisions, Reports, and Orders
- Copies of Reports and Studies by Consultants Retained by the Commission

**AGENCIES, BOARDS AND COMMISSIONS
FINANCIAL SERVICES COMMISSION OF ONTARIO
AUTOMOBILE INSURANCE DIVISION**

The Motor Vehicle Accident Claims Fund (MVACF) of the Automobile Insurance Services Branch provides compensation to people injured in auto accidents when no automobile insurance exists to respond to the claim. In cases of damage to property, not otherwise insured against vehicle impact (e.g., hydro and telephone poles or self-insured municipal property), both the owner and driver of the uninsured vehicle must be identified. In cases where it is legally permissible, the Fund attempts to recover from the uninsured motorist the monies paid out on their behalf.

General Records

- Actuarial and Statistical Review, and Analysis of the Automobile, Commercial Liability, and Ontario Statutory Accident Ben
- Other Actuarial Projects and Issues
- Actuarial Review of the Reports of the Acturay
- Actuarial Directory
- Actuarial Review of Rate Filings, Ontario Statutory Accident Benefits Statistical Plans

**AGENCIES, BOARDS AND COMMISSIONS
FINANCIAL SERVICES COMMISSION OF ONTARIO
CORPORATE POLICY AND PUBLIC AFFAIRS BRANCH**

The Public Affairs (PA) unit coordinates external communications and provides advice to the Superintendent/CEO and FSCO staff on communications issues. The Public Affairs unit has responsibility for FSCO's public website, intranet site and forms.

General Records

- Public Complaints and Inquiries - Statistical Data Collection

Personal Information Banks

Office of the Insurance Ombudsman

- Legal Authority:** Insurance Act, R.S.O. 1990.c.1.8, s.5.1,s.29,s.30,s.31,s.438 and s.439.
- Info Maintained:** Name, personal opinions/views, related to the person's complaint, residence and business addresses.
- Uses:** Determine offences against the Act, reviews consumers' complaints about insurers' business practices, receives and tracks complaints about all the entities of FSCO's regulated sections.
- Users:** Branch staff, specific insurer involved.
- Individuals in Bank:** Complainants.
- Retention Period:** Five years, then destroyed.

Ministry: FINANCE

Inquiries and Correspondence

- Legal Authority:** The following Acts pertain to the information maintained by CSU: FSCO, Insurance, Compulsory Automobile Insurance, Marine Insurance, Prepaid Hospital and Medical Services, Registered Insurance Brokers, Motor Vehicle Accident Claims, Co-operative Corporati
- Info Maintained:** Inquiries: name, address, and summary of complaint. Correspondence: letters received from the public and MPP's offices
- Uses:** To provide information about areas and acts administered by FSCO and to track inquiries about all sectors that FSCO regulates.
- Users:** Branch staff and other FSCO branches as necessary
- Individuals in Bank:** Inquiries or other stakeholders (i.e. MPP offices)
- Retention Period:** Five years then destroyed.

**AGENCIES, BOARDS AND COMMISSIONS
FINANCIAL SERVICES COMMISSION OF ONTARIO
FINANCIAL SERVICES TRIBUNAL BOARD (FST)**

The Financial Services Tribunal is an independent adjudicative body that hears appeals of regulatory decisions, and reviews proposed orders made by the Superintendent of Financial Services, at the request of one of the affected parties. The Registrar's office is also responsible for the administration of hearings before the Advisory Board, and the Superintendent.

General Records

- Pension Commission of Ontario Decisions, Tribunal Decisions, Legal Opinion and Advice Files

Manuals

- Rules of Practice and Procedures for Proceedings Before Financial Services Tribunal - July 1998
- Rules of Practice and Procedure for Proceedings Before an Advisory Board/Forms - July 1998
- FST Members' Manual
- Rules of Practice and Procedure for Proceedings Before the Superintendent of Financial Services/Forms - July 1998
- Financial Services Tribunal Practice Directions and Forms - July 1998
- FST Members' Hearing Reference Manual
- Advisory Board Member Reference Manual

Personal Information Banks

Financial Hardship Hearing Files

- Legal Authority:** Financial Services Commission of Ontario Act, 1997
- Info Maintained:** Initiating request for hearing, applicant's name, address, phone number, financial and related documentation and submissions from the parties, Tribunal's written decision.
- Uses:** Resolve requests for hearing resulting in decision of the Tribunal
- Users:** Administrative staff, Tribunal members
- Individuals in Bank:** Applicants for financial hardship hearings
- Retention Period:** On site current year plus 2 years; records retention 28 years, then destroy

Venus (Electronic Case Management)

- Legal Authority:** Financial Services Commission of Ontario Act, 1997
- Info Maintained:** Applicant, Respondents and Interested Parties, name, address, phone number
- Uses:** Initiates file, creates form letters, generates statistical reports
- Users:** Administrative staff
- Individuals in Bank:** Applicants, respondents and interested parties
- Retention Period:** Current year plus 10 years after hearing file closed; transfer to archives subject to culling.

Public Records

Ministry: FINANCE

Superintendent Hearing Files

- Purpose:** Resolution of request for hearing, resulting in decision of the Superintendent
- Legal Authority:** Financial Services Commission of Ontario Act, 1997
- Info Maintained:** Initiating request for hearing, applicants name, address, phone number, related documentation and submissions from the parties, Superintendent's written decision.
- Retrievability:** Applicant's name; file number.
- Retention Period:** On site current year plus 2 years; records retention 28 years, then to archives subject to culling.

Access Procedures: File viewing may be requested in writing to Registrar, Financial Services Commission, 5160 Yonge Street, Box 85, Toronto ON M2N 6L9, fax (416) 226-7750.

Exception is made to hearings in absence of public, Rule 23; confidential documents ordered pursuant to Rule 11, of the Rules of Practice and Procedures for Hearings Before the Superintendent of Financial Services.

Tribunal Hearing Files

Purpose: Resolution of request for hearing/notice of appeal filed with Tribunal, resulting in decision of the Tribunal

Legal Authority: Financial Services Commission of Ontario Act, 1997

Info Maintained: Initiating request for hearing/notice of appeal, applicant's name, address, phone number, related documentation and submissions from the parties, Tribunal written decision.

Retrievability: Applicant's name; pension plan name; file number.

Retention Period: On site current year plus 2 years; records retention 28 years, then to archives subject to culling.

Access Procedures: File viewing may be requested in writing to Registrar, Financial Services Tribunal, 5160 Yonge Street, Box 85, Toronto ON M2N 6L9, fax (416) 226-7750.
Exception is made to hearings in absence of public-Rule 28; confidential documents ordered pursuant to Rule 11; and documents filed in connection with a settlement conference-Rule 10. of the Rules of Practice and Procedure for Hearings Before the Financial Services Tribunal.

Advisory Board Hearing Files

Purpose: Resolution of request for hearing to determine granting or refusal of a new licence or revocation or suspension of an existing licence for agents and adjusters, resulting in Advisory Board's recommendation to the Superintendent

Legal Authority: Insurance Act

Info Maintained: Initiating request for hearing, applicant's name, address, phone number, related documentation and submissions from the parties, Advisory Board's written recommendation.

Retrievability: Applicant's name; file number

Retention Period: On site current year plus 2 years; records retention 28 years, then to archives subject to culling.

Access Procedures: File viewing may be requested in writing to Registrar, Financial Services Commission, 5160 Yonge Street, Box 85, Toronto ON M2N 6L9, fax (416) 226-7750.
Exception is made to hearings in absence of public, Rule 22; confidential documents ordered pursuant to Rule 12, of the Rules of Practice and Procedure for Hearings Before an Advisory Board.

AGENCIES, BOARDS AND COMMISSIONS FINANCIAL SERVICES COMMISSION OF ONTARIO LEGAL SERVICES BRANCH

The Investigations Unit conducts investigations to identify and confirm breaches of the various Acts and Regulations administered by F.S.C.O. and/or allegations of misconduct of licensed intermediaries and financial institutions.

General Records

- Regulations
- Orders in Council
- Legal Opinions
- Contentious Issue
- Briefing Notes

Manuals

- Processing of FOIPOP Access Requests/Appeals Within the Legal Services Branch - Procedure Manual - 10/31/2003

Ministry: FINANCE

Personal Information Banks

Administrative Hearing Files

Legal Authority: Financial Services Commission of Ontario Act, 1997, S.O. 1997, c. 28; Provincial Offences Act, R.S.O. 1990, c. P.33; Mortgage Brokers Act, R.S.O. 1990, c. M39; Insurance Act, R.S.O. 1990, c. I.8, Credit Unions and Caisses Populaires Act, 1994, S.O. 1994,

Info Maintained: Name, address, criminal offences, education, employment history, present and past activities, qualifications, quasi-criminal offences, information on associates, resumes, transcripts of criminal proceedings, personal finances, certificates, details on an

Uses: To advise on whether violations of the statutes administered by FSCO have occurred and to represent the Superintendent of Financial Services.

Users: Branch Staff

Individuals in Bank: Individuals involved in hearings held by FSCO regarding breaches of the statutes administered by FSCO

Retention Period: Retained in Branch for 1 year after case is closed. Retained in Records Centre for 29 years after case is closed.

Pensions - Unlocking Applications and Appeals

Legal Authority: Financial Services Commission of Ontario Act, 1997, S.O. 1997; Pension Benefits Act, R.S.O. 1990, c. P. 8

Info Maintained: Name, address, telephone number, date of birth, marital status, banking information, income and related financial information, employment history, pension benefit entitlements

Uses: To determine whether individuals who have made an application to FSCO qualify for special access to the money in their Locked-in Retirement counts, Life Income Funds, or Locked-in Retirement Income Funds.

Users: Branch Staff

Individuals in Bank: Individuals making applications to FSCO to have their pensions unlocked

Retention Period: Retained in Branch for 2 years after obsolete or superceded. Retained in Record Centre for 29 years.

Prosecutions and Appeal Files

Legal Authority: Financial Services Commission of Ontario Act, 1997, S.O. 1997, c. 28; Provincial Offences Act, R.S.O. 1990, c. P.33; Mortgage Brokers Act, R.S.O. 1990, c. M39; Insurance Act, R.S.O. 1990, c. I.8, Credit Unions and Caisses Populaires Act, 1994, S.O. 1994,

Info Maintained: Name, address, criminal offences, education, employment history, present and past activities, qualifications, quasi-criminal offences, information on associates, resumes, transcripts of criminal proceedings, personal finances, certificates, details on an

Uses: Prosecutions under the Provincial Offences Act

Users: Branch staff

Individuals in Bank: Individuals prosecuted or under investigation for offences committed under the statutes administered by FSCO.

Retention Period: Retained in Branch for 1 year after obsolete or superceded. Retained in Record Centre for 29 years.

Motor Vehicle Accident Claims Fund - Litigation Defence Files

Legal Authority: Financial Services Commission of Ontario Act, 1997, S.O. 1997, c. 28; Motor Vehicle Assessment Claims Act, R.S.O. 1990, c. M. 41

Info Maintained: Name, address, citizenship, date of birth, education, employment history, family information, medical history, police notes, income and tax information, insurance coverage history, motor vehicle licence information

Uses: Civil litigation in defence of claims involving accident benefits or damages against the Superintendent of FSCO and for litigation of disputes between insurers.

Users: Branch Staff

Individuals in Bank: Uninsured individuals involved in accidents, owners of the vehicle involved in the accident, family members of the uninsured and individuals living with the uninsured.

Retention Period: Files retained for 2 years after being closed, then returned to Motor Vehicle Assessment Claims Fund (Unit)

Ministry: FINANCE

Motor Vehicle Accident Claims Fund - Litigation Collection Files

Legal Authority:	Financial Services Commission of Ontario Act, S.O. 1997, S.O. 1997, c. 28; Insurance Act, R.S.O. 1990, c. I.8; Motor Vehicle Assessment Claims Act, R.S.O. 1990, c. M. 41
Info Maintained:	Name, address, citizenship, date of birth, education, employment history, marital status, medical history, police notes, income and tax information, insurance coverage history
Uses:	Litigation over the collection of monies from uninsured or unidentified drivers, originally paid out by the Motor Vehicle Accident Claims Fund (Unit)
Users:	Branch Staff
Individuals in Bank:	Uninsured individuals involved in accidents, owners of the vehicle involved in the accident, family members of the uninsured and individuals living with the uninsured.
Retention Period:	Files retained in branch for 2 years after being closed, then returned to Motor Vehicle Assessment Claims Fund (Unit)

Judicial Review and Civil Litigation Files

Legal Authority:	Financial Services Commission of Ontario Act, 1997, S.O. 1997, S.O. 1997, c. 28; Mortgage Brokers Act, R.S.O. 1990, c. M. 39; Insurance Act, R.S.O. 1990, c. I.8, Credit Unions and Caisses Populaires Act, 1994, S.O. 1994, c. 11; Co-operative Corporations
Info Maintained:	Name, address, date of birth, employment history, information on associates, present and past activities, qualifications, quasi-criminal offences.
Uses:	Judicial reviews or civil litigation stemming from decisions reached during FSCO - conducted hearings
Users:	Branch Staff
Individuals in Bank:	Individuals prosecuted or under investigation for offences under the statutes administered by FSCO.
Retention Period:	Retained in Branch for 1 year after obsolete or superceded. Retained in Record Centre 9 years

AGENCIES, BOARDS AND COMMISSIONS FINANCIAL SERVICES COMMISSION OF ONTARIO LICENSING AND MARKET CONDUCT DIVISION

The Licensing and Market Conduct Division of the Financial Services Commission is responsible for licensing of financial institutions and intermediaries doing business in Ontario: insurance companies; credit unions, caisses populaires; loan and trust companies; cooperatives; life insurance agents; insurance corporate agencies; insurance adjusters and mortgage brokers. The division also monitors solvency of financial institutions incorporated in Ontario. The division administers and enforces the Insurance Act, Credit Unions and Caisses Populaires Act, the Co-operatives Corporations Act, the Loan and Trust Corporations Act, and Mortgage Brokers Act. The division is also responsible for compliance audits and reviews such as agent compliance with continuing education requirements; insurance company compliance with market conduct requirements.

General Records

- Insurance Agents & Independent Adjusters/Corporate Agents & Adjusters

AGENCIES, BOARDS AND COMMISSIONS FINANCIAL SERVICES COMMISSION OF ONTARIO PENSION DIVISION

The Pension Division of the Financial Services Commission supports the Deputy Superintendent of Pensions and the Superintendent and CEO of Financial Services in administering and enforcing the Pension Benefits Act (the "Act") and the Regulations made under the Act (the "Regulations") by regulating pension plans in a fair, effective, efficient and responsible manner with a focus on protecting the rights and benefits of pension plan members. The Division is organized under four functional areas: Office of the Deputy Superintendent, Pensions; Pension Plans Branch; Pension Actuarial Unit; and Pension Policy Unit.

General Records

- Pension Benefits Guarantee Fund Assessment Certificates
- Annual Information Return
- Applications to the Superintendent
- Actuarial Information Summary (AIS) Database
- Pension Fund Investment Undertakings
- Pension Plan Facility (PPF) Database

Ministry: FINANCE

- Application for Registration of a Plan Amendment
- Application for Registration of a Pension Plan
- Commission Records
- Actuarial Reports
- Financial Statements
- Pension Plan Texts and Plan Amendments
- Trust Agreements and Insurance Contracts
- Wind-up Reports for Full and Partial Wind-up of the Pension Plan
- Statement of Investment Policy and Goals and Investment Policy Returns
- Application to the Former Pension Commission of Ontario
- Pension Plan Correspondence
- Statement of Investment Policies and Procedures
- Cost Certificates

Manuals

- PPF Coding Manual
- Financial Hardship Unlocking Training Manual
- Pension Policies
- Pension Plans Branch Procedures Manual

Personal Information Banks

Pension Plans Members Inquiries

- Legal Authority:** Pension Benefits Act, R.S.O. 1990, as amended
- Info Maintained:** Name, address, age, employer's name, employment history, income, marital status, spouse's name and address, pension accrued, sex, telephone number.
- Uses:** To investigate and resolve inquiries from pension plan members, and to inform on the status of inquiries from members.
- Users:** Authorized staff
- Individuals in Bank:** Members of registered pension plans filing complaints or queries.
- Retention Period:** Destroyed 5 years after resolution of member inquiry and associated application or plan event.

Finanail Hardship Unlocking Case Files

- Legal Authority:** Pension Benefits Act, R.S.O. 1990, as amended
- Info Maintained:** Name, address, marital status, spouse's name and address, telephone number, personal financial information.
- Uses:** To process applications under the financial hardship provisions of the Pension Benefits Act.
- Users:** Authorized staff.
- Individuals in Bank:** Applicants requiring access to funds in locked-in Ontario accounts.
- Retention Period:** Electronic database records are kept for 30 years after case file is closed; any paper documents are destroyed two years after case file is closed.

AGENCIES, BOARDS AND COMMISSIONS

LIQUOR CONTROL BOARD OF ONTARIO

OFFICE OF THE CHAIR

The Chair, in conjunction with the Board Members, the Ministry of Finance, other government officials and senior management, defines, establishes, strengthens, and communicates new directions and overall corporate goals and objectives to LCBO staff and external stakeholders, and ensures the performance of these goals and objectives in a manner consistent with the policies and programs of the Government of Ontario.

General Records

- Policy Proposals and Position Papers
- Procedure and Policy Documentation and Analysis
- Various Data Bases
- Statistical Analysis
- Project Management and Task Force Documentation
- Correspondence
- Communications Records

Ministry: FINANCE

- Cabinet Submissions
- Internal/External Reports and Analysis
- Audit Records
- Management Board Submissions
- Legal Records
- Corporate Initiatives - Reports and Studies
- Board Meetings - Minutes and Correspondence
- Briefing Notes
- Orders-in-Council
- General Correspondence
- Draft Legislation

Manuals

- Administrative Manual
- Freedom of Information Manual

Personal Information Banks

Liquor Delivery Service Files

- Legal Authority:** Liquor Control Act, R.S.O. 1990, c.L.18 s.3.
- Info Maintained:** Name, address, application and reference check forms, business/personal background, criminal record history
- Uses:** Determine suitability of applicant to operate a liquor delivery service.
- Users:** Environmental management staff.
- Individuals in Bank:** Individuals/Companies seeking authority to operate a liquor delivery service.
- Retention Period:** Files pending transfer to the Liquor Licence Board of Ontario.

Wine and Spirits Writers

- Legal Authority:** Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
- Info Maintained:** Names and home addresses of wine and spirits writers
- Uses:** Distribute information such as news releases, product updates, price lists, etc., to wine journalists on a weekly basis.
- Users:** Communications Department staff.
- Individuals in Bank:** Individuals/Companies seeking authority to operate as a sacramental wine vendor.
- Retention Period:** Not determined.

Sacramental Wine Vendors

- Legal Authority:** Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
- Info Maintained:** Name, address, application forms
- Uses:** Determine suitability of applicant to operate as a sacramental wine vendor.
- Users:** Legal Office, Audit, Policy and Issues Management.
- Individuals in Bank:** Individuals/Companies seeking authority to operate as a sacramental wine vendor.
- Retention Period:** Not determined.

Duty-Free Shops at Land Border Points and Airports

- Legal Authority:** Liquor Control Act, R.S.O. 1990, c.L.18 s.3.
- Info Maintained:** Contracts (LCBO/private operators of duty-free shops in Ontario)
- Uses:** Bill private operators for duty-free liquor purchases; ensure private operators conform to the terms of the contract.
- Users:** Legal Office, Policy and Issues Management, Traffic and Customs.
- Individuals in Bank:** All private operators of duty-free liquor shops in Ontario.
- Retention Period:** Not determined.

Ministry: FINANCE

**AGENCIES, BOARDS AND COMMISSIONS
LIQUOR CONTROL BOARD OF ONTARIO
PRESIDENT AND CHIEF EXECUTIVE OFFICER**

The Logistics area is a world class innovative supply chain delivering superior, cost effective and efficient services to all customers. Our services include:

- Inbound and Outbound transportation services
- Customs clearance for all LCBO products
- Excise and Duty calculation & payment
- Warehousing activities
- Specialty Services to licensees, regular customers, Trade Representatives
- Services to TBS

The Quality Assurance department is responsible for our state-of-the-art Laboratory facilities and Quality Services at Head Office and the various RSC.

- Parking Records (Employee)
- Workplace Safety and Insurance
- Employee Personnel, Payroll and Benefits Records

General Records

- Expense Claims
- Committee Meetings - Minutes
- Special Studies and Review Projects
- Visual Identity Records
- Administrative Services Correspondence
- Print, Mail and Messenger Service
- Records Management
- Banking
- Insurance Claims
- General Ledger
- Budget Control Records
- Supplier/Vendor Information and Lists
- Accounts Payable and Receivable
- Purchase Orders
- Financial Statements - Annual Reports
- Payroll Records
- Products Pricing Policy Records

Manuals

- Records and Forms Management
- Budget Manual (stores)

Personal Information Banks

Vintage Courtesy Card Applications

- Legal Authority:** Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
- Info Maintained:** Name, address, credit check information, driver's licence number, employment, salary, social insurance number, spouse's name.
- Uses:** Determine suitability of applicant to receive a Vintage courtesy card.
- Users:** Staff of Retail Accounting Department.
- Individuals in Bank:** Individuals applying for vintage courtesy cards.
- Retention Period:** Not determined.

Ministry: FINANCE

TD1 Exemption Forms

Legal Authority:	Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained:	Name, address, date of birth, information relating to dependants., social insurance number
Uses:	Determine tax exemptions when issuing pay cheques.
Users:	Payroll Department staff.
Individuals in Bank:	LCBO employees.
Retention Period:	Current plus four years, then disposed.

Garnishment of Wages

Legal Authority:	Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained:	Name, address, personal financial information
Uses:	Determine proper deductions from employee wages due to garnishments.
Users:	Payroll Office staff.
Individuals in Bank:	LCBO employees.
Retention Period:	Not determined.

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO ELECTRICITY FINANCIAL CORPORATION

The Ontario Electricity Financial Corporation ("OEFC") is an agency of the Province of Ontario and a non-share capital corporation. OEFC was established under the Electricity Act, 1998 as the legal continuation of the former Ontario Hydro. OEFC's mandate includes managing the outstanding debt and derivatives portfolios and other liabilities of the former Ontario Hydro. OEFC also manages the long-term power purchase agreements entered into by the former Ontario Hydro. OEFC relies on a series of dedicated revenue streams generated from the electricity sector to service its obligations, and retains the Ontario Financing Authority, an agency of the Province of Ontario to carry out its daily operations.

General Records

- Legal Agreements
- Board of Directors and Committee proceedings
- Pension Administration Records
- Power Purchase Agreements
- Annual Reports
- Financial Reports
- Debt

Personal Information Banks

Registered Bondholders

Legal Authority:	Electricity Act, 1998, S.O. 1998, c.15, s.65, s.66, s.74(3).
Info Maintained:	Name and address, holdings
Uses:	Record OEFC's liability to bondholders.
Users:	Administrative staff of the Ontario Financing Authority and fiscal agent.
Individuals in Bank:	Individuals and others holding OEFC bonds.
Retention Period:	Retained indefinitely.

Legal Advisory Files

Legal Authority:	Electricity Act, 1998, S.O. 1998, c.15. s.74(3).
Info Maintained:	May contain name, address, telephone number, financial information.
Uses:	Provide legal advice on matters concerning the Ontario Electricity Financial Corporation.
Users:	Legal counsel and support staff.

Individuals in Bank: Persons connected to claims or litigation concerning the Ontario Electricity Financial Corporation.
Retention Period: Minimum of five years

Ministry: FINANCE

Legal Authority:
Info Maintained:
Uses:
Users:
Individuals in Bank:
Retention Period:

AGENCIES, BOARDS AND COMMISSIONS ONTARIO FINANCING AUTHORITY

Established under the Capital Investment Plan Act, 1993, the Ontario Financing Authority (OFA) is an agency of the Province of Ontario. The OFA executes all borrowing, investments and financial risk management activities; manages the provincial debt; advises on financial policies and projects; provides financial and cash management services and advice to Ontario Electricity Financial Corporation.

General Records

- Board Applications, Submissions and Reports
- Annual Estimates submissions
- Agencies
- Administration of Ontario's Debt Issues
- Legal Agreements
- Board of Directors and Committee proceedings
- Annual Reports
- Financial Statements

Personal Information Banks

Fully Registered Debenture Holders

Legal Authority: Financial Administration Act, R.S.O. 1990, c.F.12,s.31. The Capital Investment Plan Act, 1993 (CIPA)
Info Maintained: Name and address, holdings, interest and disbursement instructions.
Uses: Record province's liability to debenture holders, payment of interest.
Users: Administrative staff of the division and/or fiscal agent.
Individuals in Bank: Individuals and others holding Province of Ontario debentures.
Retention Period: Retained until superseded, then destroyed.

Legal Advisory Files

Legal Authority: Capital Investment Plan Act, 1993, S.O. 1993 c.23.
Info Maintained: May contain name, address, telephone number, education and employment information, financial information.
Uses: Provide legal advice on matters concerning the Ontario Financing Authority.
Users: Legal counsel and support staff.
Individuals in Bank: Persons connected to issues, claims or litigation concerning the Ontario Financing Authority or other public bodies of the Province.
Retention Period: Minimum of one year, then archived.

Ministry: FINANCE

Registered Ontario Savings Bond Holders

Legal Authority:	Financial Administration Act, R.S.O. 1990, c.F.12, s.31. The Capital Investment Plan Act, 1993, c.23, s.30(1).
Info Maintained:	Name and address, social insurance number, holdings, interest and disbursement instructions.
Uses:	Record province's liability to bondholders, payment of interest, interest paid to Ontario Savings Bond holders is reported to Revenue Canada as required under the Income Tax Act, administration and promotion of the purchase of additional Ontario Savings B
Users:	Administrative and legal staff and staff of the fiscal agent involved in the administration of the Ontario Savings Bond program.
Individuals in Bank:	Individuals and others holding Ontario Savings Bonds.
Retention Period:	Retained indefinitely.

Registered Bondholders

Legal Authority:	Financial Administration Act, R.S.O. 1990, c.F.12, s.31. The Capital Investment Plan Act, 1993, S.O. 1993, c.23, s30(1).
Info Maintained:	Name and address, social insurance number, holdings, interest and disbursement instructions.
Uses:	Record province's liability to bondholders, payment of interest, interest paid to bondholders is reported to Revenue Canada as required under the Income Tax Act.
Users:	Administrative staff of the Ontario Financing Authority and fiscal agent.
Individuals in Bank:	Individuals and others holding Province of Ontario bonds.
Retention Period:	Retained indefinitely.

Legal Disclosure Files

Legal Authority:	Capital Investment Plan Act, 1993, S.O. 1993 c.23
Info Maintained:	Name and financial transaction information.
Uses:	Provide legal advice concerning compliance with disclosure policies relating to directors staff.
Users:	Legal counsel and support staff.
Individuals in Bank:	Ontario Financing Authority, directors and staff and
Retention Period:	Minimum of one year, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS ONTARIO SECURITIES COMMISSION

The Ontario Securities Commission maintains a list of reporting issuers and records filings of insider trading, proxy solicitation

material, financial statements and take-over bids for the benefit of investors. It processes prospectus offerings of securities and applications for exemption, as well as applications for transfer or release of securities from escrow. The commission registers and investigates consumer complaints about stockbrokers, their salespersons and investment advisers; and commodity futures dealers, their salespersons and advisers. It also investigates complaints about actions by companies affecting the value of securities and answers general questions about commodity futures trading.

General Records

- Registrants
- Public Companies
- Legislation and Policies
- Insider Trading Reports
- Escrow Dockets
- Chairman's Department Files
- Investigations

Manuals

- Adviser Registration Guidelines

Personal Information Banks

Ministry: FINANCE

Investigations

- Legal Authority:** Securities Act, R.S.O. 1990, c.S.5, as amended; Commodity Futures Act, R.S.O. 1990, c.C.20.
- Info Maintained:** Name, address, brokerage and banking records, complaint and enquiry letters, correspondence from lawyers and brokers, criminal record, information from confidential sources, investigation reports, legal opinions, statements from witnesses, transcripts of
- Uses:** Investigate alleged wrongdoing by issuers or individuals in connection with breaches of the Securities Act, Ontario Business Corporations Act, Criminal Code, Commodity Futures Act and other relevant legislation.
- Users:** Branch staff; authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted
- Individuals in Bank:** Individuals suspected or found guilty of infractions.
- Retention Period:** Twenty-five years after investigation is closed, then destroyed/ subject to archival selection. For public companies/reporting issuers, current year plus eighteen, subject to archival selection after eighteen years.

Registrations

- Legal Authority:** Securities Act, R.S.O. 1990, c.S.5, as amended, Part X, s.25 and s.29; Commodity Futures Act, 1990, CICI 20, Part V111, s.22 and s.26.
- Info Maintained:** Name, address, business activities, citizenship, civil proceedings, criminal offences, date of birth, education, employment history, marital status, sex.
- Uses:** Determine suitability for registration.
- Users:** Branch staff; officers and staff of the Ontario Securities Commission requiring information in the performance of their duties; authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Co
- Individuals in Bank:** Registrants.
- Retention Period:** Forty years after registration of individuals has lapsed, then destroyed.
Thirty years after registration of companies has lapsed, then destroyed.

COMMUNICATIONS SERVICES BRANCH

The Communications Services Branch provides strategic communications advice and planning to the Minister of Finance, the Deputy, all divisions of the ministry and, where appropriate, other ministries. The services include: communications planning for ministry programs, policies and initiatives; issues management; developing communications policies for the ministries; responding to public and media inquiries; internal communications; news releases; event planning; media monitoring and analysis; website management; speeches. The branch tracks and coordinates responses to all ministerial correspondence and provides information and research services to support ministry staff in their policy role.

- Ministry of Finance News Releases
- Statements to the Legislature by Minister of Finance

CORPORATE AND QUALITY SERVICE DIVISION, CAO/ ADM'S OFFICE STRATEGIC HUMAN RESOURCES SERVICES BRANCH

Strategic Human Resources Services Branch provides strategic and operational human resources services, advice and support to senior executive of the Ministry of Finance. These services include: strategic HR planning, advice and support in the areas of talent/performance management, workforce planning/analysis, organizational capacity and design, change management and strategic labour relations and occupational health and safety.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- FUTURES Program Applicants and Participants
- General Employment History and Payroll Information
- Grievances and Applications

Ministry: FINANCE

- Medical Information (Personnel)
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

Personal Information Banks

United Way - Continuous Payroll Commitment

Legal Authority:	Public Service Act R.S.O. 1990 c.P.47; R.R.O. 1990 s.10(2,4) Reg 977
Info Maintained:	Employee name, SIN, United Way payroll deduction info., branch, home address, phone
Uses:	Payroll deduction - United Way contribution (continuous deduction)
Users:	Payroll staff (for action), United Way Corporate Team (for UW record purposes)
Individuals in Bank:	Employees
Retention Period:	Not determined.

MINISTRY OF FINANCE LEGAL SERVICES BRANCH

Legal services for the Ministry of Finance are provided by this branch. It counsels the ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. General legal services include litigation, prosecutions, settling claims, drafting agreements and provincial legislation, providing legal advice on government financial matters, tax policy, administration and enforcement, and the issue and sale of government of Ontario securities.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Litigation Files
- Ombudsman/Human Rights Commission

- Travel/Expense Accounts

OFFICE OF ECONOMIC POLICY ECONOMIC AND REVENUE FORECASTING AND ANALYSIS BRANCH

The Economic and Revenue Forecasting and Analysis Branch is responsible for analyzing the overall state of Ontario's economy. In particular, it develops the macroeconomic and revenue forecasts for the province, with monitoring current economic conditions and producing the quarterly Ontario Economic Accounts, and with assessing the macroeconomic impact of both provincial policy and major internal and external economic developments (e.g. changes in interest rates/exchange rates).

General Records

- Short and Medium-Term Economic Forecasts
- Ontario Economic Accounts

OFFICE OF ECONOMIC POLICY INDUSTRIAL AND FINANCIAL POLICY BRANCH

The Industrial and Financial Policy Branch provides the Ministry of Finance with policy research, analysis and development services regarding Ontario's interest in, and regulation of, the financial services sector. It also provides analytical support and policy advice on a wide range of microeconomic issues related to economic growth and job creation. These include policy areas such as industry sector and regional economic performance and development, access to capital, innovation, technology and the environment.

General Records

- Primary Sector, Manufacturing and Services
- Structural Policy and Trade

Ministry: FINANCE

OFFICE OF ECONOMIC POLICY LABOUR AND DEMOGRAPHIC ANALYSIS BRANCH

The Labour and Demographic Analysis Branch conducts research, provides analysis and develops policy options in the areas of demographics, labour economics and social policy such as: population projections and analysis, job creation, youth and older workers, employment and unemployment, training, education, incomes and compensation, collective bargaining, public sector analysis, low income, and employment standards.

General Records

- Files Related to Labour Economics and Demographics (e.g., labour market data)

OFFICE OF THE BUDGET AND TREASURY BOARD

General Records

- Estimates

ONTARIO INTERNAL AUDIT DIVISION

Ontario Internal Audit Division provides independent objective assurance and consulting services to all government ministries. It assists the government in accomplishing its business objectives by evaluating and making recommendations to improve the government's governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of government operations.

Ontario Internal Audit provides internal audit services to ministries and their related agencies through its client service teams.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Workforce Information Network (WIN)

Manuals

- Standard Protocol between Ontario Internal Audit and Client Ministries relating to the Office of the Auditor General
- Ontario Internal Audit Staff Development Policy
- Ontario Internal Audit Protocol on Fraud Prevention and Investigation
- Ontario Internal Audit Integrated Planning Methodology/Guidelines
- Internal Audit Directive Management Board of Cabinet
- Ontario Internal Audit Risk Management Workbook
- Risk Management Framework
- Ontario Internal Audit Time Recording and Reporting Standards
- Ontario Internal Audit Policy Manual Revised
- Ontario Internal Audit Protocol using OIA Vendor of Record: Vendors for the provision of Internal Audit Services
- Handbook for Interaction with the Office of the Auditor General
- Corporate Audit Manual

Ministry: FINANCE

PENSION, INCOME SECURITY AND RESEARCH DIVISION PENSION POLICY BRANCH

The Pension Policy Branch contributes to the formulation of Ontario's overall pension policy. The Branch is also responsible for the legislative framework of Ontario's pension system and provides policy advice to the Minister regarding reforms and initiatives for the legislation applicable to employment pension plans. This includes such matters as minimum standards for funding, the investment of pension assets, financial reporting and benefits. There are about 7600 pension plans registered in Ontario with about 2.1 million members. Public sector pension policy addresses funding, plan design and legislative issues relating to Ontario public sector pension plans. These include the three pension plans that are sponsored or co-sponsored by the Province, and pension plans that are consolidated in the Province's financial statements or receive funding through transfers to public sector employers.

Common Records

- Workplace Discrimination and Harrassment prevention - Advisor Files

TAX AND BENEFITS ADMINISTRATION PROGRAM DELIVERY DIVISION CLIENT SERVICES BRANCH

General Records

- Ontario Investment and Employee Ownership Program
- Employer Health Tax Records
- Tax Advisory Legislation Rulings and Interpretations - PALM - electronic copy with password restricted access
- Small Business Development Corporation (SBDC) - Client Files
- GAINS - Records and Reports
- Guaranteed Annual Income System (GAINS) - Client Files
- Labour Sponsored Investment Fund Corporation
- Ontario Commercialization Investment Funds
- Employee Ownership Labour Sponsored Venture Capital Corporation
- Ontario Opportunity Bonds Tax Refund
- OHOSP - Register, Records and Reports

Manuals

- OHOSP Interpretations
- Benefits Recovery
- GITC Accounts
- GAINS Procedures

- Benefits Administration
- OTR Interpretations
- Audit Handbook
- GAINS Interpretation
- Legislation Handbook - Policy and Legislation Manual (PALM)
- OTC Interpretations
- Employer Health Tax - Legislative Policy Directives

Personal Information Banks

Ministry: FINANCE

Guaranteed Annual Income System (GAINS) Program Files

- Legal Authority:** Ontario Guaranteed Annual Income Act, R.S.O. 1990, c.O.17.
- Info Maintained:** Name, GAINS payment information, address, old age security and guaranteed-income supplement payment data, other assigned personal identification number, social insurance number, spouse's identifying information, trustee information.
- Uses:** Determine eligibility for and amount of monthly GAINS payments; respond to inquiries from seniors and their agents.
- Users:** Ministry staff. Disclosure also permitted to Social Development Canada, Canada Revenue Agency, Ministry of Community and Social Services and authorized representatives.
- Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients.
- Retention Period:** Client files are kept until inactive or notification of death. Inactive or deceased files are kept for two years, then destroyed.

Ontario Home Ownership Savings Plan (OHOSP)

- Legal Authority:** Ontario Home Ownership Savings Plan Act, R.S.O. 1990, c.O; Ontario Income Tax Act, R.S.O. 1990, c.I.2. (as amended by 1991 c.47 & c.91; 1992 c.18 & c.25; 1993 c.29)
- Info Maintained:** Name of depositary, OHOSP registration number, OHOSP tax credit issue/adjustment date, account number, address, address of property, adjustment/reassessment data, contribution amount, date of birth, date plan created, death date, financial institution branch
- Uses:** Determine eligibility of planholder and property purchased; respond to inquiries from planholder.
- Users:** Disclosure to Canada Revenue Agency, Ministry staff and authorized representatives.
- Individuals in Bank:** Ontario residents aged 18 or over who opened OHOSP accounts with depositaries.
- Retention Period:** Five years after account closed, then destroyed.

Ontario Research Employee Stock Option information from employees and income tax information provided by employees

Legal Authority:	Income Tax Act (Ontario) Income Tax Section 8.7 (Ont)
Info Maintained:	Name, address, social insurance number, Ministry's reference number, specific tax information obtained from employers and employees
Uses:	Determine tax refunds for ORESO tax credit.
Users:	Ministry staff
Individuals in Bank:	Individuals and employers information of Ontario taxpayers eligible for ORESO tax credit
Retention Period:	To be kept as required by retention schedule.

Ontario Child Care Supplement System (and files) OCCS

Legal Authority:	Income Tax Act, Ontario, R.S.O. 1990 c.1.2
Info Maintained:	Client name, address, telephone number, social insurance number, assigned reference number, date of birth, income for client and spouse, CCTB information, OCCS payment information, spouse name and date of birth, marital status, child(rens), name and date
Uses:	Determine eligibility and amount of monthly OCCS payments, respond to inquiries from clients and their authorized agents.
Users:	Ministry staff
Individuals in Bank:	Eligible Ontario residents with dependent children 7 years and younger who are current or potential recipients
Retention Period:	Client applications and attached correspondence are imaged and kept as required by retention schedule.

Ontario Financing Authority records from brokers and dealers of securities PROVDATA and T3 data files OOB application forms (trusts and partnerships)

Legal Authority:	Income Tax Act (Ontario) Income Tax Regulation 156/03
Info Maintained:	Name, address, social insurance number, Ministry's reference number, account number or business number issued by Canada Revenue Agency, OOB interest, deduction in respect of OOB interest, trustee information, T3 tax return.
Uses:	Determine eligibility for amount of tax refunds on OOB interest, respond to inquiries from OOB bondholders and their authorized agents
Users:	Ministry staff. Disclosure is permitted to Canada Revenue Agency
Individuals in Bank:	Individuals and trusts residents in Ontario
Retention Period:	

Ministry: FINANCE

Employer Health Tax for Self-employed Individuals

Legal Authority:	The Employer Health Tax Act, R.S.O. 1990, c.E.11 s. 15.
Info Maintained:	Name, address, employer health tax account number, percentage allocated to Ontario, primary source of income, self-employment income, social insurance number.
Uses:	Administer and collect Employer Health Tax for Self-employed Individuals.
Users:	Ministry staff and authorized representatives.
Individuals in Bank:	Self-employed individuals
Retention Period:	Ten years.

TAX AND BENEFITS ADMINISTRATION TAX COMPLIANCE AND BENEFITS DIVISION ACCOUNT MANAGEMENT AND COLLECTIONS BRANCH - DIRECTOR'S OFFICE

General Records

- Integrated Collection System

Manuals

- Multi-Statute Resource Manual - November 1998
- Goldmine System Manual - March 2000
- Collection Administration Manual - June 1998
- Integrated Collection System Manuals - March 1998

**TAX AND BENEFITS ADMINISTRATION
TAX COMPLIANCE AND BENEFITS DIVISION
ADVISORY AND COMPLIANCE BRANCH - DIRECTOR'S OFFICE**

The Investigations and Inspections Branch is responsible for the enforcement of 15 statutes administered by the Tax Revenue Division. It investigates cases of tax evasion, fraudulent grant and tax credit claims, and other serious tax offences. It recommends prosecution in cases where sufficient evidence is available to support such action.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests

General Records

- Publicity Files
- Project Files
- Policy Files
- Legislation Files

Manuals

- Special Investigations - Prosecutions - Policies and procedures related to the preparation of Crown Briefs, laying of charge
- Special Investigations - Investigations - Policies and procedures related to the conduct of quasi-criminal investigations - A

Personal Information Banks

Ministry: FINANCE

Special Investigations

- Legal Authority:** Land Transfer Tax Act, R.S.O. 1990, c.L.6; Retail Sales Tax Act, R.S.O. 1990, c.R.31; Gasoline Tax Act, R.S.O. 1990, c./G.5; Fuel Tax Act, R.S.O. 1990, c.F. 35; Corp. Tax Act, R.S.O. 1990, c.C.40; Tobacco Tax Act, R.S.O. 1990, c.T.10; Employer Health Ta
- Info Maintained:** Business information and personal financial information of subjects of investigations. Correspondence memoranda, reports and other documents pertaining to investigative actions and recommendations.
- Uses:** Record information gathered during investigation of offences. The branch discloses personal information under written agreement. Such disclosures are authorized under s.42(f) and s.42 (g) of the Freedom of Information and Protection of Privacy Act.

- Users:** Special Investigations Branch management, staff investigators, Legal Services Branch, Tax Appeals Branch, and audit staff.
- Individuals in Bank:** Individuals and corporations suspected of non-compliance with requirements of statutes administered by the Tax Revenue Division.
- Retention Period:** Six years, then destroyed.

**TAX AND BENEFITS ADMINISTRATION
TAX COMPLIANCE AND BENEFITS DIVISION
OBJECTIONS, APPEALS AND SERVICES BRANCH**

The Objections and Appeals Branch processes objections and appeals filed under the following statutes administered by the ministry: the Corporations Tax Act, the Mining Tax Act, the Fuel Tax Act, the Gasoline Tax Act, the Land Transfer Tax Act, the Retail Sales Tax Act, the Tobacco Tax Act, the Ontario Guaranteed Annual Income Act, the Race Tracks Tax Act, the Electricity Act, 1998, the Employer Health Tax Act, the Community Small Business Investment Funds Act and the Income Tax Act (Ontario). General information and forms may be obtained by calling our Ministry Information Centre.

Manuals

- Objection and Appeal Procedures (Tax Revenue Division)

Personal Information Banks

Tax Revenue Division - Objection and Appeal Client Files

- Legal Authority:** The following Acts: Land Transfer Tax RSO 1990, c.L.6; Retail Sales Tax RSO. 1990, c.R.31; Gasoline Tax RSO 1990c.G.5; Fuel Tax RSO 1990, c.F.35; Corporations Tax RSO 1990, c.C.40; Tobacco Tax RSO 1990c.T.10; Employer Health Tax RSO 1990, c.E.11; Mining
- Info Maintained:** Name, account number, address, correspondence and replies, financial transactions, legal opinions, old age security number, permit number, personal opinions, social insurance number, telephone number, third party references.
- Uses:** Review tax assessments or disallowances of refunds or benefits that are under objection or appeal.
- Users:** Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry.
- Individuals in Bank:** Individuals filing a notice of objection or appeal with the Tax Appeals Branch.
- Retention Period:** Six years, then destroyed

Ministry: FRANCOPHONE AFFAIRS

Ministry: FRANCOPHONE AFFAIRS

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- French-Language Services Coordinators
- Franco-Ontarian Directory
- Francophone Media List

Manuals

- Bilingual Communicators List
- Description of Ontario Government Standards for French-Language Proficiency Levels
- Best practices/tips for providing quality services in French
- Guide to French-Language Communications
- Statistical profiles of the Francophone community
- Staffing and managing designated positions: a practical guide for managers

- Guide to the Canada-Ontario Agreement on French-Language Services
- French-language services self-assessment tool
- Posting jobs ads with Francophone organizations
- French-language services Guidelines

Personal Information Banks

Complaints about French-language services

Legal Authority:	French Language Services Act
Info Maintained:	Names and addresses of individuals who complain about government French-language services and information on the complaint
Uses:	To ensure ministries provide services in accordance with the French Language Services Act
Users:	The Office of Francophone Affairs' complaint coordinator
Individuals in Bank:	Complainants about French-language services
Retention Period:	10 years

OFFICE OF FRANCOPHONE AFFAIRS

The Office of Francophone Affairs (OFA) is a central agency that serves as the Ontario Government's main source of expertise on matters relating to francophone affairs and French-language services. The Office provides information on the province's French-speaking population to other levels of government and members of the public.

Vision: To ensure that francophones have access to provincial government services in French and that they participate in the social, economic, cultural and political life of the province, while maintaining their cultural and linguistic heritage.

Mission: To coordinate the government-wide delivery of French-language services in the 25 areas designated under the French Language Services Act. French Web site address is <http://www.oaf.gouv.on.ca>

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- French-Language Services Coordinator
- Francophone Media List
- Franco-Ontarian Directory

Manuals

- Best practices/tips for providing quality services in French

Personal Information Banks

Ministry: FRANCOPHONE AFFAIRS

Complaints about French-language services

Legal Authority:	French Language Services Act
Info Maintained:	Names and addresses of individuals who complain about the government French-language services and information on the complaint.
Uses:	To ensure ministries provide services in accordance with the French Language Services Act
Users:	The Office of Francophone Affairs' complaint coordinator
Individuals in Bank:	Complainants about French-language services
Retention Period:	10 years

Ministry: GOVERNMENT SERVICES

Ministry: GOVERNMENT SERVICES

AGENCIES, BOARDS AND COMMISSIONS ADVERTISING REVIEW BOARD

The Advertising Review Board monitors advertising policy, oversees the advertising agency selection process and ensures government policy standards are met.

General Records

- Ad Agencies under contract with the Government.

AGENCIES, BOARDS AND COMMISSIONS PROVINCIAL JUDGES PENSION BOARD

Provincial Judges Pension Board authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

Personal Information Banks

Judges' Pension Benefits

Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43; O. Reg. 67/92, s.33.

Info Maintained: Name, address, assessment for superannuation/disability benefits, employment history, social insurance number.

Uses: Determine eligibility; document payments.

Users: Internal branch staff.

Individuals in Bank: Provincial judges and/or spouses receiving benefits.

Retention Period: Forty years, then destroyed.

CENTRAL AGENCIES I&IT CLUSTER BUSINESS AND SERVICE MANAGEMENT BRANCH STRATEGY AND PLANNING

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information

General Records

- Telecommunications
- IT Architecture
- End User Support/Statistics
- Disaster Planning and Recovery
- Briefing Notes
- Records Management: Transfer Lists
- Records Management: Records Retention Schedules
- Issue Notes
- General Notes

Manuals

- System Manuals
- Administrative Procedure Manuals

Personal Information Banks

Ministry: GOVERNMENT SERVICES

On-line Employee Attendance System

Legal Authority:	Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1990, Reg. 977, s.7(1).
Info Maintained:	SIN's, birthdates, classifications. Attendance: sick days, comp time, , date appointed
Uses:	Record monthly attendance for each employee.
Users:	Managers can access their staff information bank, employees access their own bank.
Individuals in Bank:	All ITSB staff.
Retention Period:	2 years under records schedule 00-01.

CENTRAL AGENCIES I&IT CLUSTER CLUSTER APPLICATIONS

Cluster Applications Branch is responsible for providing leadership in the planning, development, delivery and support of business application solutions. Through services such as consulting and collaboration with clients in their business planning, the branch provides the expertise to ensure that I&IT solutions align with program goals and commitments. The branch also provides application development expertise for implementing new business application solutions and provides the leadership and accountability for business solution delivery projects. Beyond initial development and deployment of new application solutions, the branch provides operational support and enhancements to the existing application portfolio. Support includes day to day operations, fixes, preventative maintenance and functional enhancements.

General Records

- IT Systems Development
- Issue Notes
- Briefing Notes

Manuals

- Administrative Procedure Manuals
- System Manuals

Personal Information Banks

Resource Management System (RMS)

Legal Authority:	Public Service Act, R.S.O., 1990; CP47 R.R.O., 1990 Reg 977, Part V Regulations and Miscellaneous Section 29(1). Regulations: Conditions of Employment Section 7(1-3), Attendance, Staff Development
Info Maintained:	Training Courses Hours of Work Staff Assignment Consultants Rates of Pay
Uses:	Reporting actual and estimated project costs to our client branches and Corporate Finances Branch Staffing of projects with available staff and consultant resources. Scheduling 'new' projects based on current workloads.
Users:	Enterprise Business Solutions Director, Managers and Administration can access all of the RMS data. EBS Staff and Consultants can access only their own data.

Enterprise Technology Services Branch has limited access for input of Consultant contracts and

Individuals in Bank: Individuals (staff and consultants) required to implement Enterprise Business Solutions Projects
Retention Period: To be determined. Records will be kept for a minimum of 1 year often the last day of use.

CENTRAL AGENCIES I&IT CLUSTER ENTERPRISE HR SYSTEMS BRANCH

The Enterprise HR Systems Branch maintains and operates the enterprise HR, payroll benefits administration and attendance management systems for the Ontario Public Service, i.e., WIN (Workforce Information Network).

Common Records

Ministry: GOVERNMENT SERVICES

- CORPAY
- Workforce Information Network (WIN)

General Records

- Issue Notes
- IT Systems Development
- IT Architecture
- Database Planning, Design and Development
- Briefing Notes

Manuals

- Administrative Procedure Manuals
- System Manuals

CORPORATE POLICY AND AGENCY COORDINATION DIVISION PUBLIC APPOINTMENTS SECRETARIAT

The Public Appointments Secretariat is responsible for overseeing public appointments to provincial agencies. It supports the Premier in administering the public appointments process of Ontario; provides advice and support to ministries in its role in the administration of the public appointments process; provides leadership in all areas of appointments to agencies, boards and commissions, and serves as the focal point in the appointments process. It also provides input to policies and directives that affect the agency community in cooperation with the Ministry of Government Services' Corporate Policy and Agency Coordination Branch and implements policies and directives that affect appointees.

Common Records

- Performance Management

General Records

- Standing Committee on Government Agencies Files
- Short term Agency Files
- OICs
- Off-list
- Disbanded Boards
- Deputy Ministers
- Correspondence
- Application Process/Policy Files
- Agency Files
- Administration Files
- Program Files

Manuals

- Best Practices - Drafting of OIC Appointments

Personal Information Banks

Public Appointments Management System

Legal Authority:

Info Maintained:

Uses:

Users:

Individuals in Bank:

Retention Period:

Public Records

Ministry: GOVERNMENT SERVICES

Public Appointments Secretariat Website

Purpose: To provide information and user-friendly access to the government's appointment process

Legal Authority: Various applicable statutes.

Info Maintained: Agency details; program information; advertised positions; new appointments; upcoming vacancies; forms; appointment information.

Retrievability:

Retention Period: All boards currently tracked by PAS appear on the website. Hard copies of disbanded boards are kept on site (see PAS Record Schedule 49.0)

Access Procedures: www.pas.gov.on.ca

CORPORATE SERVICES DIVISION ENTERPRISE SERVICES STRATEGIC BUSINESS UNIT

Enterprise Services Strategic Business Unit (ESSBU) works with senior executives of the ministry to provide advice, plan and broker services to support attraction and retention of diverse talent, build capacity to sustain a world class organization and engage employees to achieve results. The unit brokers services with HR Ontario Enterprise Services and the Human Resources Service Delivery Division to meet the strategic HR needs of senior executives and implement the OPS HR diversity plans.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Grievances and Applications
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Student Applications
- Workplace Discrimination and Harassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Equal Opportunity Policies
- Job Advertising Policies for External Media and Job Mart
- Human Resources Management Directives and Guidelines
- Training Materials, Videos and Films
- Senior Management Position Files
- Position Descriptions
- Delegation of Staffing Authority
- Succession Planning
- French Language Services
- Policy and Program Development

- Relocation Files

Manuals

- Local Attendance Recording System (LARS)

Ministry: GOVERNMENT SERVICES

DEPUTY MINISTER, GOVERNMENT SERVICES, ASSOCIATE SECRETARY OF THE CABINET AND SECRETARY, MANAGEMENT BOARD OF CABINET LEGAL SERVICES BRANCH

The Legal Services Branch provides employment/labour, corporate/commercial, privacy and administrative law advice, consumer and business law and services to MGS and individual ministries. The labour law section deals with proceedings before various labour tribunals and the Courts. The commercial law group supports MGS in its mandate to provide common and information technology services to the Government of Ontario and its agencies. The branch also provides legal advice and representation to MGS and individual ministries on privacy law matters as well as assisting MGS in the drafting of legislation within its mandate. The consumer protection/regulatory compliance group provides interpretation of consumer and business statutes and regulations, preparation and review of proposed legislation and regulations and carries out civil litigation and prosecutions under ministry legislation.

Common Records

- Litigation Files

HRONTARIO CENTRE FOR LEADERSHIP AND LEARNING OPS LEARNING AND DEVELOPMENT BRANCH

The Learning and Development Branch provides corporate training to all the Ontario Public Service -- managers, professionals and staff at all levels in all ministries and regions.

General Records

- Program Files (Electronic and hard copy)
- Issue Notes (Electronic and hard copy)
- General Administration (Electronic and hard copy)

HRONTARIO EMPLOYEE RELATIONS DIVISION

The Employee Relations Division is responsible for employee/labour relations, including representing the Crown as employer for bargaining unit employees. The Employee Relations Division represents the Crown as Employer for resolution of OPS policy grievances, and ministry grievances with corporate implications. The Employee Relations Division interprets collective agreements, and advises managers and ministries on collective agreements administration, and labour relations issues. The activity will be focusing on repositioning employee relations to a more strategic approach. This activity will also lead the employer through the development of bargaining mandates, the negotiation of collective agreements and their implementation, and will work with others to ensure contingency plans are in place to respond to labour situations and other emergency situations.

Common Records

- Grievances and Applications

General Records

- Pension Policy Records
- Classification Standards/Job Evaluation Systems
- Benefits Policy and Program Development
- Pension Valuation Systems Data
- Insurance Carriers Financial Reports
- Classification Policies and Programs
- Benefits Review Committees

Personal Information Banks

Ministry: GOVERNMENT SERVICES

Insurance Benefits Review

- Legal Authority:** Collective Agreement on Working Conditions and Benefits, Article 22.9; Memorandum of Understanding with the Ontario Provincial Police Association, Article 32; AMAPCEO Collective Agreement, Article 32; Civil Service Commission.
- Info Maintained:** Name, decisions of the insurance benefits appeals committees, insurance benefits claims not resolved through the normal process, medical and other information related to the appeals.
- Uses:** Document the insurance benefits appeals process.
- Users:** Selected staff of the Compensation Services Branch.
- Individuals in Bank:** Government employees who have submitted appeals to decisions on insurance benefits claims.
- Retention Period:** Five years after decision, then destroyed.

HRONTARIO EMPLOYEE RELATIONS DIVISION CENTRE FOR EMPLOYEE RELATIONS

The Centre for Employee Relations represents the Crown as the Employer in all employee relations matters in the Ontario Public Service for bargaining unit employees, and for management of employee relations matters for non-bargaining unit employees. It supports ongoing union-management negotiations; provides advice/assistance to ministries on a full range of labour relations issues; coordinates OPS policy grievances, and grievances with corporate implications, interprets collective agreements; manages and advises on collective agreements administration and labour relations issues.

Common Records

- Grievances and Applications

General Records

- Joint Employees Relations Committee Meetings
- Grievance Files
- Multi Bargaining Agents Disclosure records
- Working Conditions and Employee Benefits Negotiations

HRONTARIO EMPLOYEE RELATIONS DIVISION UNION MANAGEMENT RELATIONS

Represents the Crown as the Employer in all collective bargaining in the Ontario Public Service for bargaining unit employees and for management of employee relations matters for non-bargaining unit employees. Supports ongoing union-management negotiations; provides advise/assistance to ministries on a full range of labour relations issues.

General Records

- Joint Central Employee Relations Committee meeting
- Union/Management Relations OPS
- Working Conditions & Employee Benefits Negotiations files for all Unions

- Memoranda of Settlements records

Manuals

- The Collective Bargaining Process in the OPS
- Labour Relations Dynamics in the OPS -A HR/LR Practitioner's Perspective
- Labour Relations in the OPS - A Leadership Perspective
- PSAT
- PEGO
- OPSEU
- OPPA
- AOPDPS
- AMAPCEO
- ALOC/OCAA

Ministry: GOVERNMENT SERVICES

HRONTARIO HR SERVICE DELIVERY DIVISION HR PROGRAM MANAGEMENT BRANCH

The Redeployment Services Office (RSO) provides corporate redeployment services to eligible OPS employees affected by Ministries' employment transition activity. As an internal centre, RSO specializes in the in-placement of OPS employees eligible for redeployment opportunities across the organization. This activity supports HROntario and Corporate employment transition commitments by matching eligible employees to available OPS job opportunities.

Personal Information Banks

Cross-Ministry Redeployment Letters (Direct Assignmrent, Displacements, Voluntary Exits and Job Trading)

Legal Authority:	Public Service Act R.S.O. 1990, c. P47; s. 4(f); R.R.O. 1990, Reg. 997, s.17.
Info Maintained:	Name, work and home address information, appointment documentation
Uses:	Corporate Redeployment
Users:	EP&S Staff, HR Staff, Line Managers, Affected employees and Bargaining Agents
Individuals in Bank:	Ontario Public Service and Crown Employees
Retention Period:	One year onsite - then retained/destroyed off site according to retention schedules.

Ontario-Quebec Summer Student Job Exchange Program (OQEP) - Summer Student Application Files

Legal Authority:	Public Service Act, R.S.O. 1990, c.P47; s 4(f) R.R.O. 1990 Reg 997, s.17
Info Maintained:	Name, home address information, letters of application, resumes and employment offer letters
Uses:	Identify potential candidates for summer job placements
Users:	Employment Programs and Services Unit, and Quebec Provincial Government
Individuals in Bank:	Applicants for Ontario-Quebec Summer Student Job Exchange Program (OQEP)
Retention Period:	One year onsite-then retained/destroyed off site according to retention schedules

INFORMATION, PRIVACY AND ARCHIVES DIVISION

The Information, Privacy and Archives (IPA) division promotes excellence in information management practices in Ontario government ministries and agencies. The division provides strategic leadership to the OPS for a wide range of information management related activities including planning, policy and standards development. Within the IPA, the Archives of Ontario acquires, preserves and makes publicly accessible original records of enduring value relating to Ontario. The Archives also manages the Government of Ontario Art Collection. Finally, IPA provides support to the Minister in administering legislation related to the Archives of Ontario, and to public sector access to information and protection of privacy.

Common Records

- Career Planning/Training
- General Employment History and Payroll Information

- Identity/Employee Card
- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Subject Authority Files
- Access Unit Policy, Liaison, Training and Operations Resource Files
- Archival Project Grant Files
- General Administration Records
- Microfilm Master Negatives Location Card File
- Master Control Register
- Operational Program Records
- Planning and Policy Development Files
- Name Authority Files
- Reading Room Off-Site Order Log
- Archives Accession Records (legal authority for ownership)

Ministry: GOVERNMENT SERVICES

- Conservation Survey Forms
- Conservation Treatment Reports
- Exhibitions Facility Declaration Forms
- Inventories and Finding Aids to Archives Holdings
- Recorded Information Schedules Archives' Copies

Manuals

- Access Policy and Procedures Manual
- Administrative Policy and Procedures Manual
- Manual of Archival Policy and Procedures

Personal Information Banks

Clerk of the Peace - Affidavits of Affiliation, 1834-1916 (RG22)

- Legal Authority:** Archives Act, R.S.O. 1990, c.A.27.
- Info Maintained:** Name and address of mother and father, affidavits of affiliation., father's trade/profession, promises of marriage.
- Uses:** Research.
- Users:** Researchers.
- Individuals in Bank:** Unmarried parents and their children.
- Retention Period:** Permanent.

Agricultural Loan Commission Records, 1921-1956 (RG6-95)

- Legal Authority:** Archives Act, R.S.O. 1990, c.A.27.
- Info Maintained:** Name, address and amount of loan.
- Uses:** Research.
- Users:** Researchers.
- Individuals in Bank:** Farmer applicants.
- Retention Period:** Permanent.

Appeals - Residential Tenancy Commission, 1980-1982 (RG43-39)

- Legal Authority:** Archives Act, R.S.O. 1990, c.A.27.
- Info Maintained:** Appeals of decisions on rent review (increases, and names and addresses of landlords and tenants, reduction or rebate) by landlords or tenants, supporting financial documentation
- Uses:** Research.
- Users:** Researchers.
- Individuals in Bank:** Tenants and landlords.
- Retention Period:** Permanent.

Apprenticeship Branch - Case Files, 1928-1950 (RG7-81)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, age, completed examination forms and results., contract of apprenticeship, date of birth, education, employer's name and address, employers' report and evaluation, trade
Uses: Research.
Users: Researchers.
Individuals in Bank: Union apprentices involved in various trades.
Retention Period: Permanent.

Archives of Ontario Correspondence Control Log

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, record of previous requests, type and subject of request.
Uses: Maintain a record of research requests for statistical and planning purposes.
Users: Managers, public service staff.
Individuals in Bank: Users of research services.
Retention Period: Not determined.

Ministry: GOVERNMENT SERVICES

Asylum Correspondence, 1870-1935 (RG63-A-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Financial, educational and family history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Ontario asylums and psychiatric hospitals.
Retention Period: Permanent.

Attendance Reports (Civil Service Commission), 1931-1949 (RG25-21)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, attendance record, classification, institution.
Uses: Research; verify pension eligibility.
Users: Researchers, former employees, heirs.
Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories, who were terminated, 1931-1956.
Retention Period: Permanent.

Bowmanville Training School Ward Files, 1925-1965 (RG60-19)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, family history, juvenile court proceedings, medical, psychological and academic reports, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Juvenile wards in Bowmanville Training School.
Retention Period: Permanent.

Card Index for Terminated Personnel Records, 1920-1961 (RG25-18)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, reason for termination and date, status.
Uses: Research; verify pension eligibility.
Users: Researchers, former employees, heirs.
Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories who were terminated, 1920-1961.
Retention Period: Permanent.

Miners' Medical Records 1934-1961, (RG10-346)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, medical history, related correspondence.
Uses: Research
Users: Researchers.
Individuals in Bank: Patients of Ministry of health miners clinics.
Retention Period: Permanent

Ministry of Labour Adjudication Appeal files, 1984-1992 (RG7-197)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files retained in the Office of Adjudication pertaining to appeals from orders issued under the Occupational Health and Safety Act and the Employment Standards Act. Documentation within the files includes the order issued under the pertinent legislation.
Uses: Research
Users: Researchers
Individuals in Bank: Appellants
Retention Period: Permanent

Ministry: GOVERNMENT SERVICES

Career Counselling Files, 1973-1983 (RG25-41)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, career history and counselling interview records, employee's career and employment goals, training and development plans.
Uses: Research.
Users: Researchers.
Individuals in Bank: Ontario Public Service employees.
Retention Period: Permanent.

Case Files - Fair Employment Practices Act, 1951-1954 (RG76-2-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, nature of discriminatory complaint, summary of the settlement.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals alleging discrimination under the Fair Employment Practices Act of 1951.
Retention Period: Permanent.

Case Files - Female Employees Fair Remuneration Act, 1952-1954 (RG76-2-4)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, nature of discriminatory complaint, summary of the settlement.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals alleging discrimination under the Female Employees Fair Remuneration Act of 1951.
Retention Period: Permanent.

Case Files (selected) - Fair Accommodation Practices Act, 1954 (RG76-4-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, nature of discriminatory complaint, summary of the case.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals alleging discrimination under the Fair Accommodation Practices Act.

Retention Period: Permanent.

Central Personnel Records (RG25-19)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Names of civil servants whose employment terminated between 1920-1956, date of birth, date of permanent appointment, educational background, job classifications, promotions, salary rates.

Uses: Historical source on careers of government employees; verify pension enquiries.

Users: Academics, personnel data staff of Human Resources Secretariat.

Individuals in Bank: Former employees of the Ontario government whose employment terminated between 1920-1956.

Retention Period: Permanent.

Champlain Training School Medical Log Books, 1965-1981 (RG60-43)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, date, medical tests and treatment.

Uses: Research.

Users: Researchers.

Individuals in Bank: Juvenile wards in Champlain Training School.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Change of Name Court Orders, 1939-1973 (RG80-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Old and new names, address, affidavit, age, application for change of name, birth certificate, children's name, citizenship, court order, declarations of conviction of criminal offences, father's name, mother's maiden name, occupation, place of birth, spo

Uses: Research.

Users: Researchers.

Individuals in Bank: Applicants for change of name.

Retention Period: Permanent.

Child Abuse Register and Case Files (selected), 1966-1979 (RG29-120)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, family and financial information.

Uses: Research.

Users: Researchers.

Individuals in Bank: Persons involved in child abuse investigations.

Retention Period: Permanent.

Children's Community Service Program Files (selected), 1980-1989 (RG60-56)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, community work experience, discharge information, evaluation, police information, referrals, related correspondence.

Uses: Research.

Users: Researchers.

Individuals in Bank: Juveniles who do community service work as an alternative to probation.

Retention Period: Permanent.

Cobourg Asylum for the Insane, Registers, Rolls and Books, 1902-1916 (RG10-20-E)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.

Uses: Research.

Users: Researchers.

Individuals in Bank: Patients of Cobourg Asylum for the Insane.

Retention Period: Permanent.

Complaint Case Files - Ontario Human Rights Commission, 1941-1991 (RG76-5-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Complainant's and respondent's name and address, conciliation reports, disposition of case, investigation reports, section of the Code allegedly violated, special program and exemption investigation reports and disposition.

Uses: Research.

Users: Researchers.

Individuals in Bank: Complainants alleging violations of the Human Rights Code, and persons making inquiries.

Retention Period: Permanent.

Complaint Case Files - Register and Index - Ontario Human Rights Commission, 1962-1990 (RG76-5-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Complainant's and respondent's name and address, conciliation reports, disposition of case, investigation reports, section of the Code allegedly violated, special program and exemption investigation reports and disposition.

Uses: Research.

Users: Researchers.

Individuals in Bank: Complainants alleging violations of the Human Rights Code, and persons making inquiries.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Computer-Assisted School Health Services, 1990-1993 (RG10-212)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, age, health status, immunization records., sex.

Uses: Research.

Users: Researchers.

Individuals in Bank: School children in Ontario.

Retention Period: Permanent.

Coroner's Inquest Files, 1843-1963 (RG22)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Reports and medical records from coroners, pathologists, hospitals, and the Registrar General, reports from OPP and municipal police, coroner's statement and jury recommendations resulting from inquests, correspondence with federal/provincial departments,

Uses: Research.

Users: Researchers.

Individuals in Bank: Deceased individuals requiring examination.

Retention Period: Permanent.

Case Files of the Victoria Industrial School, 1887-1929(RG8-51-8)

Legal Authority: Archives Act, R.S.O. 1990, c.A27

Info Maintained: Case files created by staff of the Victoria Industrial School pertaining to the inmates of the school. The majority of the files contain the following three documents: a statement from a medical practitioner stating that the boy is free from a contagious

Uses: Research
Users: Researchers
Individuals in Bank: Wards of school
Retention Period: Permanent

Correspondence General Files, 1982-1989 (RG29-141)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address of correspondent, adoption disclosure files. May contain application for adoption, correspondence pertaining to international, post-adoption service information, private and step-parent adoption.
Uses: Research.
Users: Researchers.
Individuals in Bank: Correspondents on adoption matters.
Retention Period: Permanent.

Crisis Situation Client Files (selected), 1976-1985 (RG29-116)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, financial and family information on recipients of special benefits.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals requiring provincial emergency assistance.
Retention Period: Permanent.

Crown Attorney's Prosecution Case Files, 1902-1971 (RG22)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, age, criminal record, police brief, record of charges, record of court appearance.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals prosecuted by Crown attorneys.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Crown Ward Administrative Review Files (selected), 1979-1992 (RG29-84)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social and medical information about Crown wards.
Uses: Research.
Users: Researchers.
Individuals in Bank: Crown wards.
Retention Period: Permanent.

D'Arcy Place Developmental Centre, Resident/Client's Medical, Individual Assessment and Programme Files, 1920-1978 (RG29-58)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, case file number, clinical reports and certificates, family data, medical and social history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Residents/Inmates of D'Arcy Place Developmental Centre (formerly Ontario Hospital, Cobourg).
Retention Period: Permanent.

Denture Therapy Licensing Files, 1972-1975 (RG10-132)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name and educational information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Licensees and prospective licensees of the Governing Board of Denture Therapists.
Retention Period: Permanent.

Deportation Actions - Jails and Asylums, 1908-1913 (RG63-A-6)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, date of landing, mental and physical state, mode of deportation, nationality, place of detention, port of arrival, sex, work history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Immigrants admitted to, and subsidized by, state custodial institutions within two years of arrival in Canada.
Retention Period: Permanent.

Official Guardian Branch: Dionne Quintuplets Records, 1934-1950 (RG4-53)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, financial situation, invoices and accounts, medical history, sex.
Uses: Research.
Users: Researchers.
Individuals in Bank: The Dionne Quintuplets.
Retention Period: Permanent.

Official Guardian Branch: Divorce Action Report Files (selected) and Index, 1950-1976 (RG4-51; 52)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Questionnaires on family financial status, correspondence, living conditions and health, numbered court documents, reports of social workers.
Uses: Research.
Users: Researchers.
Individuals in Bank: Juvenile members of families entering divorce proceedings and other family members.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Durham Regional Centre Client Out-Service Records (selected), 1975-1986 (RG29-88)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, audiological assessments, authorization for psychological testing and assessment, kinesiological assessments, photographs of clients, referrals, test results.
Uses: Research.
Users: Researchers.
Individuals in Bank: Persons with developmental handicaps.
Retention Period: Permanent.

Employee Superannuation Contributions and Refunds Binders (RG42-32)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, occupation, pension contributions and refunds history, workplace.

Uses: Research.
Users: Researchers.
Individuals in Bank: Employees in the Ontario Public Service, 1921-1950.
Retention Period: Permanent.

Estate and Maintenance Files, Toronto General Trust Company, 1878-1911 (RG63-A-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Personal, family and financial history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Ontario asylums and psychiatric hospitals.
Retention Period: Permanent.

Family Benefits Case Files, 1936-1988 (RG29-86)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, case profile of financial, employment and social data, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants for and recipients of general welfare assistance.
Retention Period: Permanent.

Forensic Sciences and Pathology, Early Case Files, 1931-1961 (RG33-28)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, autopsy and analysis reports, correspondence, scientific notes and photographs.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals deceased under questionable circumstances.
Retention Period: Permanent.

General Welfare Case Files, 1972-1993 (RG29-131)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, case profile of financial, employment and social data, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants for and recipients of general welfare assistance.
Retention Period: Permanent.

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General Welfare Case Histories (selected), 1954-1977 (RG29-46 to 48)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and case number, financial and family information.
Uses: Research.

Users: Researchers.
Individuals in Bank: Recipients of provincial welfare benefits from the Kenora, Kirkland Lake and Sault Ste. Marie local offices.
Retention Period: Permanent.

General Welfare Sample Case Files, 1934-1971 (RG29-49 to 55)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of applicant, dependent fathers assistance, eligibility and medical reports regarding blind persons assistance, interprovincial welfare, old age assistance, old age pension.
Uses: Research.
Users: Researchers.
Individuals in Bank: Selected applicants for various forms of government welfare assistance.
Retention Period: Permanent.

Hamilton Psychiatric Hospital Case Files, Registers and Rolls, 1876-1973 (RG10-20-D)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge date, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Hamilton Psychiatric Hospital.
Retention Period: Permanent.

Hard to Service Children's Case Files, 1982-1988 (RG29-106)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, date of birth, financial information, needs analysis, sex, status of child's development.
Uses: Research.
Users: Researchers.
Individuals in Bank: Children receiving services and their families.
Retention Period: Permanent.

Health Services Appeal Board/Hospital Appeal Board Files, 1972-1993 (RG10-200)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, judgments and reasons.
Uses: Research.
Users: Researchers.
Individuals in Bank: Health practitioners.
Retention Period: Permanent.

Hurononia Regional Centre Case Files/Registers, 1876-1972 (RG29-25)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, parents, residence, admission and discharge dates, case file number, certificates, clinical reports, religion, etc.
Uses: Research.
Users: Researchers.
Individuals in Bank: Residents/inmates of Huronia Regional Centre (formerly Ontario Hospital School, Orillia).
Retention Period: Permanent.

Immigrant Entrepreneur Development Program Files, 1976-1988 (RG9-59)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and business address, names and addresses of partners, agreements, applications for permanent residence, business proposals, correspondence regarding success in securing immigrant status, curriculum vitae, documents regarding property holdings, franc
Uses: Research.
Users: Researchers.
Individuals in Bank: Immigrants requiring business assistance.
Retention Period: Permanent.

Immigrant Patient Chest Disease Records, 1976-1985 (RG10-176)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and medical information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Immigrants to Ontario with chest problems.
Retention Period: Permanent.

Increase Lists (Civil Service Commission), 1944-1955 (RG25-20)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, institution, classification and salary, proposed salary and classification.
Uses: Research; verify pension eligibility.
Users: Researchers, former employees, heirs.
Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories, who terminated in 1945-1956 and who received a pay raise.
Retention Period: Permanent.

Inmate Case Files-Ontario's Jails & Prisons - Various Institutions (Selected), 1874-1989 (RG20)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and case number, committal history, family.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates of provincially administered jails, lock-ups, correctional centres and prisons.
Retention Period: Permanent.

Drug Control Records, 1951-1992 (RG20-Variou Institutions)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Selected files of drug control sheets, amount issued, date, drug type, indicating name of inmate, prescribing doctor.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates of various Ontario jails and correctional facilities.
Retention Period: Permanent.

Inmate Punishment Registers - Various Institutions, 1842-1985 (RG20)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of inmate, presiding official's name, reporting officer's name, type of infraction and type of punishment.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates who underwent punishment while in a provincial jail, prison or correctional facility, and Ministry of Correctional Service staff and police officers.
Retention Period: Permanent.

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Insurance Claims - Closed, 1977-1987 (RG42-14)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, incident description and correspondence, occupation, personal insurance history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Claimants.
Retention Period: Permanent.

Jail Surgeons Registers, 1858-1975 (RG20-Variou Institutions)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of patient and attending physician, date, diagnosis, medicine prescribed.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates of various Ontario jails and correctional facilities.
Retention Period: Permanent.

Jails and Asylums, Deportations, Notices and Returns, 1901-1916 (RG63-A-6; D)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, family, medical, deportation and employment information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates and those who were deported.
Retention Period: Permanent.

Kingston Psychiatric Hospital Case Files, Registers and Rolls, 1855-1974 (RG10-20-F)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Kingston Psychiatric Hospital.
Retention Period: Permanent.

Lakeshore Psychiatric Hospital Casebooks and Registers, 1890-1963 (RG10-20-H)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Lakeshore Psychiatric Hospital.
Retention Period: Permanent.

Langstaff Psychiatric Hospital Case Files, 1942-1957 (RG10-20-M)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Langstaff Psychiatric Hospital.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Legal Aid Case Files, 1975-1991 (RG29-96)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and financial information of applicants and recipients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Recipients of legal aid.
Retention Period: Permanent.

London Psychiatric Hospital Case Files, Registers, Rolls and Books, 1865-1973 (RG10-20-C)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of London Psychiatric Hospital.
Retention Period: Permanent.

Market Value Survey of Rural Land Files, 1968-1975 (RG16-27)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, evaluation of land and tax levels by coded geographical area, property holdings and locations.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farmers.
Retention Period: Permanent.

Miniature Chest X-Rays (selected), 1977 (RG10-147)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, diagnostic codes, index slips, miniature chest X-ray film.
Uses: Research.
Users: Researchers.
Individuals in Bank: Employees referred by doctors or employers for chest X-rays in Metropolitan Toronto.
Retention Period: Permanent.

Mother's Allowance Case Files (selected), 1923-1966 (RG29-36)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of applicant, eligibility reports.
Uses: Research.
Users: Researchers.
Individuals in Bank: Selected applicants for Mothers' Allowance benefits.
Retention Period: Permanent.

Municipal Tax Reform Policy Files, 1966-1981 (RG19-116)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, amount of tax relief received, location.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farmers.
Retention Period: Permanent.

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New Venture Loans - Declined, 1986-1989 (RG9-104)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, address, business experience, business plan, citizenship status, date of birth, sex, education, gross annual income, home telephone number, most recent employer, personal finance and creditors, province of residence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants who are Ontario residents and aged 18 years and older.
Retention Period: Permanent.

Observation and Detention Home Case Files (selected), 1970-1985 (RG60-51; 53; 54)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, behaviour reports, medical reports, registration and discharge information, school progress reports.
Uses: Research.
Users: Researchers.
Individuals in Bank: Juveniles residing in Observation and Detention Homes.
Retention Period: Permanent.

Office of the Fire Marshal - Fire Investigation Files (selected), 1929-1988 (RG33-30)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, home address, date of birth and sex of parties involved, list of any injuries or fatalities, the date, location and area of building and the cause of the fire.
Uses: Research.
Users: Researchers.
Individuals in Bank: Owners or occupants of buildings where fire occurred and/or owners, occupants or persons charged with fire-related offences.
Retention Period: Permanent.

Ontario Asylums Committal and Discharge Files, 1901-1931 (RG63-A-4)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Personal, family and medical history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Persons declared insane by the courts.
Retention Period: Permanent.

Ontario Career Action Program Trainee Case Files, 1977-1980 (RG32-5)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, address, age, copy of birth certificate or other proof of age and citizenship, education and employment history, internal counselling forms, letters of reference, report of academic standing, supervisor's monthly performance
Uses: Research.
Users: Researchers.
Individuals in Bank: Graduate trainees applying to the Career Action Program.
Retention Period: Permanent.

Ontario Home Renewal Program Files (OHRP), 1974-1984 (RG43-25)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, financial data of homeowners applying for home renovation grants, municipality details and staff assessments.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants to grant program.
Retention Period: Permanent.

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Ontario Provincial Police - Applications for Enrolment, 1909-1925 (RG23-10)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, background, personal history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants.
Retention Period: Permanent.

Ontario Provincial Police - Commendatory Correspondence, 1910-1976 (RG23-13)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of OPP staff member, address, covering remarks of OPP management, nature of activity resulting in commendatory remarks, persons corresponding.
Uses: Research.
Users: Researchers.
Individuals in Bank: OPP personnel.
Retention Period: Permanent.

Ontario Provincial Police - Complaints Correspondence, 1910-1991 (RG23-15)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of OPP staff member, OPP investigative notes, covering remarks of OPP management, names of persons corresponding, address, nature of activity resulting in complaint, specific complaint lodged, notes on disciplinary action taken.
Uses: Research.
Users: Researchers.
Individuals in Bank: OPP personnel.
Retention Period: Permanent.

Ontario Provincial Police - Criminal Investigation Reports, 1901-1970 (RG23-26)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, criminal history reports, criminal investigation reports, fingerprints, maps, nature of crime committed, objects as evidence, photographs, sex.
Uses: Research.
Users: Researchers.

Individuals in Bank: Persons under investigation.

Retention Period: Permanent.

Ontario Provincial Police - Long Service, Good Conduct and Special Award Files, 1946-1976 (RG23-14)

Legal Authority: Archives Act, R.S.O. 1980, c.A.27.

Info Maintained: Name, circumstances of action, correspondence, date, honour or award given.

Uses: Research.

Users: Researchers.

Individuals in Bank: Constables and officers.

Retention Period: Permanent.

Ontario Provincial Police - Major Occurrence Reports, 1969-1984 (RG23-50)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, sex, criminal investigation reports, maps, photographs, fingerprints and criminal history reports, nature of crime and file number.

Uses: Research.

Users: Researchers.

Individuals in Bank: Persons under investigation.

Retention Period: Permanent.

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Ontario Provincial Police - Private Investigators and Security Guards Licensing Files - Agencies, 1910-1985 (RG23-39)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name of agency, principal officers and employees, and investigative notes on complaints received, correspondence and complaints concerning agency and its employees, duplicate of licences issued.

Uses: Research.

Users: Researchers.

Individuals in Bank: Private investigators and security guards.

Retention Period: Permanent.

Ontario Provincial Police - Separated Commissioned Officers Staff Records, 1922-1945 (RG23-12)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, age, cases handled, employment history, salary.

Uses: Research.

Users: Researchers.

Individuals in Bank: Constables promoted to commissioned officers.

Retention Period: Permanent.

Reports of Academic Standing/Department of Education, 1873-1929 (RG2-133)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, age, certificates and/or diplomas, examination results.

Uses: Research.

Users: Researchers.

Individuals in Bank: Students.

Retention Period: Permanent.

Pathology Reports and Slides - Thunder Bay, 1947-1966 (RG10-62)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, case number, medical and diagnostic information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Northern Ontario hospitals for whom tissue samples were submitted for pathological analysis.
Retention Period: Permanent.

Patient Case Files - Syphilis, 1936-1981 (RG10-223)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, medical history.
Uses: Research.
Users: Researchers.
Individuals in Bank: People reported to have syphilis.
Retention Period: Permanent.

Penetanguishene Mental Health Centre Case Files and Registers, 1904-1977 (RG10-20-J)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Penetanguishene Mental Health Centre.
Retention Period: Permanent.

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Personnel Files (former Department of Mines) (RG13-D-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Employee name, address, age, chest X-ray reports, educational history, group insurance numbers, health category reports, marital status, past employment, performance appraisals, salary.
Uses: Research.
Users: Researchers.
Individuals in Bank: Personnel, former Department of Mines.
Retention Period: Permanent.

Personnel Files - Provincial Board of Health, 1904-1921 (RG62-B-3-A)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, duties, salary.
Uses: Research.
Users: Researchers.
Individuals in Bank: Selected officers.
Retention Period: Permanent.

Practitioners Register Catalogue, 1977-1989 (RG30-20)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, district, licence and date, practice type.

Uses: Research.
Users: Researchers.
Individuals in Bank: Registered medical practitioners.
Retention Period: Permanent.

Prison and Jail Registers, 1832-1980 (RG20-Various Institutions)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, date, date of discharge and magistrate's remarks, education, height, inmate number, marital status, offence, physical description, place and term of conviction, sex.
Uses: Research.
Users: Researchers.
Individuals in Bank: Inmates.
Retention Period: Permanent.

Private Manuscript Donor Index

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Donor's name, address, date of the accession, terms of accession and accession number.
Uses: Maintain control over private manuscript accessions.
Users: Archives staff.
Individuals in Bank: Donors.
Retention Period: Permanent.

Probation and Aftercare Files, Juvenile (selected), 1952-1988 (RG60-55)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, family and educational information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Juvenile wards and parolees.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Workers' Compensation Board Subrogation Files, 1968-1991 (RG39-3)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files from the Legal Service branch of the Worker's Compensation Board and its predecessors for subrogation cases. Files contain writs, affidavits, copies of the claim file, medical documents, memoranda of agreement, action checklists, correspondence
Uses: Research.
Users: Researchers.
Individuals in Bank: Claimants to WSIB.
Retention Period: Permanent.

Worker's Compensation Board Closed Fraud Case Files, 1956-1991 (RG39-12)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files kept by Legal Branch of the Worker's Compensation Board documenting possible cases of fraud by individuals and or companies accused of misleading the Board. Series is arranged alphabetically by case name. Documents within the files consist of c

Uses: Research.
Users: Researchers.
Individuals in Bank: Claimants to WSIB.
Retention Period: Permanent.

Queen Street Mental Health Centre Patient Registers 1841-1980 (RG10-271)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Admission, discharge and death dates, elopements, diagnosis.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Queen Street Mental Health Centre
Retention Period: Permanent.

Probation and Parole Files (selected), 1953-1992 (RG20-Various Institutions)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, age, background documentation of individual's social milieu, compliance with probation officials, criminal offences, notes of meetings and difficulties, probation and parole ordered, relatives.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals granted probation or parole.
Retention Period: Permanent.

Professional Credentials - Inactive Nurses, 1908-1977 (RG10-236)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Professional qualifications, employment history, financial data.
Uses: Research.
Users: Researchers.
Individuals in Bank: Public health nurses trained in Ontario and formerly employed in local official health agencies.
Retention Period: Permanent.

Income Maintenance Case Review Files and Index Cards (selected), 1978-1980 (RG29-02)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, medical and financial data re benefits recipients being reviewed for eligibility.
Uses: Research.
Users: Researchers.
Individuals in Bank: Recipients of provincial welfare benefits who have problems with or questions concerning eligibility or entitlement.
Retention Period: Permanent.

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Psychiatric and Retarded Patients Correspondence, 1962-1977 (RG10-229)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Personal, medical and family history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Psychiatric and retarded patients.
Retention Period: Permanent.

Psychiatric Hospitals Master Patient and Resident Index, 1971-1992 (RG10-20-A-4)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Personal and medical history.

Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of psychiatric hospitals.
Retention Period: Permanent.

Public Health Nursing Staff Files, 1927-1935 (RG10-30-A-6)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and educational information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Public health nurses.
Retention Period: Permanent.

Public Service Grievance Bd. (Ontario Joint Council) - Classification Grievance Files, 1962-1980 (RG25-63)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Names of employees who were appellants, addresses, remedy requested and decision, respondents, type of grievance, witnesses.
Uses: Research.
Users: Researchers.
Individuals in Bank: Public service employees.
Retention Period: Permanent.

Case Books of the Victoria Industrial School, 1887-1929(RG8-51-7)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27
Info Maintained: Volumes created by staff of the Victoria Industrial School pertaining to inmates of the school. Each contains the following personal information about each boy: date, case number, name, age, residence, height, complexion, eye colour, occupation, birthpla
Uses: Research
Users: Researchers
Individuals in Bank: Wards of school
Retention Period: Permanent

Goderich Psychiatric Hospital Patient Register 1963-1976 (RG10-311)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Admission, discharge, death and transfers of patients.
Uses: Research
Users: Researchers.
Individuals in Bank: Hospital Patients
Retention Period: Permanent

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Queen Street Mental Health Centre - Admission Orders and Histories, Case Files and Registers and Rolls, 1841-1980 (RG-10-20-B)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.

Uses: Research.
Users: Researchers.
Individuals in Bank: Patients admitted to Queen Street Mental Health Centre.
Retention Period: Permanent.

Reading Room Daily Register - Archives of Ontario

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, locker number, research pass number, time of arrival, time of departure.
Uses: Identify bona fide users of the archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation.
Users: Archives staff.
Individuals in Bank: Registered Archives researchers.
Retention Period: Ten years, then transferred to archives. (Under review)

Reading Room Registration Records - Archives of Ontario

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, personal identifier, subject of research, telephone number, type of research.
Uses: Identify bona fide users of the archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation; allow contact with users to whom specific materials are issued in case of loss.
Users: Archives staff.
Individuals in Bank: Archives researchers.
Retention Period: Five years, then destroyed. (Under review).

Reading Room Request Slips - Archives of Ontario

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of researcher, date material ordered/returned, identification of archival material ordered, relevant access restriction, research pass/locker number.
Uses: Tracking of archival material issued to/returned by researchers in archives reading room.
Users: Archives staff.
Individuals in Bank: Registered Archives researchers.
Retention Period: Three years, then destroyed. (Under review).

Record of Revenue Transactions (Archives of Ontario)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, identifier number, payment record, request information.
Uses: Log information requested; prepare production copies; record and report revenue transactions; prepare statistical reports.
Users: Managers, Information and Resource Operations staff.
Individuals in Bank: Users of research/reproduction services.
Retention Period: Not determined.

Records of the Victoria Industrial School, Mimico, 1887-1935 (RG8-51)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and case number of inmate, abilities, activities, address, aptitudes, character, date and place of birth, education, employment history, family details, health, medical history, physical description, record of offences and punishments.
Uses: Research.
Users: Researchers.
Individuals in Bank: Juvenile inmates aged 14-21.
Retention Period: Permanent.

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Regional Children's Centre Case Files - Thunder Bay (selected), 1970-1978 (RG29-76)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Outpatient's registration/termination, art work, case formulation, date of birth, family background, parent evaluation, progress notes, psychological report.
Uses: Research.
Users: Researchers.
Individuals in Bank: Children in Regional Children's Centre, Thunder Bay.
Retention Period: Permanent.

Rehabilitation Case Files - "A" and "R" (selected), 1976-1993 (RG29-38)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and case number, medical, financial and educational information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants and recipients of vocational rehabilitation services.
Retention Period: Permanent.

Reports - Worker's Compensation Board, 1957 (RG39-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of claimant, address of employer, attending physician, cause of occupational disease, claim number, employer, occupation, parts of body affected.
Uses: Research.
Users: Researchers.
Individuals in Bank: WCB claimants.
Retention Period: Permanent.

Selected Adult Inmate Case Files-Main Office, 1933-1961,1971-1983 (RG20-26-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, birth place, date of birth, dependants, education background, immigration date, marital status, nationality, religion, occupation, previous convictions, offence, sentence, name of judge, release date.
Uses: Research.
Users: Researchers.
Individuals in Bank: Adult inmates (16 years of age and older) committed to a provincial jail, prison or correctional facility; Ministry of Correctional Services employees and police officers.
Retention Period: Permanent.

Social Assistance Review Board Notices of Decision, 1969-1984 (RG29-129)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, case number and eligibility information about recipients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Welfare recipients.
Retention Period: Permanent.

Socio-Economic Problems and Adjustment Need of the Eastern Ontario Farm Family Study Files, 1963-1967 (RG16-26)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, personal income statistics, property evaluation, property holdings, survey data and reports by geographical code.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farm families.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Soldiers Aid Commission Canteen Fund Files (selected), 1930-1976 (RG29-65)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, financial, family and medical information re applicants and recipients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Recipients of aid.
Retention Period: Permanent.

Subrogation Files, 1969-1985 (RG39-3)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, address of injured worker, claim file number, defendants and representatives, interpretations and legal opinions, medical information, public liability insurance particulars, wage information and employment history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Person(s) who transfer his/her legal right of action to another person(s).
Retention Period: Permanent.

Summer Language Bursary Program Files, 1971-1976; 1982-1986 (RG32-12)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, address, telephone number, age, citizenship, education, employment history, name and address of student's parents, sex, student's evaluation of course, telephone number of student's parents.
Uses: Research.
Users: Researchers.
Individuals in Bank: Students seeking financial assistance for second-language immersion courses.
Retention Period: Permanent.

Tax Appeals Branch - Precedent Case Files, 1971-1987 (RG26-58)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, old age security number, social insurance number, account number, address, correspondence and replies, financial transactions, legal opinions, permit number, personal opinions, telephone number, third party references.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals filing a notice of appeal with the Tax Appeals Branch, Ministry of Revenue.
Retention Period: Permanent.

Thalidomide Case Files, 1956-1980 (RG10-187)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Names of Ontario residents affected by thalidomide, medical and financial information.
Uses: Legal and historical.
Users: Historians, sociologists, statisticians and lawyers.
Individuals in Bank: Ontario residents affected by thalidomide.
Retention Period: Permanent.

Toronto Reception Hospital for the Insane Case Files and Registers, 1914-1920 (RG10-20-G)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Toronto Reception Hospital for the Insane.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Toronto Training School for Girls Jail Register, Index Record Book and Admission Examination Book, 1952-1960 (RG60-35; 36)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, date of admission, date of discharge, demographic data, medical and family history, offence and sentence.

Uses: Research.

Users: Researchers.

Individuals in Bank: Juvenile wards in the Ontario Training School for Girls, Toronto.

Retention Period: Permanent.

Training School Advisory Board Admission Registers, 1925-1968 (RG60-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, date and status of admission, place of residence.

Uses: Research.

Users: Researchers.

Individuals in Bank: Youths admitted or committed to training school.

Retention Period: Permanent.

Training School Advisory Board (Main Office) Ward Files (selected), 1890s-1985 (RG60)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, family history, juvenile court proceedings, medical, psychological and academic reports.

Uses: Research.

Users: Researchers.

Individuals in Bank: Juvenile wards in the Ontario Industrial and Training Schools.

Retention Period: Permanent.

Trends in Farm Abandonment Study Files, 1956-1962 (RG16-25)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, analysis of information, financial evaluation, location of property, maps and final reports by geographical code, personal income statistics, surveys undertaken.

Uses: Research.

Users: Researchers.

Individuals in Bank: Farmers.

Retention Period: Permanent.

Public Trustee - Trust Files of Deceased Persons (selected), 1944-1978 (RG4-54)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, cards and other personal documents, cheques, correspondence and other personal papers, financial statements and financial management accounts, social insurance number and other personal documents, year of death.

Uses: Research.

Users: Researchers.

Individuals in Bank: Individuals committed to provincial institutions as insane or otherwise unable to manage their affairs, and who are now deceased.

Retention Period: Permanent.

Public Trustee - Trust Files of Persons Released from Institutions, 1966-81 (RG4-86)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, social insurance number, financial information, personal history, year of release.

Uses: Research.

Users: Researchers.
Individuals in Bank: Individuals released from institutions for the insane.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Whitby Psychiatric Hospital Hemodialysis Files, 1978-1980 (RG10-20-N)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, information regarding hemodialysis treatment, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Hemodialysis patients at Whitby Psychiatric Hospital.
Retention Period: Permanent.

Family Court - Young Offenders' Case Files, 1927-1986 (RG22)

Legal Authority: Young Offenders' Act, S.C. 1986, c.32, Canada, Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, educational reports, nature of offence, psychiatric reports, sex.
Uses: Research.
Users: Researchers.
Individuals in Bank: Young offenders under 18 years of age.
Retention Period: Permanent.

Lindsay Chest Clinic Patient Case Files 1959-1961 (RG10-339)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, d.o.b., admission/discharge records, medical history and reports, x-ray reports, related correspondence.
Uses: Research
Users: Researchers.
Individuals in Bank: Patients in chest clinic.
Retention Period: Permanent.

Adult Inmate Case Files - Main Office Index Cards, 1920-1975 (RG20-26-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age at committal, aliases, birth date, birth place, inmate and parole board numbers, institution(s) to which committed, nationality, offence, race.
Uses: Research.
Users: Researchers.
Individuals in Bank: Adult inmates (16 years of age or older) committed to a provincial jail, prison or correctional facility; Ministry of Correctional Service employees and police officers.
Retention Period: Permanent.

Client Files - Infant Stimulation Development Programme, 1979-1991 (RG29-147)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files of infants, 0-30 months old, eligible for the Infant Stimulation Program: goals set for clients based on developmental logs and client data; assessments obtained by doctors, therapists, and psychologists; referral letters; plans of care reports
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of the Infant Stimulation Development Programme.

Retention Period: Permanent.

Family Court (York County) Occurrence Files, 1930-1945 (RG22-5836)

Legal Authority: Young Offenders' Act, S.C. 1986, c.32, Canada, Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: From 1930-1940s the Toronto Juvenile and Family Court maintained one series of records called occurrence files for all juvenile, family support, criminal code and child custody cases. Files contain police informations, application, arrest warrants, summon

Uses: Research.

Users: Researchers.

Individuals in Bank: Individuals and families who appeared before the family court under various family legislation concerning family support, criminal code, juvenile, and child custody cases.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Queen Street Mental Health Centre Fever Therapy Unit Records, 1939-1951 (RG10-278)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Fever charts, medical history, pre-treatment preparations, fever treatment care, statistics, chemotherapy for treatment of patients.

Uses: Research.

Users: Researchers.

Individuals in Bank: Patients in hospital.

Retention Period: Permanent.

Northwestern Regional Centre - Residents' Files, 1935-1978 (RG29-146)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Physician's certificate of mental illness or handicap, clinical records, social history, miscellaneous correspondence, legal status, admission and transfer or discharge summaries by various disciplines, medical treatment and educational and programming in

Uses: Research.

Users: Researchers.

Individuals in Bank: Developmentally handicapped and emotionally disturbed patients.

Retention Period: Permanent.

Training School History Cards (Ward Index), 1930-1988 (RG60-7)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, sex, date of birth, ward file number, court date, admission/transfer/release dates.

Uses: Research.

Users: Researchers.

Individuals in Bank: Training school wards.

Retention Period: Permanent.

Queen Street Mental Health Centre Patients' Clinical Case Files, 1841-1977 (RG10-270)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Medical and psychiatric information, conference reports, clinical histories, test results, family correspondnece and financial situation.

Uses: Research.

Users: Researchers.

Individuals in Bank: Patients of Queen Street Mental Health Centre.

Retention Period: Permanent.

Relief Land Settlement Plan Records, 1932-ca. 1940 (RG1-175)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Registers documenting individuals' applications to the Releif Land Settelement Plan and details of the disbursement of the Plan's monies to participants. Register 1-175-0-1 also contains each applicant's maritla status, number od children, religion, racia

Uses: Research

Users: Researchers.
Individuals in Bank: Farmers.
Retention Period: Permanent.

Rights Adviser Case Files, 1986-1989 (RG10-341)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of patient, legal status, ward location, name of lawyer or need for Legal Aid, financial records, hearing results.
Uses: Research
Users: Researchers.
Individuals in Bank: Patients in psychiatric hospitals seeking legal assistance from the Psychiatric Patient Advisory Office (PPAO).
Retention Period: Permanent

Ministry: GOVERNMENT SERVICES

Toronto Chest Clinic Patient Case Files, 1929-1961 (RG10-335)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, D.O.B., admission/discharge records, medical history and reports, x-ray reports, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients in the chest clinic.
Retention Period: Permanent.

Applications for Admission to Library School, 1916-1927 (RG2-226)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student's name, address, education, library experience, next of kin.
Uses: Research.
Users: Researchers.
Individuals in Bank: Students applying for admission to the Ontario Library School.
Retention Period: Permanent.

Examination Marks of Library Students, 1916-1928 (RG2-227)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Students' name, examination results, practice work grades.
Uses: Research.
Users: Researchers.
Individuals in Bank: Students attending the Ontario Library School.
Retention Period: Permanent.

Neuro-Psychiatric Clinical Files, Guelph Correction Centre, 1955-1970 (RG20-40-4)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Adult male inmates from Ontario correctional facilities examined at the Guelph Neuro-Psychiatric, arsonists, sexual deviants etc.). Files provide information of type of psychiatric disorders among male inmates.
Uses: Research.
Users: Researchers.
Individuals in Bank: Male inmates of Ontario correctional institutions.
Retention Period: Permanent.

Victoria Industrial School Register of Offences and Punishments, 1894-1902 (RG8-51-6)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Register created by staff at the Victoria Industrial School pertaining to offences committed by, and punishments meted out to, boys at the school. Records include daily entries listing the name of

Uses: the boy, initials of the person reporting the infraction, Research.
Users: Researchers.
Individuals in Bank: Wards of school.
Retention Period: Permanent.

Young Offender Case Files (selected) - Institutions, Probation and Parole Offices, 1984-88 (RG20)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Describing offender and his/her history, problems, case and activities while under Ministry jurisdiction, offenders personal effects/funds, police, social agencies, social work and legal professionals and the public. Young persons age 16-17 placed in the
Uses: Research.
Users: Researchers.
Individuals in Bank: Young offenders age 16-17.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Resident's Individual Medical Assessment and Program Files (Oxford Regional Centre), 1913-1978 (RG29-23)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Data on former Community Clients: identification, address, and follow-up reports, medical and social history, programming and educational reports and recommendations, programs initiated and progress notes from the various disciplines involved, summaries o
Uses: Research.
Users: Researchers.
Individuals in Bank: Oxford Regional Centre clients.
Retention Period: Permanent.

Southwest Regional Centre - Residents'/Clients' Medical, Individual Assessments & Program Files, 1896-1975 (RG29-57)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Physician's certificate of mental illness or handicap, admission and transfer or discharge summaries by various disciplines, clinical records, legal status, medical treatment and educational and programming information relating to patients, miscellaneous
Uses: Research.
Users: Researchers.
Individuals in Bank: Developmentally handicapped and emotionally disturbed patients.
Retention Period: Permanent.

St. John's Training School Ward Files, 1897-1940 (RG60-27)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Juvenile wards, legal documents, reports, summaries, memorandums, orders/approvals, correspondence relating to wards background, residence, progress and future plans. Created by medical and teaching professionals, training school/ministry staff, judicial
Uses: Research.
Users: Researchers.
Individuals in Bank: Juvenile wards of the St. John's Training School.
Retention Period: Permanent.

Queen Street Mental Health Centre Admission Warrants and Histories, 1851-1906 (RG10-268)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Warrant and application number, patient name and number, payments, social, medical and psychiatric situation,
Uses: Research.

Users: Researchers.
Individuals in Bank: Admitted and discharged patients of Queen St. Mental Health Centre.
Retention Period: Permanent.

In-Service Course Marks Reports/Department of Education, 1957-1961 (RG2-136)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, age, sex and marks obtained in course work.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers and student teachers who participated in the in-service training course.
Retention Period: Permanent.

Inspectors' and Examiners' Certificates Registers/Department of Education, 1871-1979 (RG2-334)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, qualifications, certificate number and date.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals granted Inspectors' and Examiners' Certificates by the Department of Education.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Industrial Health and Safety Branch Ottawa Office Fatal Accident Files, 1986-1987 (RG7-196)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Information is used to document investigations of fatalities. Materials include reports by Ministry of Labour inspectors, police, coroners, companies, and safety officers; correspondence from companies, unions, safety associations and families of the dece
Uses: Research
Users: Researchers
Individuals in Bank: Victims of fatal industrial accidents in Ottawa
Retention Period:

Consumer Investigation and Enforcement Records 1970-1995 (RG31-12)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Investigation notes, reports, and correspondence. May also include investigation exhibits, business records, police reports and criminal records.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals and businesses under investigation by Consumer and Business Services.
Retention Period: Permanent

Goderich Psychiatric Hospital Index Cards, 1961-1976 (RG10-332)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, address, next of kin, religion, diagnosis, date of admission/discharge/death.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients in psychiatric hospital
Retention Period: Permanent

Champlain Training School - Ward Files, 1933-1945 (RG60-59)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, family history, juvenile court proceedings, medical, psychological and academic reports, related correspondence.
Uses: Research.

Users: Researchers.
Individuals in Bank: Juvenile wards in Champlain (formerly St. Joseph's) Training School for Boys.
Retention Period: Permanent.

Education Research Operational Files, 1971-1987 (RG2-236)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, curriculum vitae, salary, social insurance number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Professional researchers, editors, writers and translators seeking professional services contracts.
Retention Period: Permanent.

Crown Employees Grievance Settlement Board - Case Files, 1975-1980 (RG25-66)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and address of individuals, union and ministry, applications filed by union on behalf of the griever, remedy requested and decision, type of grievance.
Uses: Research.
Users: Researchers.
Individuals in Bank: Crown employees on whose behalf a union has filed a grievance, or who have filed one on their behalf.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Health Disciplines Board/Denture Therapists/Appeal Board/Funeral Services Review Board Files, 1974-1993 (RG10-182)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, decisions and reasons.
Uses: Research.
Users: Researchers.
Individuals in Bank: Complainants, appellants, physicians, dentists, nurses, pharmacists and optometrists requesting registration in the above professions.
Retention Period: Permanent.

Liquor Licence Board of Ontario - Interdiction Files, 1929-1990 (RG36-13)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, criminal record, investigation reports from police departments, letters of complaint, orders of interdiction, report on completion of interdiction terms with recommendations, results of board hearings, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals placed on interdiction (Individuals to whom sale of alcohol is prohibited).
Retention Period: Permanent.

Northern Health Travel Grant Master Films 1992-1995 (RG10-349)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Applicant name, OHIP number, medical information, primary diagnosis, name of person accompanying patient.
Uses: Research
Users: Researchers
Individuals in Bank: Applicants to Northern Health Travel Grant Program
Retention Period: Permananet

Ontario Public Service Labour Relations Tribunal-Case Files, 1973-1984 (RG25-62)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and address of individual, union and ministry, remedy requested and decision, type of complaint or request of grievance.
Uses: Research.
Users: Researchers.
Individuals in Bank: Public servants affected by applications filed before the tribunal.
Retention Period: Permanent.

Ontario Tuberculosis Register, 1940-1960 (RG10-233)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, OHIP number, address, bacteriology, case history, country of birth and origin, diagnosis, facts relevant to treatment, known close contacts, occupation, physician treating the case.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals with active or reactivated tuberculosis.
Retention Period: Permanent.

Order of Ontario - Nominations, 1987-1989 (RG74-15)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Files containing nominations sought through newspaper advertisements, letters of acknowledgement, pertaining to the eligibility of the nominee, support letters.
Uses: Research.
Users: Researchers.
Individuals in Bank: Nominees being reviewed for possible receipt of the Order of Ontario.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Archaeological Licenses Files - Archaeological Exploration, Survey of Field Work, 1975-1980 (RG47-100)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, curriculum vitae, financial arrangements, project description, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals applying to conduct archaeology in Ontario.
Retention Period: Permanent.

Developmental Programming & Assessment Services Client Files-Muskoka, 1979-1983 (RG29-144)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Data on former Community Clients: identification, address, medical and social history, programming and educational reports and recommendations, programs initiated and progress notes from the various disciplines involved, summaries of various disciplines a
Uses: Research.
Users: Researchers.
Individuals in Bank: Muskoka Centre community clients.
Retention Period: Permanent.

Goderich Psychiatric Hospital Patients' Case Files, 1975-1976 (RG10-343)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, medical/mental history, date of admission/discharge/death, consultation notes, treatment notes, family information, related correspondence
Uses: Research.
Users: Researchers.

Individuals in Bank: Patients in psychiatric hospital.
Retention Period: Permanent.

Ontario Farm Business Management Analysis Pprogram Files, 1976-1990 (RG16-309)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Farmers' names, addresses, farm locations and farm financial information.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farmers.
Retention Period: Permanent.

Ontario Review Board Case Files, 1996-1998 (RG10-338)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Warrants, patient name, court documents, medical and criminal history, physicians' reports, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients in psychiatric facilities subject to a Warrant of the Lieutenant Governor.
Retention Period: Permanent.

Pay Equity Commission Review Services Closed Case Management Files, 1988-1990 (RG7-207)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Correspondence, memoranda, reports, review applications, telephone logs, job evaluation sheets, memoranda of understanding
Uses: Research
Users: Researchers
Individuals in Bank: Applicants for Pay Equity review
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Penetanguishene Mental Health Centre Patients' Clinical Case Files, 1904-1977 (RG10-303)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Medical and psychiatric information, conference reports, social and family histories, clinical charts, tests, correspondence and financial data.
Uses: Research.
Users: Reserachers.
Individuals in Bank: Patients of Hospital
Retention Period: Permanent.

Order of Ontario - Recipients, 1987 (RG74-15-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Files containing nominations sought through newspaper advertisements, etc., letters of acknowledgement, pertaining to each recipient of the Order of Ontario, support letters.
Uses: Research.
Users: Researchers.
Individuals in Bank: Recipients of the Order of Ontario.
Retention Period: Permanent.

Patients Medical Records - Closed Private Hospitals, 1949-1978 (RG10-232)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Includes patients' personal medical files, data on patients' identification, diagnosis, doctor's orders, examinations, medical drug record and written records of medical history, nurses' notes relating to the patient, progress notes and related matters.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of private hospitals.
Retention Period: Permanent.

Pesticides Complaints and Investigations Files - Investigation Files, 1964-1979 (RG12-57-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, and/or application of pesticides, investigation details, legal documents, records of fines charged for improper use.
Uses: Research.
Users: Researchers.
Individuals in Bank: Complainants and charged or investigated companies.
Retention Period: Permanent.

Private Scholarships Files/Ministry of Education, 1926-1988 (RG2-234)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, cheque payment, recommendation letters, sex, transcripts of marks.
Uses: Research.
Users: Researchers.
Individuals in Bank: Elementary, secondary and first-year university students recommended by their schools for private scholarships.
Retention Period: Permanent.

Official Guardian Branch: Custody and Access Case Files, 1980-1987 (RG4-98)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27
Info Maintained: Case files compiled by the Official Guardian Branch while representing, mental health professionals as well as copies of any affidavits, social workers.
Uses: Research.
Users: Researchers.
Individuals in Bank: Children whose parents are involved in divorce and custody actions.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Office of the Police Complaints Commissioner: Complaint, Review and General Inquiry Case Files, 1982-1987 (RG4-92)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files compiled by the Police Complaints Commissioner giving name, findings and recommendations., investigation notes, names and addresses and witnesses and police officers, nature of complaint.
Uses: Research.
Users: Researchers.
Individuals in Bank: Complainants, witnesses and police officers.
Retention Period: Permanent.

Investigation Case Files, 1970-1988 (RG20-24)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Case files compiled by the Investigations and Security Unit of the Ministry, investigators' notes, recommendation and findings, supporting documentation.
Uses: Research.

Users: Researchers.
Individuals in Bank: Inmates of correctional facilities, staff of the Ministry of Correctional Services and members of public.
Retention Period: Permanent.

Fatalities - Construction, 1963 -1967 (RG7-158)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, coroner's report, date of death, marital status of deceased, police report, prevailing conditions on site when accident occurred, sex, verdict of coroner's jury.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals who have died as a result of construction accidents.
Retention Period: Permanent.

Special Placement Officer (Immigration) - Correspondence, 1946-1953 (RG7-110)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, age, birth date, education, emigration number, marital status, military and war service, names of dependents, occupation, physical characteristics.
Uses: Research.
Users: Researchers.
Individuals in Bank: Immigrants looking for job opportunities in Ontario.
Retention Period: Permanent.

Student Venture Capital Program Files, 1981-1989 (RG72-30)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, Student Venture Capital Program rating, business plan, contracts, credit profile, educational history, home address, references, social insurance number, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: High school, community college and university students applying for Student Venture Capital loans.
Retention Period: Permanent.

Vocational Rehabilitation Case Files, 1982-1983 (RG39-10)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of injured worker, address, assessment agreements with employer and institutions/schools, correspondence to and from counsellor and doctor, date of birth, reports by counsellors, status entitlements, supervisors and doctors, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Injured workers qualified to receive rehabilitation assistance under provisions of the WCB Act.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Surrey Place Centre Residents' Medical and Residential Files, 1966-1979 (RG29-94)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, admission and discharge summaries, date of birth, education, individual program planning information, medical treatment, sex, social history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Residents of Surrey Place Centre for the Developmentally Handicapped.
Retention Period: Permanent.

Teachers' Files - Ontario Teachers/Ministry of Education, 1957-1982 (RG2-280)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, degree, transcripts, certificates, teaching experience form, letters of standings, complaints, suspensions, social insurance number.
Uses: Research.

Users: Researchers.
Individuals in Bank: Teachers who are qualified to teach in Ontario and teachers who are suspended from teaching.
Retention Period: Permanent.

Venture Capital Program Files, 1974-1980 (RG 32-38)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, application, business experience, citizenship status, date of birth, education, final income statement, gross annual income, loan contract, personal finance and creditors, rating sheet, sex, social insurance number, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: All applicants who are Ontario residents aged 15 or over and who are eligible to work in Ontario.
Retention Period: Permanent.

Women's Employment Case Files, 1979-1991 (RG29-56)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, case profile of financial, employment, social data.
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants for and recipients of assistance.
Retention Period: Permanent.

Workers' Compensation Board - Exit Staff Cards, 1948-1981 (RG39-7)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, disabilities, emergency contact, level of education, physical limitations, position and salary record, reason for termination of employment, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Employees of the Worker's Compensation Board.
Retention Period: Permanent.

Workers' Compensation Board - Social Work Intervention Files, 1981-1988 (RG39-8)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, WCB client number, address, interviews with injured workers and family, sociological assessment of worker's condition, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: WCB clients re-admitted to the Downsview Rehabilitation Centre.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Public Service Grievance Bd. - Completed Grievance Files, 1960-1980 (RG25-65)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Names of employees and ministry who were appellants, addresses, remedy requested and decision, respondents, type of grievance, witnesses.
Uses: Research.
Users: Researchers.
Individuals in Bank: Non-bargaining unit public servants who have filed for a hearing before the board.
Retention Period: Permanent.

Workers' Compensation Board History Files, 1975-1984 (RG7-153)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, W.C.B. claim number, address, medical reports, place of employment, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Claimants to the Worker's Compensation Board in which chest diseases have been diagnosed.
Retention Period: Permanent.

Workers' Compensation Board - Inactive and Deceased Chest X-Rays, 1965-1984 (RG7-157)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Chest X-Rays.
Uses: Research.
Users: Researchers.
Individuals in Bank: Claimants to the Worker's Compensation Board in which chest diseases have been diagnosed.
Retention Period: Permanent.

Muskoka Centre Residents/Clients Medical, Individual Assessment & Program Files, 1910-1978 (RG29-142)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, admission and discharge summaries, date of birth, education, individual program planning information, medical treatment, sex, social history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Former clients of developmentally handicapped facility.
Retention Period: Permanent.

Ontario Asylums Committal and Discharge Files, 1880-1900 (RG8-1-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Personal, family and medical history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Persons declared insane by the Courts.
Retention Period: Permanent.

Lunatic Index, 1869-1913 (RG8-11)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of individuals.
Uses: Research.
Users: Researchers.
Individuals in Bank: Persons declared insane by the Courts.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Youth Venture Capital Loan Files, 1984-1989 (RG72-31)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, Social Insurance Number, address, business experience, date of birth, education, gender,

income statements., loan contract, personal finance and creditors, telephone number.

Uses: Research.

Users: Researchers.

Individuals in Bank: Successful applicants for Youth Venture Program, who must be aged 18 to 29, not going to school full time and who are eligible for work in Ontario.

Retention Period: Permanent.

Youth Venture Capital Rejected/Cancelled Loan Files, 1984-1990 (RG72-32)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, Social Insurance Number, address, business experience, date of birth, education, gender, income statements, loan contract, personal finance and creditors, telephone number.

Uses: Research.

Users: Researchers.

Individuals in Bank: Unsuccessful applicants for Youth Venture Program. Applicants must be aged 18 to 29, not going to school full time and must be eligible for work in Ontario.

Retention Period: Permanent.

Minister of Labour Correspondence - Workers' Compensation Claims, 1930-1940 (RG7-5-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, company, correspondence regarding claims, nature of injury, occupational classification, photographs, press clippings, salary.

Uses: Research.

Users: Researchers.

Individuals in Bank: WCB claimants.

Retention Period: Permanent.

Child Advocacy Information System Case Files, 1976-1988 (RG29-149)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Contains client case files which include correspondence between case workers and institutions, case referrals, educational and therapeutic placement documents, client profile sheets, plans of care, medical consultation and other reports. May include photo

Uses: Research.

Users: Researchers.

Individuals in Bank: Children receiving services from the Office of Child and Family Service Advocacy.

Retention Period: Permanent.

Oxford Regional Centre, Control Records/Registers/Log Books and Lists, 1906-1996 (RG29-156)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Contains ledgers, registers and report books regarding the administration of patients. Includes admission application ledgers, admission registers, visitor's logs, daily movement of population registers, report books on treatment, recreation and trips, c

Uses: Research.

Users: Researchers.

Individuals in Bank: Residents/Clients of Oxford Regional Centre (Woodstock, Ontario).

Retention Period: Permanent.

Municipal Recreation Directors' Certificates, Technical Institutes Assistants Certificates, and Arena Managers' Certificates Register/Department of Education, 1954-1971 (RG2-369)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, qualifications, and number and type of certificate.

Uses: Research.

Users: Researchers.

Individuals in Bank: Municipal Recreation Directors, Technical Institutes Assistants, and Arena Managers who are qualified to work in Ontario.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Faculties of Education Final Examination Reports/Department of Education, 1906-1912 (RG2-374)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, address, exam number, sex, age, non-professional standing, public school experience, course, academic standing in exams written, certificates recommended and certificates awarded.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers who attended a session at the Faculties of Education at Queen's University and the University of Toronto.
Retention Period: Permanent.

First and Second Class Teacher's Certificates Register/Department of Education, 1853-1972 (RG2-301)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, sex, certificate number, type of certificate and date of issue.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers' who completed a teacher training course offered by the Department of Education.
Retention Period: Permanent.

Head Masters/Principals, Assistant Head Masters/Vice-Principals and Permanent High School Teachers' Certificates Registers/Department of Education, 1875-1969 (RG2-318)

Legal Authority: Archives Act, R.S.O. 1990, c. A.27.
Info Maintained: Name, type of certificate obtained, university attended, references, date and certificate number.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who were granted permanent high school certificates which qualified them for the positions of principal or headmaster, vice-principal or assistant headmaster and/or high school subject specialist.
Retention Period: Permanent.

Letters of Standing for Elementary and Secondary School Teachers with Out-of-Province Qualifications Registers/Department of Education, 1952-1967 (RG2-323)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, sex, number of the letter of standing granted, date.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who applied for and received letter of standing for out-of-province qualifications.
Retention Period: Permanent.

Normal School Applications Registers/Department of Education, 1869-1872, 1897-1921 (RG2-361)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Applicants name, address, school applied to and whether an offer of admission was made.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers who applied for admission to one of the Normal Schools in Ontario.
Retention Period: Permanent.

Teachers' Superannuation Pay Lists/Department of Education, 1856-1945 (RG2-110-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of pensioner, years of service, age, pension, net amount, date paid.
Uses: Research.
Users: Researchers.
Individuals in Bank: Retired teachers.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Teachers' Summer Course in Special Subjects Marks Sheets/Department of Education, 1959-1962, 1974 (RG2-130)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, educational background, and academic record.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who attended Department summer courses in order to upgrade their qualifications.
Retention Period: Permanent.

Teachers of Religious and Educational Communities Certificates Registers/Department of Education, 1907-1909 (RG2-333)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Secular and religious name, academic standing, religious and educational community name and address, certificates held, experience, section of Act under which teacher proposes to qualify, recommending inspector, date of expiry of temporary certificate.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers who were members of religious and educational communities and who were participating in teacher education course offered by the Department of Education.
Retention Period: Permanent.

Ward Files, Ontario Training School (O.T.S.) Guelph, 1941-1945 (RG60-64)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Contains individual ward files. These files include court documents relating to the placement in a Training School, and reports, summaries, memoranda and correspondence concerning the ward.
Uses: Research.
Users: Researchers.
Individuals in Bank: Residents/Wards of Ontario Training School (O.T.S.) Guelph, also known as Hillcrest School.
Retention Period: Permanent.

Interim and Permanent Kindergarten and Primary School Teachers' Certificates Registers/Department of Education, 1909-1968 (RG2-324)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, address, qualifications, previous certificates held, number of permanent certificate granted and date it was granted.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who obtained interim and permanent kindergarten and primary school certificates from the Department of Education.
Retention Period: Permanent.

Interim Elementary School Teachers' Certificates Registers/Department of Education, 1956-1969 (RG2-322)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and address, the certificate number, the date of issue and any remarks.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals certified on an interim basis by the Department of Education to teach at the elementary school level.
Retention Period: Permanent.

Interim High School Teachers' Certificates Registers/Department of Education, 1889-1969 (RG2-319)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, address, certificate number and date it was granted.
Uses: Research.

Users: Researchers.
Individuals in Bank: Student teachers who obtained a certificate from the Department of Education which qualified them to act as a high school teacher.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Kindergarten Teachers' Certificates Examination Registers/Department of Education, 1887-1918 (RG2-335)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and academic standing.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who sat an examination in order to obtain Kindergarten Assistants', Kindergarten Directors', and Kindergarten-Primary Certificates.
Retention Period: Permanent.

Admissions Register/Peterborough Normal School, 1908-1923 (RG2-348)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, age, sex, county of origin and date of admission.
Uses: Research.
Users: Researchers.
Individuals in Bank: Students teachers' who were admitted to the Peterborough Normal School.
Retention Period: Permanent.

Archives of Ontario Reading Room Researchers and Research Subjects Registers, 1922-1972 (RG17-42)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of researcher, address, date of visit, research subject.
Uses: Research.
Users: Researchers.
Individuals in Bank: Researchers using the Archives of Ontario's Reading Room.
Retention Period: Permanent.

Brockville Psychiatric Hospital Patient Case Files, 1894-1968 (RG10-20-K-2)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge date, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of Brockville Psychiatric Hospital.
Retention Period: Permanent.

Department of Highways Staff Military Service Forms, 1937-1943 (RG14-21)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Military service records with information on individuals marital status, religion, number of dependants and employment history.
Uses: Research.
Users: Researchers.
Individuals in Bank: Ministry of Transportation employees.
Retention Period: Permanent.

Index to Premier's Correspondence, 1968-1992 (RG3, various series)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of correspondent, subject of correspondence, date, file code.
Uses: Research.
Users: Researchers.

Individuals in Bank: Premier's Office staff and Premier's Correspondence Unit staff.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Lung Cancer Cases in Ontario Mines, 1955-1977 (RG7-180)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, extraction sheets from hospital patient files and photocopies of death records from the Statistics Canada Mortality Database, working history, clinical diagnosis, biopsy report.
Uses: Research.
Users: Researchers.
Individuals in Bank: This series of records was acquired as part of the Study of Mortality of Ontario Mines, 1955-1977, conducted by Dr. Jan Muller, Chief, Special Studies and Services Branch, Occupational Health and Safety Division, Ministry of Labour.
Retention Period: Permanent.

Model Schools Student Teachers' Registers/Department of Education, 1908-1914 (RG2-360)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, address, sex, institution admitted to, examination results and academic standing.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers' who attended a Model School in Ontario.
Retention Period: Permanent.

North Bay Psychiatric Hospital Patient's Clinical Case Files 1921-1976 (RG10-337)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission/discharge dates, medical and psychiatric history, lab reports, family information, related correspondence.
Uses: Research
Users: Researchers
Individuals in Bank: Patients in psychiatric hospital
Retention Period: Permanent

Patient Files - Brant Sanatorium, 1913-1958 (RG10-157)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and medical data on tuberculosis patients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Tuberculosis patients of the Brant Sanatorium, Brantford.
Retention Period: Permanent.

Patient Files - Freepoint Sanatorium, 1922-1954 (RG10-146)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and medical data on tuberculosis patients.
Uses: Research.
Users: Researchers.

Individuals in Bank: Tuberculosis patients of the Freeport Sanatorium, Waterloo.

Retention Period: Permanent.

Patient Files - St. Mary's on the Lake Sanatorium, 1933-1957 (RG10-95)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name and medical data on tuberculosis patients.

Uses: Research.

Users: Researchers.

Individuals in Bank: Tuberculosis patient of St. Mary's on the Lake Sanatorium, Haileybury.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Patient Files - Thunder Bay Chest Clinic, 1935-1941 (RG10-96)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name and medical data on tuberculosis patients.

Uses: Research.

Users: Researchers.

Individuals in Bank: Tuberculosis patients of the Thunder Bay Chest Clinic.

Retention Period: Permanent.

Premier's Outgoing Correspondence, 1993-1995 (RG3-90-3)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, response to inquiry.

Uses: Research.

Users: Researchers.

Individuals in Bank: A sample (roughly 5%) of authors of letters to Premier Rae.

Retention Period: Permanent.

North Bay Psychiatric Hospital Patient Registers, 1963-1971 (RG10-355)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Patient name, dates of admission/discharge/transfer, occupation, religion, address, preliminary diagnosis.

Uses: Research

Users: Researchers

Individuals in Bank: Patients in psychiatric hospital

Retention Period: Permananet

Northern Rgional Mental Health Centre Psychiatric Patient Records, 1968-1976 (RG10-318)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Patient name, dates of admission/discharge/death, mental snd family history, related correspondence, lab reports, family information

Uses: Research

Users: Researchers

Individuals in Bank: Patients of psychiatric hospital

Retention Period: Permananet

Ontario Provincial Police Criminal Investigation Reports and Files, 1922-1970 (RG23-50)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, sex, criminal investigation reports, maps, photographs, fingerprints, criminal

history reports, nature of crime, file numbers.
Uses: Research.
Users: Researchers.
Individuals in Bank: Investigating officers, crown attorney, person under investigation.
Retention Period: Permanent.

St. Thomas Psychiatric Hospital Registers and Indexes, 1939-1975 (RG10-20-L-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, admission and discharge dates, mental and medical history, related correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients of St. Thomas Psychiatric Hospital.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Student Venture Capital Program Files/Ministry of Industry, Trade & Technology, 1990-1992 (RG9-159)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, social insurance number, home address, business address, Student Venture Capital Program rating, business plan, contracts, credit profile, educational history, references, telephone number.
Uses: Research.
Users: Researchers.
Individuals in Bank: High school, community college and university students applying for Student Venture Capital loans.
Retention Period: Permanent.

Teachers' Summer Courses "Visitors" Files/Ministry of Education, 1972-1985 (RG2-210)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Names of out-of-province teachers attending Ministry of Education sponsored summer courses in order to upgrade their qualifications, application forms, record of course results, and correspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Out-of-province teachers attending Ministry of Education sponsored teacher training summer courses.
Retention Period: Permanent.

Admissions Register/North Bay Normal School, 1909-1923 (RG2-347)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, age, sex, county of origin and date of admission.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers' who were admitted to the North Bay Normal School.
Retention Period: Permanent.

Annual Commercial Fishing Reports, 1947-1987 (RG1-260-1)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Commercial fishing returns (form CF 8A) filled out by commercial fishermen on an annual basis, in order to compile annual province-wide aggregate statistics. Includes statistics on types of vessels, kinds of nets and fishing practices, quantity of fish caught.

Uses: Research.

Users: Researchers.

Individuals in Bank: Commercial fishermen.

Retention Period: Permanent.

Archives of Ontario Liaison Register Field Contacts Register, ca.1964-ca.1989 (RG17-8-4)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name of contact, address, phone number, records land information obtained through or from the contact.

Uses: Research.

Users: Researchers.

Individuals in Bank: Individuals and organizations acting as field contacts for the Archives of Ontario Liaison Officer.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Closed Consumer Complaint Files - Selected, 1969-1991 (RG31-10)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Files created by the Consumer Services Division, the Business Practices Division and the Consumer Services Branch when complaints about businesses regulated by the divisions were received. Files have been selected from a much larger volume and are intended for research.

Uses: Research.

Users: Researchers.

Individuals in Bank: Individual consumers registering complaints against companies.

Retention Period: Permanent.

Public and Elementary School Inspectors' and Supervisory Officers' Examination Registers/Ministry of Education, 1919-1979 (RG2-372)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, examination results, remarks.

Uses: Research.

Users: Researchers.

Individuals in Bank: School Inspectors and Supervisory Officers who are qualified to work in Ontario.

Retention Period: Permanent.

Resident's/Client's Individual Assessment and Program Files, 1975-1977 (RG29-148)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Contains Resident's/Client's Case file, including admission and discharge/death certificates, a

Certificate of Idiocy or Mental Defect, clinical histories, records of visits and day passes. May also contain laboratory reports, warrants for transfer, post

Uses: Research.
Users: Researchers.

Individuals in Bank: Residents/Clients of St. Lawrence Regional Centre (Brockville, Ontario).

Retention Period: Permanent.

Resident's/Client's Individual Assessment and Program Files, 1966-1978 (RG29-151)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Contains Resident's/Client's Case file, including admission and discharge/death certificates, a Certificate of Idiocy or Mental Defect, clinical histories, psychological reports, and progress reports. May also contain laboratory reports, warrants for tra

Uses: Research.
Users: Researchers.

Individuals in Bank: Residents/Clients of Adult Occupational Centre (Edgar, Ontario).

Retention Period: Permanent.

Resident's/Client's Individual Assessment and Program Files, 1975-1976 (RG29-154)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Contains Resident's/Client's Case file, including admission and discharge/death certificates, a Certificate of Idiocy or Mental Defect, clinical histories, records of visits and day passes. May also contain laboratory reports, warrants for transfer, post

Uses: Research.
Users: Researchers.

Individuals in Bank: Residents/Clients of S.T.A.R.T. (St. Thomas, Ontario).

Retention Period: Permanent.

School Attendance Case Files/Ministry of Education, 1970-1986 (RG2-339)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Student's name, address, age, identification number, information and decisions regarding school attendance.

Uses: Research.
Users: Researchers.

Individuals in Bank: Students in particular attendance situations.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Specialized Subjects Teachers' Certificates Registers/Department of Education, 1883-1965 (RG2-326)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Student teacher's name, certificate number, and date of certificate.

Uses: Research.
Users: Researchers.

Individuals in Bank: Student teachers who obtained a certificate in a specialized subject area from the Department of Education.

Retention Period: Permanent.

Special Teaching Subjects Examination Reports/Department of Education, 1887, 1897-1930 (RG2-371)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, subject taken, mark received, and whether or not a certificate was awarded.

Uses: Research.
Users: Researchers.

Individuals in Bank: Student teachers who participated in a course in a specialized subject in order to qualify for a specialist certificate.

Retention Period: Permanent.

Inspectors' Reports - Teacher Supervision/Department of Education, 1950-1968 (RG2-134)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Teacher's name and address, qualifications and experience, time table listing the classes and matters taught, inspector's assessment of the teacher's ability, control, presentation and work and recommendations and gradings made by the inspector.

Uses: Research.

Users: Researchers.

Individuals in Bank: Secondary school teachers.

Retention Period: Permanent.

Student Records/Hamilton Normal School, 1908-1977 (RG2-340)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Student teacher's name, age, sex, county of origin, religious denomination, name of parent or guardian, admission record, entrance record, address, application record, academic record.

Uses: Research.

Users: Researchers.

Individuals in Bank: Student teachers' who were admitted to the Hamilton Normal School.

Retention Period: Permanent.

Student Records/Lakeshore Teachers' College, 1959-1968 (RG2-269)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, academic record, practice teaching record.

Uses: Research.

Users: Researchers.

Individuals in Bank: Students of the former Lakeshore Teachers' College.

Retention Period: Permanent.

Student Records/London Normal School, 1900-1973 (RG2-349)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Student teacher's name, age, sex, county of origin, name of parent or guardian, religious affiliation, admission record, and academic record.

Uses: Research.

Users: Researchers.

Individuals in Bank: Students teachers' who were admitted to the London Normal School.

Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Student Records/Ontario Normal College, 1895-1908 (RG2-357)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, address, university and departmental non-professional standing, area of specialty, date of receipt of application and application number, and academic record.

Uses: Research.

Users: Researchers.

Individuals in Bank: Student teachers' who applied to and attended the Ontario Normal College.

Retention Period: Permanent.

Student Records/Ottawa Model School, 1880-1912 (RG2-256)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.

Info Maintained: Name, admissions records, academic results, addresses, religion, and comments by teachers.

Uses: Research.

Users: Researchers.

Individuals in Bank: Students of the former Ottawa Model School.

Retention Period: Permanent.

Student Records/Ottawa Normal School, 1875-1974 (RG2-368)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teachers name, address, academic record, and admissions register.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers at the Ottawa Normal School.
Retention Period: Permanent.

Student Records/Stratford Normal School, 1908-1972 (RG2-254)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, age, sex, county of origin, religious denomination, admission and entrance records, and sessional academic records.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers' at the Stratford Teachers' College, formerly the Stratford Normal School.
Retention Period: Permanent.

Student Records/Toronto Model School, 1853-1938 (RG2-321)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, academic standing, attendance records, admission records, and record of payment of fees.
Uses: Research.
Users: Researchers.
Individuals in Bank: Students of the Toronto Model School.
Retention Period: Permanent.

Student Records/Toronto Normal School, 1847-1974 (RG2-128)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student's name, sex, area of origin, admissions record, entrance record, local address, examination results, academic record, practice teaching information, and certification results.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student Teachers of the Toronto Teachers' College, previously the Toronto Normal School.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Summer Course in Defence Training, Health, and Physical Education Marks Registers/Department of Education, 1942-1944 (RG2-370)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Teacher's name, address, name of school in which the participant was teaching and academic record.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers participating in the Summer Course in Defence Training.
Retention Period: Permanent.

Temporary Teachers' Certificates Registers/Department of Education, 1885-1962 (RG2-325)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, sex, number and type of certificate, and date of issue.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who were granted temporary certificates by the Department of Education.
Retention Period: Permanent.

Third Class Teachers' Certificates Registers/Department of Education, 1877-1948 (RG2-317)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, certificate number, date of expiry, and county model school attended.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers who obtained a third class teaching certificate.
Retention Period: Permanent.

Vocational Education Teachers' and Principals' Certificates Registers/Department of Education, 1920-1968 (RG2-331)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, certificate number and type, date of issue.
Uses: Research.
Users: Researchers.
Individuals in Bank: Teachers and principals who obtained a vocational education certificate from the Department of Education.
Retention Period: Permanent.

Vocational Rehabilitation Services Program Files, 1975-1979 (RG2-313)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student names, results of educational, health and psychological assessments, recommendations for placement of student in the Vocational Rehabilitation Services Program.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals applying for placement in the Vocational Rehabilitation Services Program.
Retention Period: Permanent.

Records of the Farm Title Transfer Survey, 1950-1955 (RG16-24)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Questionnaire files relating to individuals ownership and operation of mixed livestock farms from 1900-1950.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farmers.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Queen Street Mental Health Centre Index Cards, 1841-1977 (RG10-322)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient name, address, religion, next of kin, diagnosis, dates of admission/discharge/death.

Uses: Research
Users: Researchers
Individuals in Bank: Patients in psychiatric hospital.
Retention Period: Permanent

Queen Street Mental Health Centre Personnel Files, 1906-1958 (RG10-277)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Employment history, occupational, marital, religious and medical information on employees.
Uses: Research
Users: Researchers.
Individuals in Bank: Employees (created by hospital superintendent)
Retention Period: Permanent.

Queen Street Mental Health Centre Records of the Medical Superintendent, 1841-1968 (RG10-272)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Patient care, medical attention, admission, transfer and death of patients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Medical Superintendent of Queen Street Health Centre.
Retention Period: Permanent.

Premier's Correspondence Unit (Harris-Eves administration) Records, 1995-2003 (RG3-114)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Correspondence (letters, emails, faxes) written to the Premier and responses prepared by the Correspondence Services Unit in Cabinet Office. Includes assigned case number, personal name and address of correspondent, subject of correspondence, and response
Uses: Research.
Users: Researchers.
Individuals in Bank: Correspondents.
Retention Period: Permanent.

Pay Equity Hearings Tribunal Closed Case Files, 1989-1992 (RG7-189)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Documentation within each file includes application requests for hearing, statement of service, affidavits on personal service, certificates of posting, review, service orders, lists of panel members, notice of hearings, tribunal decisions, memoranda of a
Uses: Research.
Users: Researchers.
Individuals in Bank: Applicants for Pay Equity Hearings Tribunal.
Retention Period: Permanent.

Departmental Reports of the Final Examinations of Teachers-in-Training/Department of Education, 1877, 1897-1903, 1908-1914 (RG2-342)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, academic results, date.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers' who wrote a final examination at one of the teachers' colleges in Ontario.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Manual Training Teachers' Certificates Registers/Department of Education, 1904-1971 (RG2-330)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Student teacher's name, certificate number and date it was granted.
Uses: Research.
Users: Researchers.
Individuals in Bank: Student teachers who obtained a manual training certificate from the Department of Education.
Retention Period: Permanent.

Royal Ottawa Sanatorium Patient Case Files, 1908-1958 (RG10-93)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and medical data on tuberculosis patients.
Uses: Research.
Users: Researchers.
Individuals in Bank: Tuberculosis patients of the Ottawa Chest Clinic and Royal Ottawa Sanatorium.
Retention Period: Permanent.

Letters of Permission Registers/Department of Education, 1948-1968 (RG2-338)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, qualifications, school attended, position (subject taught), date of issue of letter of permission and date of expiry.
Uses: Research.
Users: Researchers.
Individuals in Bank: Those applying to the Department for Letters of Permission allowing them to teach in Ontario.
Retention Period: Permanent.

Librarianship and Library Service Certificates Registers/Department of Education, 1922-1971 (RG2-373)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, degree and diploma held, number and type of certificate.
Uses: Research.
Users: Researchers.
Individuals in Bank: Librarians and library workers who are qualified to work in Ontario.
Retention Period: Permanent.

Compassionate Allowance to Teachers and Inspectors Registers/Department of Education, 1920-1948 (RG2-110-3)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name and address of recipient, age, amount of allowance, breakdown of monthly instalments and remarks (often date of date).
Uses: Research.
Users: Researchers.
Individuals in Bank: Retired teachers.
Retention Period: Permanent.

Teacher-Librarians' Certificates Registers/Department of Education, 1929-1962 (RG2-332)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, number of certificate awarded, academic standing and date of issue.
Uses: Research.
Users: Researchers.
Individuals in Bank: Individuals who were granted a Teacher-Librarian's Certificate on completion of the course offered by the Ontario College of Education.
Retention Period: Permanent.

Ministry: GOVERNMENT SERVICES

Marriage Registers Collection, 1780-1948 (RG80-27)

Purpose: Research.
Legal Authority: Archives Act, R.S.O.1990, c.A.27.
Info Maintained: Names of bride and groom, ages, baptism and death registrations, and some birth, denomination, marriage date, name of clergy, name of parents, name of witnesses, place of birth, residence.
Retrievability: Name and location.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario M5S 1B3, telephone: (416) 327-1602.

Vital Statistics - Births, 1869-1902 (RG80)

Purpose: Historical.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, date of birth, place of birth, sex, date of birth, maiden name of mother, name of accoucheur, name of physician, names of parents, place of birth, rank of profession/occupation of father, registration date, registration number, sex, signature and res
Retrievability: Name and registration number.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Vital Statistics - Deaths, 1869-1927, 1939-1947 (RG80)

Purpose: Historical.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, county of registration, date and cause of death, date and number of registration., name and description of informant, name of physician in attendance, place of birth of the deceased, rank or profession/occupation, religious affiliation, sex.
Retrievability: Name and registration number.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Vital Statistics - Marriages, 1858-1917 (RG80)

Purpose: Historical.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Names of bride and groom, age and residence, date and number of registration, date and place of marriage, maiden name of mother, marital status, name of clergy, names and residences of witnesses, names of parents, occupation, place of birth, religious den
Retrievability: Name and registration number.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Assessment Roll Microfiche, 1981-1987 (RG26-46)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, and value for assessment purposes., citizenship if Canadian, occupancy status, physical inventory and legal description of property owned or leased, religion if Roman Catholic, roll number, school system supported, sex.
Retrievability: Name, assessment roll number, region, property.

Retention Period: Permanent.
Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Ministry: GOVERNMENT SERVICES

Department of Immigration - Application for Refund (Bonus), 1872-1876 (RG11-J)

Purpose: Historical.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, occupation and nationality.
Retrievability: Alphabetical by surname.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Department of Immigration - Arrival/Destination Records, 1862-1881 (RG11-M)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, arrival date, destination in Ontario, name of ship, nationality, occupation, sex.
Retrievability: Surname.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Department of Immigration - Refund Bonus Certificates, 1873-1874 (RG11-I)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, occupation and nationality.
Retrievability: Alphabetical by surname.
Retention Period: Permanent.
Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Provincial Land Tax Ledgers, Exempted Properties, Unorganized Territories, 1920-1975 (RG26-20)

Purpose: Historical.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of owner, address, lot location, penalties, taxes paid, taxes unpaid, value of land and/or improvements.
Retrievability: District, township, name.
Retention Period: Permanent.
Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone (416) 327-1602.

Ministry of Education Personnel Records, 1844-1882, (RG2-47)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, religion, classification, salary, date of appointment, date of resignation (including normal and model school personnel).
Retrievability: Name and registration number.

Retention Period: Permanent.
Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Teachers' Superannuation Files, 1820-1919 (RG2-114)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, age, amount of pension contributed/received, certificate of moral character, date of death of superannuated teachers and inspectors, date of retirement, medical certificate, registered number, statements of teaching experience, years of service.
Retrievability: Name and registration number.
Retention Period: Permanent.
Access Procedures: Written Request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Ministry: GOVERNMENT SERVICES

Teachers' Superannuation Subscription Book/Department of Education, 1854-1885 (RG2-110-1)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of teacher, payments to fund, date of retirement, date of death.
Retrievability: Name.
Retention Period: Permanent.
Access Procedures: Written Request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

First Class Teachers' Certificates Examination Applications/Department of Education, 1881-1884 (RG2-320)

Purpose: Research
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, place of birth, age, religion, references, address, and education history.
Retrievability: Name.
Retention Period: Permanent.
Access Procedures: Written Request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone:(416) 327-1602.

Toronto Normal School Certificates of Moral Character/General Board of Education for Canada West, 1847-1849 (RG2-140)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Evaluations of students' character by referees.
Retrievability: Name.
Retention Period: Permanent.
Access Procedures: Written Request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, Telephone: (416) 327-1602.

Training Register/Welland County Model School, 1882-[ca.1889] (RG2-366)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name, address, date of training received, and standing.
Retrievability: Chronologically.
Retention Period: Permanent.
Access Procedures: Written Request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

Farm Assessment Inventory Files, 1947-1987 (RG16-184)

Purpose: Research.
Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Data files listing marked value and related information on each operational farm in Ontario. The data files consists of tax assessment data compiled by the Ministry of Revenue including tax rate

and value of the farm.
Retrievability: Tax roll number. Tax roll numbers available through municipal governments.
Retention Period: Permanent.
Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Unit 300, Toronto, Ontario, M5S 1B3, telephone: (416) 327-1602.

**INFORMATION, PRIVACY AND ARCHIVES DIVISION
OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO
ARCHIVES MANAGEMENT AND INFORMATION STORAGE**

Common Records

- Employee Personnel, Payroll and Benefits Records
- Career Planning/Training
- General Employment History and Payroll Information

Ministry: GOVERNMENT SERVICES

- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- IT/Systems Contract Management
- Database Administration
- Reading Room Forms and Templates Development
- Reading Room Customer Handouts
- Preservation Services Operations and Storage Facilities
- Inventories and Finding Aids to Archives Holdings
- Customer Service Projects
- Container Tracking System
- Circulation, Retrievals and Interloan
- Condition and Conservation Treatment Reports

Manuals

- Staff Training Manuals
- Preservation Services - Policies and Procedures
- Operation of the Reading Room - Policy and Procedure
- Certification - Policy and Procedure

Personal Information Banks

Customer Service and Preservation Services

Legal Authority: S.7 Archives and Recordkeeping Act (2009)
Info Maintained: Customer information (name and contact information, etc.) and related orders and correspondence documentation.
Uses: Archives staff use this database to document and track customers' general correspondence and the Archive's responses, associated reproduction requests and to gather and compile statistics about these activities. Included are modules related to Preservation
Users: Archives of Ontario staff.
Individuals in Bank: Customers of the Archives of Ontario.
Retention Period: Correspondence - CCY + 2 years after inquiry resolved. Permissions to Publish - CCY + 20 years. Customer Registrations - CCY + 2 years after customer registration account inactive.

**INFORMATION, PRIVACY AND ARCHIVES DIVISION
OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO
FINANCE AND ADMINISTRATION**

Finance and Administration provides financial planning, evaluation and advice to support the division's programs and activities, and is responsible for security, continuity planning, assets and facilities management.

General Records

- Purchasing Cards - Administration
- Government Grants
- Special Purpose Accounts
- Payroll-Financial
- Financial Reporting
- Reconciliations
- Accounts Receivable
- Accounts Payable
- Public Accounts & Write-Offs
- Source Documents
- Budgets and Allocations

Ministry: GOVERNMENT SERVICES

INFORMATION, PRIVACY AND ARCHIVES DIVISION OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO INFORMATION AND PRIVACY

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Freedom of Information and Privacy Requests (Case Files)
- Freedom of Information and Privacy Program Support Files

INFORMATION, PRIVACY AND ARCHIVES DIVISION OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO POLICY AND PLANNING

General Records

- Training Materials and Presentations
- Standards and Guidelines Associated With ECM Implementation
- Procurement Documentation
- Privacy Impact Assessment Service Administrative Records
- Privacy Impact Assessment Records
- Information Management Policy and Planning Documents
- Committee Records
- Project Management Documentation for the Enterprise Information management (EIM) Vendor of Record (VOR)

INFORMATION, PRIVACY AND ARCHIVES DIVISION OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO STRATEGIC STAKEHOLDER DEVELOPMENT

- Library Users Lists

General Records

- Library Services and Management Files
- Library Reference Files
- Library Holdings Descriptions and Finding Aids
- Library Acquisitions

- Library Accessioning and Cataloguing
- Collection Files Related to the Specific Collections and Titles held in the Library
- Artwork Description and Provenance

Manuals

- Library Policies and Procedures (includes acquisitions, cataloguing, description and processing, collection maintenance,

Personal Information Banks

Ministry: GOVERNMENT SERVICES

Donor Information

- Legal Authority:** S. 7 Archives and Recordkeeping Act.
- Info Maintained:** Donor/vendor name, address, other donor contact information, special instructions on treatment of the donation, history of collection, date, title of collection/item, donation lead notes, related correspondence.
- Uses:** Used to manage the donation process.
- Users:** Archives staff.
- Individuals in Bank:** Donors/vendors
- Retention Period:** TBD.

OFFICE OF THE CORPORATE CHIEF INFORMATION OFFICER (OCCIO) CYBER SECURITY

The Corporate Security Branch is responsible for developing security policy and providing operations in the areas of Information Protection Centre, PKI, Security Design, and IT Forensics. The branch also coordinates business continuity planning and disaster recovery services for the provincial government.

Personal Information Banks

ONe-key Login

- Legal Authority:** Ministry of Government Services Act R.S.O. 1990, c. M.25 s. 6(2)
- Info Maintained:** Note: the data collected does not contain explicit records of an individual's identity. However the data can be inferred to be personal information through a chain of associated number and ID assignments linked to the activities of an individual.
- Uses:** The ONe-key personal information is used for the purpose of authenticating an individual in connection with one or many Government of Ontario programs.
- Users:** Corporate Security Branch administrators.
- Individuals in Bank:** Public consumers of Government of Ontario online transactional services.

Retention Period: Seven years after account is de-activated.

**OFFICE OF THE CORPORATE CHIEF INFORMATION OFFICER (OCCIO)
I&IT STRATEGY AND CYBER SECURITY
I&IT STRATEGY, POLICY AND ENTERPRISE ARCHITECTURE BRANCH**

The I&IT Strategy, Policy and Enterprise Architecture Branch provides leadership for defining the I&IT/e-Government directions for the Ontario Public Sector (OPS) and for developing the strategies and policies that operationalize those directions. The branch also provides coordination and support to I&IT/e-Government governance processes and committees.

General Records

- Presentations
- Minutes
- Policy Files
- Agendas

**OFFICE OF THE CORPORATE CHIEF INFORMATION OFFICER (OCCIO)
INFRASTRUCTURE TECHNOLOGY SERVICES**

Infrastructure Technology Services (ITS) provides information technology infrastructure services to the Ontario Public Service.

Common Records

- Employment Application Inventory
- Identity/Employee Card
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

Ministry: GOVERNMENT SERVICES

- System Assets Control
- Products/Systems
- Problem/Change Identification and Control
- Capacity Planning/Utilization and Quality Assurance
- System Performance Operational Reporting and Status Report

Manuals

- ITSB Projects Documentation
- On-Line Procedures
- Business Intelligence Document
- ITSB Business Processes
- Branch Activity Reporting System

ONTARIO SHARED SERVICES

Ontario Shared Services (OSS) provides enterprise-wide employee and business support services to the Ontario Public Service. Core transactional services include financial transactional processing and collections, supply chain management (including procurement policy and advisory services), payroll management and processing and benefits administration. OSS also provides a variety of enterprise business support solutions such as IFIS(integrated financial information system), mail and print services, forms management and insurance and risk management services. OSS is also responsible for the design and management of MyOPS, the internal OPS employee and corporate services Web portal.

Common Records

- Performance Management

General Records

- MBS Estimates Material
- Cabinet Submissions briefing materials and confidential correspondence

ONTARIO SHARED SERVICES ENTERPRISE BUSINESS SERVICES DIVISION

Enterprise Business Services Division (EBSD) provides common business functions including insurance, risk management, mail and print services, translation services, forms management, Publications Ontario and surplus asset management. The division also provides business support for OSS and OPS corporate programs and services through the OSS Contact Centre and operates the OPS employee intranet portal - MyOPS.

Common Records

- Corporate Personnel/Employee Information

General Records

- General Correspondence
- Financial Reports

ONTARIO SHARED SERVICES ENTERPRISE BUSINESS SERVICES DIVISION BUSINESS DEVELOPMENT AND SERVICES BRANCH

The Government Translation Service (GTS) provides translation and terminology services for the Ontario Government and specified agencies. This includes: managing the standing agreements, setting corporate quality standards for translation services in English and French, managing large or complex translation projects and maintaining TTS, a corporate web-based tool for requesting and tracking translations. GTS provides official Ontario government names as well as French equivalents for signage, letterhead, business cards, etc. GTS also standardizes terminology specific to government through ONTERM, the government bilingual terminology website. The site includes usage standards for French language communications in the OPS and bilingual reference lists (e.g. Executive Council or government acronyms) which contain frequently requested information pertaining to the Ontario government.

Ministry: GOVERNMENT SERVICES

- Career Planning/Training
- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employee Personnel, Payroll and Benefits Records
- Workplace Safety and Insurance

General Records

- Purchasing: Equipment, Supplies and Services
- Financial Management
- Administrative Records

Personal Information Banks

G.O. Temp Services Personnel Records

- Legal Authority:** Public Services Act R.S.O. 1990, c. P47; s 4(f); R.R.O. 1990, Reg 997, s. 17.
- Info Maintained:** Name, work and home address information, appointment documentation
- Uses:** Continuous Service Date confirmation for former G.O. Temp employees; Provision of Service & Earnings Report for Buy-back (pension) purposes.
- Users:** Ministry Human Resources Branches; Pay and Benefits Section, OPSEU Pension Trust, Ontario Pension Board.
- Individuals in Bank:** Former G.O. Temp Employees
- Retention Period:** Current + 2 years the 48 years offsite then Destroy

**ONTARIO SHARED SERVICES
ENTERPRISE BUSINESS SERVICES DIVISION
CUSTOMER RELATIONSHIP MANAGEMENT BRANCH**

The Customer Relationship Management Branch is responsible for developing the e-Service Delivery Strategy for OSS. Customer Relationship Management Branch delivers services through the Employee Enterprise portal "MyOPS" and our Contact Centre. The Customer Relationship Management Branch is responsible to develop ministry client and customer relations and to maintain our service channels.

General Records

- Performance Measurement Data
- Continuity planning data
- Briefing Notes
- Planning documentation
- FAQs for each business line
- CATS documents
- Applix Incident Management System

**ONTARIO SHARED SERVICES
ENTERPRISE BUSINESS SERVICES DIVISION
FORMS PRINT AND DISTRIBUTION SERVICES BRANCH**

Common Records

- Litigation Files

General Records

- Inventory Project Files (sub project of Fewer Forms, Faster Service Project)
- Forms Repository Database
- Program Manager's Files
- Forms History Files

Ministry: GOVERNMENT SERVICES

Personal Information Banks

Student Records

Legal Authority: Education Act, R.S.O. 1990 c. E2

Info Maintained: Student records from closed private high schools, Historical student records from the Ministry of Education, 1917 - present. Hardcopy, microfilm and Ontario Student Diploma (OSD) database - student name, birth dates, address, school attended, year(s) attended

Uses: To provide student records, transcripts, duplicate diplomas upon request; proof of age, name change, employment & background checks; visa screening.

Users: Ministry of Education staff, requestors including former students, Ontario Boards of Education, other Boards of Education and international education organizations; universities, colleges and internal Customer Assistance Team (CAT) staff.

Individuals in Bank:

Retention Period:

**ONTARIO SHARED SERVICES
ENTERPRISE BUSINESS SERVICES DIVISION
RISK MANAGEMENT AND INSURANCE SERVICES BRANCH**

The Risk Management and Insurance Services section manages the government's insurance needs including acquisition, claims management and advisory services.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records

- Employment Application Inventory
- Performance Management
- Workforce Information Network (WIN)

General Records

- Insurance policies, underwriting and policy management information
- Advisory Services research & information files

Personal Information Banks

Litigation and Claim Files

- Legal Authority:** Ministry of Government Services Act, R.S.O. 1990, c.M.25, s.5.
- Info Maintained:** Name, address, age, education and employment information, financial, medical, telephone number
- Uses:** Provide basis for claims and litigation against the Crown, ministries and agencies
- Users:** Staff, adjusters and lawyers of Risk Management and Insurance Services
- Individuals in Bank:** Persons connected to litigation and claims handled by Risk Management and Insurance Services
- Retention Period:** Six years then destroyed

ONTARIO SHARED SERVICES ENTERPRISE FINANCIAL SERVICES AND SYSTEMS

The Enterprise Financial Services and Systems delivers financial services to the ministries and agencies of the Government of Ontario. Services include: expenditure processing, revenue processing and collections, corporate card services, general accounting, reconciliation, operations support and application maintenance. In addition, this division is a key participant in the development and operationalization of financial policies as well as the ongoing development and support of IFIS, the OPS enterprise financial system.

Common Records

- Performance Management

Ministry: GOVERNMENT SERVICES

General Records

- Contingency and business continuity planning data
- Consulting contracts
- Modernization documentation
- EFSS strategy and project documentation
- EFSS forecasting and budget documentation
- ABC costing documentation
- Transaction processing reports
- Performance Measurement data
- Briefing Notes, Issue Notes, HouseBook Notes

ONTARIO SHARED SERVICES ENTERPRISE FINANCIAL SERVICES AND SYSTEMS EXPENDITURE MANAGEMENT BRANCH

- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Travel/Expense Accounts

General Records

- Ontario Government Payment Records

Personal Information Banks

Microfiche - Direct Deposit Payments

Legal Authority:	Financial Administration Act
Info Maintained:	Payee name, banking information, dollar amount
Uses:	Audit purposes, client verification
Users:	Client ministries
Individuals in Bank:	Employees, vendors, ministries, recipients of special payment programs.
Retention Period:	

ONTARIO SHARED SERVICES ENTERPRISE FINANCIAL SERVICES AND SYSTEMS NON-TAX REVENUE MANAGEMENT BRANCH

The Non-Tax Revenue Management Branch provides billing, deposits, refunds and collection services for overdue non-tax revenue. The Non-Tax Revenue Management Branch manages in-house collections activities and the outsourcing of collections accounts to a number of private collection agencies (PCAs), on behalf of many ministry revenue programs. The Branch services all Ontario Government ministries, agencies, boards and commissions that manage non-tax revenue. OSS has the lead role in a key government-wide project that will increase the effectiveness with which the OPS handles the management of non-tax revenues, this initiative is the Revenue Management Improvement Unit. (RMIU).

General Records

- Performance Measurement data
- Contingency and business continuity planning data
- Consulting contracts
- ABC costing documentation
- Transaction Processing reports
- NTRMB forecasting and budgeting documentation
- Briefing Notes

Ministry: GOVERNMENT SERVICES

ONTARIO SHARED SERVICES ENTERPRISE FINANCIAL SERVICES AND SYSTEMS TRANSITION BRANCH

The Controllership unit is responsible for internal control, audit liaison, Certificates of Performance, risk management and quality assurance, best practices and benchmarking, performance measurement and accounting standards.

General Records

- Financial transaction audit documents
- Briefing Notes
- Performance Measurement Data
- Results-based planning documentation
- Contingency and business continuity planning data
- Controllership emergency contact information
- ABC costing documentation
- Draft of OPC policies
- Year end documentation
- Financial transaction data related to bank and payroll reconciliation
- EFSS forecasting and budget documentation
- MOU documentation
- Service level agreements (SLAs) between SSB and client ministries
- OSS Scorecard Survey re IFIS systems
- Audit Documentation including OPA and Systrust
- Consulting contracts

Personal Information Banks

Employee WEAR Forms

Legal Authority: Public Service Act, R.S.O. 1990, c P. 418
Info Maintained: FTSD employee start dates, position information, contract end dates, secondment information.
Uses: Used for staffing strategies and decision making.
Users: FTSD Controllershship and ADM's Office
Individuals in Bank: FTSD employees.
Retention Period: TBD

Audit Documentation

Legal Authority: Public Service Act R.S.O. 1990, c.P. 418
Info Maintained: For analyzing and reviewing of policies, procedures, internal controls, risk management, quality assurance, audit liason, best practices, bench marking, performance measurement and accounting standard
Uses: Review and analysis
Users: FSDB Controllershship staff and FSDB Director's Office
Individuals in Bank: OPS Employees
Retention Period: Current + 1 year on site - 6 years offsite, then destroy

ONTARIO SHARED SERVICES PAY AND BENEFITS SERVICES DIVISION PAYROLL BUSINESS SUPPORT BRANCH

Human Resources Business Support provides business direction and support for the Human Resources and Payroll systems and processes, as well as, policy direction related to payroll and benefits.

General Records

- Corpay Tools
- Pay and Benefits Administration Tools
- Standardized Information Packages
- Pay and Benefits Administration Procedures
- Attendance, Broadcast and Payroll Directives
- HR file tracking system procedures

Ministry: GOVERNMENT SERVICES

- HR file tracking system

ONTARIO SHARED SERVICES PAY AND BENEFITS SERVICES DIVISION PAYROLL OPERATIONS BRANCH

The Payroll Operations Branch is responsible for the administration of OPS-wide services such as Payroll and Benefits, the Employment Transition Fund, Youth Employment Programs, and Financial Control.

- CORPAY
- Employee Personnel, Payroll and Benefits Records
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

Personal Information Banks

WEAR Forms

Legal Authority: Public Service Act, R.S.O. 1990, c.P47; R.R.O. 1990, Reg. 997. s.7(1) and s. 17
Info Maintained: Name, date of birth, classification, pay level, employee ID number, SIN Number, pension information and other personal information including banking information and employment history.
Uses: Issue pay cheques(direct deposit); prepare statistical reports on request and for T-4s and pension contributions
Users: Shared Services Bureau, Payroll and Benefits; select information is available to the Ontario Public Services Employees Union (OPSEU), OPSEU Pension Trust, Ontario Pension Board, Association of Management, Administrative and Professional Crown Employees of
Individuals in Bank: Ontario Public Servants and crown employees.

Retention Period: 50 years after termination/retirement then destroyed. Select files may be transferred to the Archives of Ontario.

Annual T4 and T4s files

Legal Authority: Public Service Act, R.S.O. 1990, c.P47; R.R.O. 1990, Reg. 997. s.7(1) and s. 17

Info Maintained: Name, date of birth, classification, pay level, employee ID number, SIN Number, pension information and other personal information including banking information and employment history.

Uses: Issue pay cheques(direct deposit); prepare statistical reports on request and for T-4s and pension contributions

Users: Shared Services Bureau, Payroll and Benefits; select information is available to the Ontario Public Services Employees Union (OPSEU), OPSEU Pension Trust, Ontario Pension Board, Association of Management, Administrative and Professional Crown Employees of

Individuals in Bank: Ontario Public Servants and crown employees.

Retention Period: 7 years in pay and benefits offices

CORPAY

Legal Authority: Public Service Act, R.S.O. 1990, c.P47; R.R.O. 1990, Reg. 997. s.7(1) and s. 17

Info Maintained: Name, date of birth, classification, pay level, employee ID number, SIN Number, pension information and other personal information including banking information and employment history.

Uses: Issue pay cheques(direct deposit); prepare statistical reports on request and for T-4s and pension contributions

Users: Shared Services Bureau, Payroll and Benefits; select information is available to the Ontario Public Services Employees Union (OPSEU), OPSEU Pension Trust, Ontario Pension Board, Association of Management, Administrative and Professional Crown Employees of

Individuals in Bank: Ontario Public Servants and crown employees.

Retention Period: 50 years after termination/retirement then destroyed. Select files may be transferred to the Archives of Ontario.

Ministry: GOVERNMENT SERVICES

Wage attachment file

Legal Authority: Public Service Act, R.S.O. 1990, c.P47; R.R.O. 1990, Reg. 997. s.7(1) and s. 17

Info Maintained: Name, date of birth, classification, pay level, employee ID number, SIN Number, pension information and other personal information including banking information and employment history.

Uses: Issue pay cheques(direct deposit); prepare statistical reports on request and for T-4s and pension contributions

Users: Shared Services Bureau, Payroll and Benefits; select information is available to the Ontario Public Services Employees Union (OPSEU), OPSEU Pension Trust, Ontario Pension Board, Association of Management, Administrative and Professional Crown Employees of

Individuals in Bank: Ontario Public Servants and crown employees.

Retention Period: 50 years after termination/retirement then destroyed. Select files may be transferred to the Archives of Ontario.

Records of Employment

Legal Authority: Public Service Act R.S.O. 1990, Reg 997. s. 7(1) and s. 17

Info Maintained: Names, home addresses, SIN#s, salaries, retro adjustments, income tax details, charitable donations, letters of intent, employment histories including merits, extensions, termination insurance details, etc.

Uses: Attendance confirmation, employee benefit plans enrolment, employee contact information, training requests and approvals, absence, contract/secondment extensions and merit approvals. Statistical and operational reporting

Users: managers of employees, HR consultants of HR division, pay and benefit staff, All OPS (for attendance confirmation and training requests)

Individuals in Bank: Ontario Public Servants and crown employees

Retention Period: retain current plus 1 years , 9 years off-site

Hand drawn input documents

Legal Authority: Hand drawn input documents

Info Maintained: Names, home addresses, SIN#s, salaries, retro adjustments, income tax details, charitable donations, letters of intent, employment histories including merits, extensions, termination insurance details, etc.

Uses: Attendance confirmation, employee benefit plans enrolment, employee contact information, training requests and approvals, absence, contract/secondment extensions and merit approvals. Statistical and operational reporting

Users: managers of employees, HR consultants of HR division, pay and benefit staff, All OPS (for attendance confirmation and training requests)

Individuals in Bank: Ontario Public Servants and crown employees

Retention Period: retain current plus 1 years , 9 years off-site

Pre controls

Legal Authority: Public Service Act R.S.O. 1990, Reg 997. s. 7(1) and s. 17

Info Maintained: Names, home addresses, SIN#s, salaries, retro adjustments, income tax details, charitable donations, letters of intent, employment histories including merits, extensions, termination insurance details, etc.

Uses: Attendance confirmation, employee benefit plans enrolment, employee contact information, training requests and approvals, absence, contract/secondment extensions and merit approvals. Statistical and operational reporting

Users: managers of employees, HR consultants of HR division, pay and benefit staff, All OPS (for attendance confirmation and training requests)

Individuals in Bank: Ontario Public Servants and crown employees

Retention Period: retain current plus 1 years , 9 years off-site

Ministry: GOVERNMENT SERVICES

Payroll file by schedule#

Legal Authority: Public Service Act R.S.O. 1990, Reg 997. s. 7(1) and s. 17

Info Maintained: Names, home addresses, SIN#s, salaries, retro adjustments, income tax details, charitable donations, letters of intent, employment histories including merits, extensions, termination insurance details, etc.

Uses: Attendance confirmation, employee benefit plans enrolment, employee contact information, training requests and approvals, absence, contract/secondment extensions and merit approvals. Statistical and operational reporting

Users: managers of employees, HR consultants of HR division, pay and benefit staff, All OPS (for attendance confirmation and training requests)
Individuals in Bank: Ontario Public Servants and crown employees
Retention Period: retain current plus 1 years , 9 years off-site

CORPAY Input forms

Legal Authority: Public Service Act R.S.O. 1990, Reg 997. s. 7(1) and s. 17
Info Maintained: Names, home addresses, SIN#s, salaries, retro adjustments, income tax details, charitable donations, letters of intent, employment histories including merits, extensions, termination insurance details, etc.
Uses: Attendance confirmation, employee benefit plans enrolment, employee contact information, training requests and approvals, absence, contract/secondment extensions and merit approvals. Statistical and operational reporting
Users: managers of employees, HR consultants of HR division, pay and benefit staff, All OPS (for attendance confirmation and training requests)
Individuals in Bank: Ontario Public Servants and crown employees
Retention Period: retain current plus 1 years , 9 years off-site

WSIB Records

Legal Authority: Public Service Act, R.S.O. 1990, c.P47; R.R.O. 1990, Reg. 997. s.7(1) and s. 17
Info Maintained: Name, date of birth, classification, pay level, employee ID number, SIN Number, pension information and other personal information including banking information and employment history.
Uses: Issue pay cheques(direct deposit); prepare statistical reports on request and for T-4s and pension contributions
Users: Shared Services Bureau, Payroll and Benefits; select information is available to the Ontario Public Services Employees Union (OPSEU), OPSEU Pension Trust, Ontario Pension Board, Association of Management, Administrative and Professional Crown Employees of
Individuals in Bank: Ontario Public Servants and crown employees.
Retention Period: 50 years after termination/retirement then destroyed. Select files may be transferred to the Archives of Ontario.

ONTARIO SHARED SERVICES STRATEGY AND RESOURCE MANAGEMENT BRANCH

The Strategy and Resource Management Branch provides internal consulting and operating support for OSS. Responsibilities include business planning, investment and pricing strategy, business performance management and analysis, controllership, accommodation planning and coordination, liaison with the Ministry Government Services support areas (audit, legal, human resources, etc.) and support to the Office of the ADM, Strategy and Enterprise Services.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Performance Management
- Professional Development

General Records

- Modern Controllership Records:includes assets inventory, accommodations layouts, compliance reviews, consultant trac
- Staffing plans
- Job description

Ministry: GOVERNMENT SERVICES

- Billing Database: includes Branch expenditure/Revenue Forecasts, cabinet submissions
- Financial Management Records
- Administrative Records

ONTARIO SHARED SERVICES STRATEGY AND RESOURCE MANAGEMENT BRANCH

STRATEGIC BUSINESS SUPPORT

The Strategic Business Support unit manages, coordinates and provides advice on the business performance of OSS by measuring and reporting on business effectiveness, efficiency and financial performance and control.

Common Records

- Performance Management
- Professional Development

General Records

- Modern Controllership Records: includes Assets Inventory, Accommodation Layout Records, Compliance Reviews, Cons
- Billing Database (Branch expenditure/revenue forecasts, cabinet submissions).
- Job Descriptions, Staffing Plans

Manuals

- Billing Database Manual
- Finance and Controllership

Personal Information Banks

Long Term Income Protection (LTIP) Pension Contributions Database

Legal Authority: Public Service Act/ Pensions Act

Info Maintained: SIN, Name, Salaries, Pension Contributions, court document numbers, payments amounts, incometax details and amounts

Uses: Calculations of pension contributions, maintain history, payment history and issuance of T4As.

Users: Corporate Financial Services staff

Individuals in Bank: Ontario Public Servants, Employees on LTIP with Agency/Board/Commission

Retention Period: Permanent

Wage Attachment Payments for Family Responsibility Centre

Legal Authority: Ontario Court Orders

Info Maintained: SIN, Name, Court Document Numbers, Payment Amounts

Uses: Payment History

Users: Corporate Financial Services Staff

Individuals in Bank: Ontario Public Servants

Retention Period: Retained

Above Max Pension Payments and T4A records

Legal Authority: Public Service Act

Info Maintained: SIN, Name, Addresses, Income Tax Details, Payment Amounts

Uses: Payment History and Issuance of T4As

Users: Corporate Financial Services staff

Individuals in Bank: Retired Ontario Public Servants

Retention Period: Retained

Ministry: GOVERNMENT SERVICES

ONTARIO SHARED SERVICES SUPPLY CHAIN ONTARIO

Supply Chain Ontario (SCO) organization develops and implements an integrated corporate procurement strategy to: leverage and optimize government procurement of goods and services; identify and implement procurement process improvements; enhance procurement controllership; provide strategic advice to Management Board of Cabinet on large scale procurements; develop innovative policy frameworks to support service delivery through third party service providers.

General Records

- Requests for Information
- Requests for Tender
- Requests for Quotation
- Vendor Profiles
- Master Agreements for Corporate I & IT Vendor of Records Arrangements
- Corporate Software Volume Licensing Agreements
- MERX Abstract
- Purchase Orders and Requisitions (generated through IFIS)
- Requests for Proposals

Manuals

- I-Procurement Business Process
- Procurement Directive for Consulting Services
- Procurement Directive for Goods and Services
- Risk Assessment Tool
- RFP/RFT/RFI Templates
- Best Practices
- Primers
- Common Purpose Procurement Guide
- Guidelines for Implementing the Procurement Provisions of the Ontarians with Disabilities Act
- MBC Procurement Approval Guide
- Procurement Directive for Information Technology
- Guide to Service Management

ONTARIO SHARED SERVICES SUPPLY CHAIN ONTARIO ENTERPRISE PROCUREMENT BRANCH

I&IT Goods Procurement Section plans, establishes and manages enterprise-wide VOR arrangements for commonly used information technology goods (software and hardware). The Section also negotiates and manages enterprise-wide software volume licensing agreements.

General Records

- Tenders, Standing Agreements

ONTARIO SHARED SERVICES SUPPLY CHAIN ONTARIO PROCUREMENT ADVISORY BRANCH

The Procurement Advisory Branch provides procurement administrative and advisory services to Ontario government ministries and IT clusters to ensure the operational efficiency and integrity of the procurement process. Services are provided throughout the procurement process from strategy and requirements development, to writing an RFP, to posting, evaluating and awarding a procurement.

Our client support is comprised of 4 specialized portfolios:

Justice, Labour and Community Services

Health, Environment and Agriculture Services Portfolio

Natural Resources, Aboriginal Affairs, Economic Development and Enterprise Services

Transportation, Northern Development and Mines

General Records

Ministry: GOVERNMENT SERVICES

- Issues Management
- Financial Management
- Business Operations

Manuals

- Tender Administration Office

- Electronic access - MyOPS and procurement portal

ONTARIO SHARED SERVICES SUPPLY CHAIN ONTARIO PROCUREMENT POLICY BRANCH

Corporate Policy unit is responsible for developing and advising on the government's procurement policy framework in support of our trade agreement commitments, including the development of the Procurement Directive and related guidelines, tools and best practices, providing strategic procurement advice to ministries and Management Board of Cabinet (MBC).

- Career Planning/Training
- Identity/Employee Card
- Performance Management
- Workforce Information Network (WIN)

General Records

- Corporate Software Volume Licensing Agreements
- Vendor Profiles
- Master Agreements/ Contracts for Corporate I & IT Vendor of Record arrangements
- Vendor of Record arrangements (Services, Hardware & Software)
- Requests for Information
- Requests for Proposals

Manuals

- Procurement Directive for Information Technology
- Risk Assessment Tool
- Guide to Service Management
- Common Purpose Procurement Guide
- Guidelines for Implementing the Procurement Provisions of the Ontarians with Disabilities Act
- MBC Procurement Approval Guide
- Procurement Directive for Goods & Services
- Procurement Directive for Consulting Services

ONTARIO SHARED SERVICES SUPPLY CHAIN ONTARIO PROCUREMENT STRATEGIES AND ENABLEMENT BRANCH

The Procurement Strategies and Enablement Branch is responsible for the identification and implementation of transformative initiatives that streamline the procurement process. Initiatives include leveraging technology to assist government buyers in day-to-day activities and providing business intelligence to support effective decision-making. Responsibilities also include the development and coordination of vendor outreach activities that assist the vendor community in doing business with the government.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employee Travel Expense Claim (ETEC)
- Performance Management

General Records

- sb 1 on clustery "E"/SPB
- Special Projects

Ministry: GOVERNMENT SERVICES

- Organizational Information
- Meetings
- Issues Management
- Information Management
- Financial Management

- External Presentations
- Delegation of Authority
- Business Planning

Manuals

- Electronic access - MyOPS and procurement portal.

SERVICEONTARIO CUSTOMER CARE DIVISION EASTERN CONTACT CENTRE SERVICES BRANCH

Ministry Information Centre provides program & account-specific information on behalf of Ontario's taxation & financial programs: Corporations Tax (Mining Tax, Ontario Premium Tax, Hydro-PIL, Ontario Tax Exemption for Corporate Tax, Ontario Job & Opportunity Bonds), Employer Health Tax, Gas, Fuel & Tobacco Taxes, Beer & Wine Taxes, International Fuel Tax Agreement, Land Transfer Tax & Refunds, Provincial Land Tax, Used Vehicle Information Program, GAINS, Ontario Property and Sales Tax Credits, Ontario Child Care Supplement for Working Families, ROOF, Financial Services Commission, Property Tax Policy, Debt Retirement Charge, Retail Sales Tax on Insurance Premiums & related programs, Electric Vehicle Incentive Program, OSB, Ontario Budget & Economic Statements. The Centre responds to the OFB/BIL, a collaboration between ServiceOntario & Industry Canada as well as responds to calls on behalf of other ministries such as the ESA 2000 & the Nanny Hotline on behalf of the Min. of Labour.

Common Records

- General Employment History and Payroll Information
- Parking Records (Employee)

General Records

- Service Level Agreements
- Revenue Accounting Records
- Remittance Processing Records

Manuals

- CM - Support Services Group - Refunds (RST Permanently Physically Disabled, Alternative Fuel and Appliance Rebate P

Personal Information Banks

Licence plate numbers, employee name and business phone number, medical notes, disabled parking permits

Legal Authority:	Financial Administration Act, R.S.O. 1980, c. 161 s. 2(3) and the Public Service Act, R.S.O. 1980, c. 418, s. 26
Info Maintained:	Listing for government employees who park at 33 King Street West, Oshawa basement garage or 95 Grosvenor Street, Toronto, underground garage which includes licence plate numbers, employee name and business phone number, medical notes and copy of disabled
Uses:	To maintain updated relevant information to ensure that only authorized employees park in designated parking spots and to assist in contacting staff who may be parked in a non-designated spot, in the case of any problems that may arise or to communicate r
Users:	Ministry staff responsible for parking spot allocation and security of the facilities (Oshawa, Revenue Operations & Client Services branch and Toronto, Budget Secretariat and Security Services, Corporate Planning & Finance Branch).
Individuals in Bank:	Employees who park in the 33 King Street West, Oshawa and 95 Grosvenor Street, Toronto underground garages.
Retention Period:	Current calendar year plus one, then destroyed.

Ministry: GOVERNMENT SERVICES

SERVICEONTARIO SERVICEONTARIO INFORMATION TECHNOLOGY CLUSTER

ServiceOntario Information Technology Cluster is responsible for providing information and information technology services to the Ministries of Government Services; Economic Development, Trade and Employment, Labour and Energy. The Cluster's mission is two-fold: to provide timely and cost effective support to the client ministries in helping them to promote e-business and e-government as a means of enhancing government service; and secondly to further the Ontario Government's overall information and information technology strategy. This is achieved by providing the following services: business solutions; architecture and planning; application development and production support; and information technology operations and client support.

General Records

- Requests for Proposals, Tenders and Contracts
- Project Plans and Status Reports
- Information Systems Documentation
- Information Management Reports
- Corporate Technology Plans, Policies, Standards and Guidelines
- Application Submissions and Reports
- Application Feasibility Studies

Ministry: HEALTH AND LONG-TERM CARE

Ministry: HEALTH AND LONG-TERM CARE

AGENCIES, BOARDS AND COMMISSIONS HEALTH BOARDS SECRETARIAT

The Health Boards Secretariat (HBS) provides common corporate administrative, financial and case management services, as well as policy analysis and related support to adjudicative tribunals (established under a variety of statutes). It also provides financial reimbursement to Order-in-Council (OIC) appointees to the self-regulated health professions Colleges and Transitional Councils.

Manuals

- District Health Councils - Administration

Personal Information Banks

Proceedings before the Health Services Appeal and Review Board

- Legal Authority:** Ambulance Act, R.S.O. 1990, c. A.19, as amended Charitable Institutions Act, R.S.O. 1990, c.C9, as amended Healing Arts Radiation Protection Act, R.S.O. 1990, c. H.2, as amended Health Care Accessibility Act, R.S.O. 1990, c. H.3, as amended Health Facilities
- Info Maintained:** Names and addresses of parties and their representatives, submissions of parties, exhibits, transcripts of hearing, if available and requested, the Board's decision and reasons, correspondence.
- Uses:** Proceedings before the Board.
- Users:** Board members, Health Board Secretariat staff.
- Individuals in Bank:** Parties to proceedings before the Board and their representatives.
- Retention Period:** Submissions/exhibits maintained for six months unless Decision is appealed to Divisional court. Five years then transferred to archives.

AGENCIES, BOARDS AND COMMISSIONS HEALTH BOARDS SECRETARIAT HEALTH PROFESSIONS APPEAL AND REVIEW BOARD

The Health Professions Appeal and Review Board (HPARB) is established by the Ministry of Health and Long-Term Care Appeal and Review Boards Act, 1998 and provides oversight to the regulated health professions and veterinarians of Ontario. The HPARB was established to conduct hearings and reviews, and to make decisions, orders and recommendations regarding decisions made by the Inquiries, Complaints and Reports Committees (ICRC) of the self-regulating health professions Colleges in Ontario; decisions made by the Complaints Committee of the College of Veterinarians of Ontario; orders of the Registration Committees of the Colleges; physicians hospital privileges under the Public Hospitals Act; and

accreditation of veterinary and pharmacy facilities.

Personal Information Banks

Health Professions Appeal and Review

Legal Authority:	Regulated Health Professions Act, S.O. 1990, c.A.18, s.18(1) and (2) and Veterinarians Act and Public Hospitals Act, R.S.O. 1990 c.p.
Info Maintained:	Name and address of parties, Record of investigation, administrative correspondence, applications for certificate of registration and the Board's decisions and reasons, applications for certificate of registration and the Board's decisions and reasons., s
Uses:	Complaint and registration reviews, registration hearings, and hearings under the PHA.
Users:	Health Professions Appeal and Reivew Board and Boards staff.
Individuals in Bank:	Parties to reviews and hearings, and their agents, if any, including members of the public, who are complainants and regulated health professionals who are subject of complaints or requesting registration in the above professions who are respondents/appeal
Retention Period:	Five years, then transferred to archives.

Ministry: HEALTH AND LONG-TERM CARE

AGENCIES, BOARDS AND COMMISSIONS MEDICAL ELIGIBILITY COMMITTEE

Referrals to the Medical Eligibility Committee (MEC) are prepared by the Medical Consultant in Provider Services Branch. The patients who were referred to the MEC are notified of the decisions of the Committee under the signature of the General Manager. All case files are maintained and stored with Provider Services Branch. Secretarial support to the MEC is provided for: scheduling MEC bi-monthly meetings, boardroom bookings, and preparing the MEC decisions for the General Manager's signature.

General Records

- Appeals Processing and Procedures
- Memorandum of Understanding of Members of Committee
- Committee Membership

Personal Information Banks

Medical Eligibility Committee

Legal Authority:	Health Insurance Act, R.S.O. 1990, c.H.6, s.7 and s.19.
Info Maintained:	Name, OHIP number, address, committee decision, financial information, health number, medical information, notice of appeal., subject category of decision being disputed, type of appeal.
Uses:	Enable a committee to judge whether or not medical services in a hospital or extended care facility or ambulance services are medically necessary and should be insurable services; provide case information to Health Services Appeal Board; monitor program;
Users:	Medical Eligibility Committee members, secretary, Ministry of Health program staff.
Individuals in Bank:	Insured persons or their physicians requesting referral to the committee.
Retention Period:	Not determined.

AGENCIES, BOARDS AND COMMISSIONS ONTARIO REVIEW BOARD

The Ontario Review Board reviews the status of each accused who has been found to be not criminally responsible or unfit to stand trial for criminal offences on account of a mental disorder.

Personal Information Banks

Ontario Review Board

Legal Authority:	Criminal Code of Canada, R.S.C. 1985, c.C.46
Info Maintained:	Name, address, disposition information and related documents, dispositions and reasons for dispositions.
Uses:	Conduct reviews

Users:	Chair, staff, board members for hearings (disposition information), parties to hearings, others with consent of the accused.
Individuals in Bank:	Individuals found to be either unfit or not criminally responsible on account of mental disorder, now subject to jurisdiction of O.R.B.
Retention Period:	Not determined

ASSOCIATE DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

Legal Services Branch provides legal services to the ministry, including legal advice and opinions; preparation of the ministry's legislation and regulations; representing the ministry before courts, tribunals, coroners' inquests and public inquiries; preparing agreements relating to the provision of health services and participating in or advising the ministry's and government's various committees and task forces.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests

Ministry: HEALTH AND LONG-TERM CARE

- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Personal Health Information Protection Act Appeal Files
- Freedom of Information and Protection of Privacy Act Appeal Files
- Ministry Legislation
- Litigation Files
- Legal Opinions and Advisory Files

Personal Information Banks

Litigation Files

Legal Authority:	Personal Health Information Protection Act, 2004, S.O. 2004, c.3, s. 36(1)(c), and (h)
Info Maintained:	Name, information related to individual's physical or mental health, to the provision of health care to the individual, or to payments or eligibility for health care coverage.
Uses:	Litigation involving the Ministry
Users:	Legal counsel and Ministry program staff
Individuals in Bank:	Individuals who have initiated legal proceedings against the Ministry
Retention Period:	Thirty (30) years

Legal Opinions and Advisory Files

Legal Authority:	Personal Health Information Protection Act, 2004, S.O. 2004, c.3, s. 36(1)(c), and (h)
Info Maintained:	Name, information related to individual's physical or mental health, to the provision of health care to the individual, or to payments or eligibility for health care coverage.
Uses:	Provide legal advice on matters concerning Ministry programs or services
Users:	Legal counsel and Ministry program staff
Individuals in Bank:	Individuals connected to issues requiring legal analysis under Ministry legislation
Retention Period:	Ten (10) years

CORPORATE SERVICES DIVISION CORPORATE MANAGEMENT BRANCH ACCESS, PRIVACY AND CORPORATE COORDINATION UNIT

- Freedom of Information and Protection of Privacy Act Requests

CORPORATE SERVICES DIVISION HEALTH AUDIT SERVICE TEAM

Ontario Internal Audit, Health Audit Service Team provides objective assurance and consulting services to the Ministry of Health and Long-Term Care (MOHLTC). It assists the ministry and its related agencies in accomplishing their business objectives by evaluating and making recommendations to improve governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Internal audit services are provided under the direction of the Chief Internal Auditor.

General Records

- Systems Security
- Computer Systems - Documentation

Ministry: HEALTH AND LONG-TERM CARE

CORPORATE SERVICES DIVISION HR STRATEGIC BUSINESS UNIT

Strategic Business Units (SBU) provide strategic human resources planning and advice to senior executives (DMs and ADMs). Our mandate is to ensure we have proactive people strategies in place so that ministries can continue to deliver government priorities and business commitments. This will involve engaging and partnering in ministry decision-making processes, results-based planning, and identification of strategic ministry and divisional priorities. SBU Core Functions: Talent and Performance Management, Workforce Planning and Strategies, Organizational Capacity and Engagement, Health and Wellness Strategies Strategic Labour Relations.

General Records

- Extended Health Care

Manuals

- Occupational Health and Safety Manual

Personal Information Banks

Physicians' and Dentists' Contracts

- Legal Authority:** Order-in-Council 1654/79.
- Info Maintained:** Name, contract category, contract period and salary., work location
- Uses:** Compile statistics; renew contracts.
- Users:** Committee secretary and members, Professional Services Management Committee.
- Individuals in Bank:** Physicians, psychiatrists and dentists employed by the ministry under contract by the Professional Services Management Committee.
- Retention Period:** Not determined.

CORPORATE SERVICES DIVISION SUPPLY CHAIN AND FACILITIES BRANCH (SCFB)

SCFB provides support services including procurement, facilities, security and records management to the Ministry of Health and Long-Term Care. The branch manages the Ontario Government Pharmaceutical and Medical Supply Services (OGPMSS) and Subrogation processes. The branch is the liaison to the Ontario Shared Services (OSS), Infrastructure Ontario (IO), and the Archives of Ontario.

SCFB is primarily located at two sites: 99 Adesso Drive in Concord and 49 Place d'Armes in Kingston.

General Records

- Out-of-Province Hospital/Physician Payment System
- Annual Return of Hospitals, Facilities and Services
- Budgets, Licences and Settlements for Funded Agencies
- Federal Transfer Payments

- Fee Negotiations
- Interprovincial Hospital Reciprocal Billing System
- Medical/Facility Claims - Adjudication, Payment Processing
- Microrecording Certificates and Documentation
- Northern Health Programs - Applications, Payment Processing
- Nursing Home Electronic Funds Transfer System
- Trillium Drug Program - Payment and Payment System
- Ontario Health Insurance Plan - Financial Aspects, Payments
- Payment Verification System Reports
- Health Facilities
- Homes for Special Care System
- Pharmaceutical and Medical Supplies - Procurement, Control and Distribution Technology, Software and Telecommunicati
- Ontario Drug Benefit Plan - Payment and Payment Systems

Manuals

- Ontario Government Pharmaceutical and Medical Supply Service - Client Manual and Catalogue (contains listing of all pr
- Facilities - Financial/Accounting Management

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- Facilities - Guidelines on Financial and Accounting Matters
- Northern Health Programs
- Ontario Drug Benefit Plan Guidelines
- Registration Verification Systems Reports
- Accommodation Guidelines

Personal Information Banks

Drug Benefit Plan - Payments

- Legal Authority:** Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; Family Benefits Act, R.S.O. 1990, c.F.2; R.R.O. 1990, Reg. 366, s.25.
- Info Maintained:** Name, address, age, amount paid, copies of drug benefit claims and invoices, dispensing date, dispensing physician's name and address, drug identification and quantity, invoice number, patient eligibility number, pharmacy number, prescription number.
- Uses:** Provide record for payments; record and verify amount paid; correct errors.
- Users:** Administrative and inspection staff in Supply and Finance and Drug Programs branches.
- Individuals in Bank:** Pharmacies and other suppliers, individuals receiving benefits under the Drug Benefit Program.
- Retention Period:** Invoices and claims microfilm retained 7 years, then destroyed; remittance advices on microfilm retained 3 years, then destroyed.

Health Care Payments - Pmnts Under Assistive Devices Prog & Home Oxy Prog

- Legal Authority:** Ministry of Health Act, R.S.O. 1990, c.M.26.
- Info Maintained:** Name, address, age, cheque registers, device purchased., invoice numbers, vendor names
- Uses:** Provide record of payment for devices purchased, leased, rented.
- Users:** Administrative personnel in the Ministry of Health.
- Individuals in Bank:** Vendors of Assistive Devices and program clients.
- Retention Period:** Invoices and claims paper - 7 years, then destroyed.

Homes for Special Care Residents - Master File

- Legal Authority:** Homes for Special Care Act, R.S.O. 1990, c.H.12; Health Insurance Act, R.S.O. 1990, c.H.6; Family Benefits Act, R.S.O. 1990, c.F.2.
- Info Maintained:** Name, date of birth, eligibility for extended care and family benefits assistance, family benefits number, financial data., health registration number, home history, marital status, public trustee number, resident number, sex
- Uses:** Identify residents in the program; determine maintenance payments; set up accounts receivable.
- Users:** Branch administrative staff, staff of Mental Health Programs and Services, Ministry of Community and Social Services (Family Benefits Assistance Branch), and Office of the Public Trustee.
- Individuals in Bank:** Residents in Homes for Special Care.
- Retention Period:** Seven years, then destroyed.

Recoverable Bursaries

Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26.
Info Maintained: Name, address, agreements, correspondence, financial data, repayment details.
Uses: Set up accounts receivable; recover bursary assistance.
Users: Underserviced Area Program staff, recoverables collection clerk.
Individuals in Bank: Bursary recipients repaying awards.
Retention Period: Two years, then destroyed.

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Subrogation and Workers' Compensation Cost-Recovery Records

Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.1(h), s.30 to s.36, s.46(5).
Info Maintained: Name, Workers' Compensation Board coverage information, accident information, age, claims history, employment information, enrolment history, health number, legal opinions, medical information, settlement information, sex, staff recommendations., subroga
Uses: Recover costs for past and future insured services; answer inquiries; provide statistics.
Users: Subrogation staff, authorized ministry officials, Legal Services Branch staff.
Individuals in Bank: Insured individuals injured by another person or in the course of their employment, other individuals involved in the accident.
Retention Period: Seven years after case closed, then destroyed.

Subrogation Cost-Recovery Records

Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.1, s.4(e), s.30 to s.36 and s.46(5), Req. 552, s.39
Info Maintained: Subrogation file number, accident information, age, claims history, employment history, health registration number, insured person's name, legal opinions, medical information, settlement information, sex, staff recommendations.
Uses: Recovery costs for past and future insured services; answer inquiries.
Users: Subrogation staff, authorized ministry officials, Legal Services Branch staff.
Individuals in Bank: Insured individuals injured as a result of negligence, wrongful act or omission of another person.
Retention Period: Seven years after case closed, then destroyed.

Accounting Records - Homes for Special Care

Legal Authority: Homes For Special Care Act, R.S.O. 1990, c.H.12
Info Maintained: Name, address, age, amount paid, copies of drug benefit claims and invoices, dispensing date, dispensing physician's name and address, drug identification and quantity, invoice number, patient eligibility number, health card number, marital status, financ
Uses: Provide record for payments; record and verify amount paid; correct errors. Establish eligibility and accounts receivable.
Users: Administrative staff in Supply and Financial Services and Drug Programs branches. Staff from

the Office of the Public Guardian and other Trustees.

Individuals in Bank: Residents in the Homes for Special Care, home owners, suppliers and service providers.

Retention Period: Records retained for seven (7) years and then destroyed.

DEPUTY MINISTER'S OFFICE

Common Records

- Employee Personnel, Payroll and Benefits Records
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Senior Management Human Resource Files
- Minister's Transition Binder
- Deputy Minister's Transition Binder
- Deputy Minister's Correspondence

Personal Information Banks

Ministry: HEALTH AND LONG-TERM CARE

Employee Personnel, Payroll and Benefits Records

Legal Authority: Public Service Act
Info Maintained: Human Resources requests and approvals
Uses: Human Resources Administration
Users: Deputy Minister's Office staff
Individuals in Bank: DM Direct Reports
Retention Period: 7 years

Senior Management Human Resource Files

Legal Authority: Financial Administration Act
Info Maintained: Human Resources requests and approvals
Uses: Human Resources Administration
Users: Deputy Minister's Office staff
Individuals in Bank: DM Direct Reports
Retention Period: 7 years

DEPUTY MINISTER'S OFFICE COMMUNICATIONS AND MARKETING DIVISION

The Communications and Marketing Division supports the programs and policies of the ministry through the development of strategic communications plans; production of a variety of information including speeches, statements and news releases; issues management; and media liaison.

General Records

- Speeches
- Publications
- Public Information Requests
- Press Clippings
- News Releases

DIRECT SERVICES DIVISION ASSISTIVE DEVICES PROGRAM

The objective of the Assistive Devices Program (ADP) is to provide customer-centred support and funding to Ontario residents who have long-term physical disabilities and to facilitate access to personalized assistive devices appropriate for the individual's basic needs.

General Records

- Assistive Devices Program/Home Oxygen Program

Personal Information Banks

Assistive Devices - Authorizer Registration Records

- Legal Authority:** Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d).
- Info Maintained:** Name, employment history., home and employment address, professional qualifications, registration number, telephone number
- Uses:** Determine eligibility to be a registered authorizer.
- Users:** Branch Administrative staff, professional program coordinators, Audit staff and ministry's Legal Services Branch staff.
- Individuals in Bank:** Individuals applying for registration with the Assistive Devices Program or Home Oxygen Program.
- Retention Period:** Seven years and then transferred to archives.

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Assistive Devices/Home Oxygen - Vendor and Individual Payment Records

- Legal Authority:** Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d).
- Info Maintained:** Name, address, financial information, registration number, telephone number, vendor name, vendor's invoice for equipment.
- Uses:** Identify and verify type and quantity of device received; respond to inquiries from vendors and health care professionals; prepare budget; audit purposes.
- Users:** Administrative staff, professional program coordinators, audit staff.
- Individuals in Bank:** Individuals and businesses receiving payments under the Assistive Devices Program/Home Oxygen Program.
- Retention Period:** Seven years, then transferred to archives.

Assistive Devices/Home Oxygen - Patients' Prescription Records

- Legal Authority:** Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d).
- Info Maintained:** Name, address, authorized equipment, date of birth, diagnosis, health card number, health professional's name and registration number, physician's name, registration number, sex,

telephone and registration numbers, telephone number, vendor name.
Uses: Determine eligibility.
Users: Administrative staff, professional program coordinators, audit staff.
Individuals in Bank: Individuals applying for assistance under the Assistive Devices Program or Home Oxygen Program.
Retention Period: Ten years, then transferred to archives.

Assistive Devices/Home Oxygen - Vendor Registration Records

Legal Authority: Ministry of Health Act R.S.O. 1990, c.M.26, s.6(1)(d).
Info Maintained: Company name, address, business and professional references, corporate registration, financial information, registration number.
Uses: Determine eligibility to be a registered vendor.
Users: Branch administrative staff, professional program coordinators, audit staff and ministry's Legal Services Branch staff.
Individuals in Bank: Individuals and businesses applying for registration as vendors with the Assistive Devices Program.
Retention Period: Seven years, then transferred to archives.

DIRECT SERVICES DIVISION CLAIMS SERVICES BRANCH

To provide timely, accurate and cost effective delivery of claims services on behalf of our program partners to health care providers and the public in support of the Ministry's health care delivery strategies.

Personal Information Banks

Correspondence/Files - Physicians and Practitioners/Facility Operators,

Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6;
Info Maintained: Health Services Appeal and Review Board and court decisions, name, address, court orders, fees claimed and paid for insured services and facilities, financial and billing information, independent health facility licence information, inquiries, legal opini
Uses: Determine eligibility for enrolment for Ontario health coverage; assess claims; provide background data for the development of Ministry of Health program policy; compile statistics.
Users: Registration and Claims Branch, Provider Services Branch, authorized ministry officials, Legal Services Branch staff, Health Services Appeal Board, other specifically authorized agencies.
Individuals in Bank: Health Insurance subscribers, members of the general public inquiring about enrolment, claims or Northern Health Travel grants, Corporate Services, Investigation Unit.
Retention Period: One to ten years, then destroyed.

Ministry: HEALTH AND LONG-TERM CARE

Medical Claims Reference File (CREF)

Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s 18.
Info Maintained: Health number, address and option status, claims under, date of birth, fees, hospital number and admission date, insured service history, other medical information, patient's surname and given names, payee's address, practitioner's OHIP registration numbe
Uses: Assess and pay claims and alternate payments; confirm claims for payment or subrogated recovery; monitor physician's/practitioner's billings, generate claims verification letters; provide statistics and analysis; identify abnormal service patterns; invest
Users: Staff of Provider Services Branch, Registration and Claims Branch, Information Systems Division,

Finance and Accounting Branch, Legal Services Branch and Community Health Programs Branch, Medical Review Committee, Ministry officials, Ontario Medical Association

Individuals in Bank: Persons claiming payment for the insured services of physicians, chiropractors, osteopaths, dentists, optometrists, podiatrists, physiotherapists and laboratories who bill on a fee-for-service basis, providers of such services (physicians, etc.)

Retention Period: Seven years, then destroyed.

Health Insurance Enrolment (Registered Persons Database)

Legal Authority: Ministry of Health Act, R.S.O. c.M.26, s.6 (1) (2); Health Insurance Act, R.S.O., c.H. 6,s.4(2) (b) (f), s.10,s.11(1); O.Reg. 689/86; Ontario Drug Benefits Act, R.S.O. 1990, c.O.10,s.2.

Info Maintained: Personal characteristics data elements including names, date of birth, sex, mailing and residence address, phone number; health card and number issuance and activity information; Ontario Health Insurance and Ontario Drug Benefit eligibility status information

Uses: Enrolment of applicants for provincially funded insured health coverage and drug benefits including the determination of eligibility; health number and version code assignment; health card issuance and validity; statistical analysis and reporting; monitor

Users: Ministry staff of the Registration and Claims Branch, Provider Services Branch, Primary Care, Alternate Payment Programs Branch, Financial Transaction, Emergency Management, Health System Information Management, Legal Services, Health Services I & IT Cluster

Individuals in Bank: All applicants and registrants for the Ontario Health Insurance Plan with active or ended eligibility for coverage, or who have applied for coverage.

Retention Period: Seven years, then archived.

Malpractice Insurance Premium Reimbursement/Liability Protection Coverage Reimbursement

Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.2.

Info Maintained: Canadian Medical Protective Association acknowledgement or equivalent, Canadian Medical Protective Association class category, Canadian Medical Protective Association membership number, physician's name, OHIP registration number, address, licence number,

Uses: To determine eligibility and action reimbursements for physicians, to resolve payment conflicts, to respond to inquiries.

Users: Staff of Registration and Claims Branch Information Processing Unit, Provider Services Branch, Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, Legal Services Branch and Information Systems

Individuals in Bank: Physicians applying for Malpractice Insurance Premium Reimbursement.

Retention Period: Seven years, then destroyed.

Registration Information and Tracking System (RITS)

Legal Authority: Ministry of Health Act, R.S.O. c.M.26, s.6(1) (2) Health Insurance Act, R.S.O. c.H.6, s.4(2)(b)(f), s.10, s.11(1) O.Reg. 689/86 Ontario Drug Benefit Act, R.S.O. 1990, c.O.10, s.2

Info Maintained: OHIP Registrant Client Files contain health number and version code, surname, first name, middle names, alias names, date of birth, sex, address and telephone numbers. Eligibility Tracking Files contain dates, source of assessment, reason for file, corre

Uses: 1. Eligibility Case Tracking including General Manager Review, Health Services Appeal Board and Ontario Provincial Police correspondence; court ordered Restitution of Ontario Health Insurance Plan claims. 2. Out of Country Claims Tracking including Gen

Users: Ministry staff including the Registration and Claims Branch and other authorized ministry users, agents and agencies

Individuals in Bank: Ontario Health Insurance Plan applicants and registrants.

Retention Period: Various retention for specific RITS users/uses, none more than 7 years.

Ministry: HEALTH AND LONG-TERM CARE

DIRECT SERVICES DIVISION EMERGENCY HEALTH SERVICES LAND/AIR

Emergency Health Services Branch is the strategic manager of the land ambulance system. It is responsible for ensuring the existence throughout Ontario of a balanced, seamless and integrated system of ambulance services and communications services used in dispatching ambulances. The branch establishes standards for the provision of ambulance services. It also investigates complaints respecting ambulance services.

General Records

- Ambulance Services - Investigation Reports, Inquiries, Complaints
- Ambulance Services - Service Profile
- Identification Card Files
- Base Hospital Review Files
- Ambulance Services Review Files
- Ambulance Service Certification
- Incident Reports and "Vital Signs Absent" Reports

Manuals

- Advanced Emergency Medical Care Assistants (A.EMCA) - Study Guide
- Air Basic Life Support Patient Care Standards
- Ministry of Health and Long-Term Care Emergency Plan
- Emergency Health Services Branch - Equipment
- Emergency Health Services Branch - Policy and Procedures
- Emergency Health Services Branch - Financial and Administrative Policies and Procedures
- Emergency Health Services Branch - Operational Directives
- Air Ambulance Services - Policy, Procedures, Directives and Guidelines
- Emergency Care Program - Operational Directives
- Basic Life Support Patient Care Standards
- Ambulance Co-Payment Billing Manual
- Central Ambulance Communication Centre (CACC) - Policy and Procedures
- Emergency Health Services - Uniform Issue
- Manual of Confidentiality and Security
- Administrative Policies and Procedures
- Ambulance Services - Policy, Procedures, Directives and Guidelines

Personal Information Banks

Certification

- Legal Authority:** Ambulance Act, R.S.O. 1990, c.A.19, s.11; Health Facilities Special Orders Act, R.S.O. 1990, c.H.5.
- Info Maintained:** Name, address, data concerning non-compliance with Ambulance Act.
- Uses:** Documents grounds for licence revocation.
- Users:** Ambulance services officials.
- Individuals in Bank:** Ambulance service operators subject to investigations leading to licence revocation proceedings.
- Retention Period:** Ten years, then destroyed.

Ambulance Response Information System (ARIS) - Emergency Details

- Legal Authority:** Ambulance Act, R.S.O. 1990, c.A.19, Reg. 19, Part VI, 37. R.R.O. 1990, Reg. 19, s.37.
- Info Maintained:** Name, address, illness, nature and cause of injury, movement of ambulance vehicle, time sequencing of the ambulance call.
- Uses:** Record and control movement of ambulance vehicles to patient pickup location; provide time sequencing; provide legal documentation; compile statistics.
- Users:** Emergency Health Services Branch officials, physicians, hospital billing departments.
- Individuals in Bank:** Patients treated or transported by the Ontario ambulance system.
- Retention Period:** Ten years, then destroyed. (under review)

Ministry: HEALTH AND LONG-TERM CARE

Ambulance Services - Investigation Reports, Inquiries, Complaints

- Legal Authority:** Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00.

Info Maintained: Name, evidence, exhibits., investigation documents, statements.
Uses: Document inquiries and complaints; make recommendations for legal purposes.
Users: Emergency Health Services Branch
Individuals in Bank: Citizens laying complaints about ambulance or dispatch services.
Retention Period: Ten years after issue resolved, then destroyed.

Ambulance Services - Service Profile

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.3, s.4 and s.5; R.R.O. 1990, Reg. 257/00.
Info Maintained: Name, address, application for certification renewal, articles of incorporation, copy of certificates, letters patent, list of board members.
Uses: Process requests for certification to operate an ambulance service; invoicing.
Users: Emergency Health Services Branch
Individuals in Bank: Certified ambulance services.
Retention Period: Seven years, then destroyed; select files to archives.

Advanced Emergency Medical Care Assistants (A.EMCA) Bank

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained: Name, address, appeals, certificate, education, examination results, proof of completion of requirements to take the exam.
Uses: Verify that requirements for certification are met; evaluate credentials.
Users: Patient Care Standards, Education and Certification manager, Program Registration Officer, Administrative Assistants.
Individuals in Bank: Ontario Paramedic Program students and Ministry of Health and Long-Term Care Equivalency Candidates applying for certification as Advanced Emergency Medical Care Assistants (A.EMCA).
Retention Period: All are retained

Incident Reports and Vital Signs Absent Reports

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained: Name, address of Upper Tier Municipality or Designated Delivery Agents, equipment deficiencies, interferences in the provision of ambulance services, record of unusual changes, suspicious circumstances, unusual delays.
Uses: Document situations where corrective action maybe required or where loss of life has occurred due to unusual or suspicious circumstances.
Users: Emergency Health Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police.
Individuals in Bank: Ambulance and dispatch services staff involved in the situation.
Retention Period: Ten years, then destroyed.

Identification Card Files

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part II
Info Maintained: Name, address, qualifications.
Uses: Quality Assurance.
Users: Ministry staff.
Individuals in Bank: Ambulance Officers, Communications Officer and Air Ambulance Officers.
Retention Period: Until termination of employment with all ambulance service employers, then destroyed.

Ambulance Services Review Files

Legal Authority: Ambulance Act, R.S.O. 1990, C.A.19, Reg. 257/00 Part II.
Info Maintained: Name, address, data concerning non-compliance with Ambulance Act.
Uses: Ensure compliance, assure quality of delivery-effort to achieve excellence.
Users: Ministry staff as needed.
Individuals in Bank: Ambulance operators, ambulance service employees, Base Hospitals, Central Ambulance Communications Centres and Air Ambulance Services.
Retention Period: Ten years, then destroyed.

Ministry: HEALTH AND LONG-TERM CARE

Aeromedical Exam Bank

Legal Authority:	Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained:	Name, address, appeals, certificate, education, examination results, and proof of completion of requirements to take the exam.
Uses:	Verify that requirements for certification are met; evaluate credentials.
Users:	Patient Care Standards, Education and Certification manager, Program Registration Officer, Administrative Assistants.
Individuals in Bank:	Emergency Medical Care Assistants/ Advanced Emergency Medical Care Assistants with training in aerophysiology applying for certification in Aeromedical Theory.
Retention Period:	All are retained.

Advanced Care Paramedic (ACP) Bank

Legal Authority:	Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained:	Name, address, appeals, certificate, education, examination results, and proof of completion of requirements to take the exam.
Uses:	Verify that requirements for certification are met; evaluate credentials.
Users:	Patient Care Standards, Education and Certification manager, Program Registration Officer, Administrative Assistants.
Individuals in Bank:	Emergency Medical Care Assistants/ Advanced Emergency Medical Care Assistants with Advanced Care training applying for certification as an Advanced Care Paramedic.
Retention Period:	All are retained.

DIRECT SERVICES DIVISION EMERGENCY HEALTH SERVICES LAND/AIR CORPORATE PLANNING AND REGULATORY COMPLIANCE

Personal Information Banks

Ambulance Services - Human Resources Inventory

Legal Authority:	Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00.
Info Maintained:	Name, Ontario Ambulance Service Information System (OASIS) employee number, date hired, driver's licence number and class code, pertinent academic qualifications and renewal dates, sex.
Uses:	Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation.
Users:	Emergency Health Services Branch.
Individuals in Bank:	Employees of the Ontario ambulance system.
Retention Period:	Not determined.

DIRECT SERVICES DIVISION EMERGENCY HEALTH SERVICES LAND/AIR FINANCE AND CORPORATE SUPPORT

Personal Information Banks

Air Ambulance Claims and Review Files

Legal Authority:	Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19.
Info Maintained:	Name, OHIP number, address, air and land carriers., amount paid/reimbursed, date of service, diagnosis, names of hospitals.
Uses:	Review ambulance claims; provide a record of payment.
Users:	Emergency Health Services Branch.
Individuals in Bank:	Patients transferred by air and out-of-province land ambulance.
Retention Period:	Ten years, then destroyed.

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Ambulance Services - Budgets and Settlements

Legal Authority:	Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00.
Info Maintained:	Name, address, approval, budget requests, financial data, year-end expenditure statements.
Uses:	Ensure ambulance operators operating within approved budgets.
Users:	Ambulance Services inspectors, certification officials.
Individuals in Bank:	Upper Tier Municipality and Designated Delivery Agents.
Retention Period:	Ten years, then destroyed; select files to archives.

DIRECT SERVICES DIVISION EMERGENCY HEALTH SERVICES LAND/AIR OPERATIONS

Personal Information Banks

Critical Care Patients - Transfer Files

Legal Authority:	Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00.
Info Maintained:	Name, age, date of transfer, medical assessment prior to and during transfer., medical condition, physician's treatment, referring and receiving hospitals, sex.
Uses:	Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics.
Users:	Ambulance services officials, attending physicians.
Individuals in Bank:	Patients using the ministry's air ambulance.
Retention Period:	Ten years, then destroyed.

DIRECT SERVICES DIVISION EMERGENCY HEALTH SERVICES LAND/AIR PERFORMANCE AND QUALITY MANAGEMENT

Personal Information Banks

Advanced Care Paramedic (ACP) Bank

Legal Authority:	Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained:	Applicant information (name, address, phone number, graduate date and location), requests for appeals, file and certificate numbers, education, examination results, certification and eligibility status and proof of completion of requirements to take the e
Uses:	Verify that requirements for application and certification are met; to report on candidate and examination performance and validity, evaluate credentials.
Users:	Education and Patient Care Standards Manager, Paramedic Training Coordinator, Education and Certification manager, Program Registration Assistants Officer, Administrative Assistant.
Individuals in Bank:	Emergency Medical Care Assistants/ Advanced Emergency Medical Care Assistants with Advanced Care Paramedic training applying for certification as an Advanced Care Paramedic.
Retention Period:	All are retained.

Ambulance Communications Officer (ACO) Bank

Legal Authority:	Not in legislation; however, certification is a condition of employment.
Info Maintained:	Applicant information (name, address, phone number, graduate date and location), requests for appeals, file and certificate numbers, examination results, certification and eligibility status.
Uses:	For verification that requirements for application and certification are met; to report on candidate and examination performance and validity.
Users:	Education and Patient Care Standards Manager, Paramedic Training Coordinator, Program Registration Assistants, Administrative Assistant.
Individuals in Bank:	Ontario Core Training graduates applying for certification as an Ambulance Communications

Retention Period: Officer (dispatcher).
All are retained.

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Advanced Emergency Medical Care Assistants (A-EMCA) Bank

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained: Applicant information (name, address, phone number, graduate date and location), requests for appeals, file and certificate numbers, education, examination results, certification and eligibility status, proof of completion of requirements to take the exam
Uses: Verify that requirements for application and certification are met; to report on candidate and examination performance and validity, evaluate credentials.
Users: Education and Patient Care Standards Manager, Paramedic Training Coordinator, Program Registration Assistants, Administrative Assistant.
Individuals in Bank: Ontario Paramedic Program graduate students and Ministry of Health and Long-Term Care Equivalency Candidates applying for certification as an Advanced Emergency Medical Care Assistant (A-EMCA).
Retention Period: All are retained.

Aeromedical Exam Bank

Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 257/00 Part III.
Info Maintained: Applicant information (name, address, phone number, graduate date and location), requests for appeals, file and certificate numbers, education, examination results, certification and eligibility status and proof of completion of requirements to take the e
Uses: Verify that requirements for application and certification are met; to report on candidate and examination performance and validity, evaluate credentials.
Users: Education and Patient Care Standards Manager, Paramedic Training Coordinator, Education and Certification Manager, Program Registration Assistants Officer, Administrative Assistants.
Individuals in Bank: Emergency Medical Care Assistants/Advanced Emergency Medical Care Assistants with training in aerophysiology applying for certification in Aeromedical Theory.
Retention Period: All are retained.

DIRECT SERVICES DIVISION PSYCHIATRIC PATIENT ADVOCATE OFFICE

The Psychiatric Patient Advocate Office (PPAO) provides advocacy and rights advice to inpatients in former provincial psychiatric hospitals, and to a limited extent to outpatients who are both former patients of the hospital and former clients of the PPAO. The PPAO also provides rights advice services in Schedule 1 Facilities and in the community to persons who are subject to community treatment orders and their substitute decision makers, if any. The PPAO also conducts public education regarding patients' rights in Ontario.

General Records

- Media (includes press release, letters to the editor, the PPAO in the media and archived material)
- Rights Guides
- Publications
- Position Papers
- Our Services
- Info Guides
- About PPAO

Personal Information Banks

Ministry: HEALTH AND LONG-TERM CARE

Psychiatric Patient Advocate Office - Client Files

Legal Authority:	Mental Health Act, R.S.O. 1990, c.M.7, s.9.
Info Maintained:	By Patient Advocates - Name, age, communication with Rights Advisor and other parties., extracts from clinical record. By Rights Advisors - Name, information relating to eligibility for Legal Aid, legal status under the Mental Health Act, medical history,
Uses:	By Patient Advocates - Maintain a record of the advocacy conducted on behalf of a patient. By Rights Advisors - Maintain a record of the rights advice provided to patients, and the carrying out of patient's instructions, if any.
Users:	Patient Advocates and Rights Advisors in provincial psychiatric hospitals, Psychiatric Patient Advocate Office director, legal counsel, systemic policy advisor.
Individuals in Bank:	Psychiatric inpatients serviced by the Patient Advocates, and those visited by the Rights Advisor.
Retention Period:	Current + 5 years in office.

HEALTH SYSTEM STRATEGY AND POLICY DIVISION

The division sets strategic directions for Ontario's health system and supports them with legislation and policy; monitors alignment with the strategic directions; selects and manages portfolios of initiatives within the ministry to further health system goals; and provides health research investments oversight.

Personal Information Banks

Fellowship Applications

Legal Authority:	Ministry of Health Act, R.S.O. 1990, c.M.26, s.10.
Info Maintained:	Name, address, assessments, contract, education, employment history, record of payments., social insurance number
Uses:	Decide eligibility and merit for a fellowship award.
Users:	Branch administrative staff, staff of the ministry's central accounting section.
Individuals in Bank:	Applicants.
Retention Period:	Eight years, then destroyed.

Physicians - Immigration Application Files

Legal Authority:	Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(2)(b); Federal-Provincial Agreement.
Info Maintained:	College of Physicians and Surgeons licence number, Licentiate Medical Council of Canada document (for non-academic position), Name and address of training institution, Permanent Positions - Name, Royal College speciality certification, Search for Canadian
Uses:	Decide eligibility for permanent landed immigrant status or temporary employment visas; ensure applicants follow criteria for continuing post-graduate status; provide background information, statistics.
Users:	Research Unit Staff, Program Peer-Review Committees.
Individuals in Bank:	Foreign post-graduate medical students applying for medical training or for landed immigrant status.
Retention Period:	The files are sent to Central Records every year.

Research Applications - Project Grants and Personnel Awards

Legal Authority:	Ministry of Health Act, R.S.O. 1990, c.M.26, s.10.
Info Maintained:	Applicant's name, Name, assessments, education, employment and employment., employment history, record of payments, supervisor's name
Uses:	Decide eligibility and merit for grants and awards; make recommendations for awards.
Users:	Research Unit staff, Program Peer-Review Committees.
Individuals in Bank:	Applicants and supervisors.
Retention Period:	Six years, then destroyed.

Ministry: HEALTH AND LONG-TERM CARE

HEALTH SYSTEM STRATEGY AND POLICY DIVISION PLANNING, RESEARCH AND ANALYSIS BRANCH RESEARCH UNIT

The Research Unit monitors, coordinates and provides leadership to internal and external research activities that contribute to the development of health policy for the dissemination of the research findings to support evidence based decision-making.

General Records

- Research Grants Review Committees - Procedures
- Research Grants Review Committees - Lists
- Progress Reports
- List of External Appraisers of Research Applications
- Health System-Linked Research Units Grants Review Committee - Minutes
- Health System-Linked Research Units Grants - Register
- Health Research and Development Grants - Application Information
- Health Research Personnel Awards - Register
- Health Research Personnel Committee - Minutes
- Health Care Systems Research Review Committee - Minutes
- Health Care Systems Research Grants - Register
- Awards and Grants - Administration
- Applications
- Program Overview - Health Care Systems Research Review Final Reports

Ministry: INFRASTRUCTURE

AGENCIES, BOARDS AND COMMISSIONS INFRASTRUCTURE ONTARIO

Infrastructure Ontario is an arm's length crown corporation dedicated to the renewal of the province's hospitals, courthouses, roads, bridges, water systems and other public assets. Using an Alternative Financing and Procurement (AFP) model that ensures appropriate public control and ownership, Infrastructure Ontario uses private financing to strategically rebuild vital infrastructure, on time and on budget. Infrastructure Ontario also provides Ontario municipalities, universities and other public bodies with access to affordable loans to build and renew local public infrastructure.

General Records

- Book Value (Asset Accounting)
- Accounts Payable
- Heritage
- FIPPA Case files
- Financial Analysis
- Environmental
- Easements
- Drawings (Record Drawings)
- Correspondence
- Corporate Goal Process Files
- Individual Employee Files
- Circulation
- Information Resource Management
- Board of Directors Files
- Benefits - Ministry Copies of Plans
- Baseline (Property Fact Sheets)
- Audits, Compliance Reviews and Projects
- Assets Under Construction
- Asset Plans
- Asset Manager Files
- Appraisals
- Acquisition files
- Accounts Receivable
- Construction
- Planning
- Surveys
- Staffing Competitions
- Right of Way
- Restrictive Covenants
- Records Transfer Documentation
- Records Retention Schedules
- Records Destruction and Disposal Notices
- Property Tax
- Procurement
- Historical Summary
- Planning - Development
- Titles
- Payroll
- OIC and MB20 Submission Files
- Multimedia
- Litigation
- Lien Claim Files
- Licenses
- Legal Director's Administrative Files
- Job Positions (Descriptions)
- Issue Notes
- Installation Plans
- Policy

Personal Information Banks

Ministry: INFRASTRUCTURE

Leases

Legal Authority: Financial Administration Act, R.S.O.1990,c.F.12.

Info Maintained: Name, address and banking institution, date of birth, driver's license number, employer, history of payments, personal references, position/occupation, social insurance number, spouse's name, telephone number.

Uses: Select Tenants; collect rent

Users: Division and audit staff, Central Collection Service, Ontario Mortgage Corporation, consumer reporting agencies, courts.

Individuals in Bank: Tenants occupying government-owned property.

Retention Period: Filed in office for length of lease and then archived for 7 years.

Ministry: LABOUR

Ministry: LABOUR

AGENCIES, BOARDS AND COMMISSIONS OFFICE OF THE EMPLOYER ADVISER

The Office of the Employer Adviser (OEA) provides representation, advice and education to primarily those employers with fewer than 100 employees, on workplace safety insurance matters. Representation is provided in negotiations, mediations, hearings and appeals at the Workplace Safety and Insurance Board (WSIB) and the Workplace Safety and Insurance Appeals Tribunal (WSIAT). The Employer Adviser plays an important role in Ontario's workplace safety and insurance system by promoting the self-reliance of employers, and by resolving disputes in the workplace safety insurance system. The OEA is funded by premiums paid by employers to the WSIB. The OEA is an agency of the Ontario Ministry of Labour that operates independently from the Ministry and from the WSIB.

General Records

- Manager of Employer Services Files
- Director's Files

Personal Information Banks

Office of the Employer Adviser - Client Files

Legal Authority: Workplace Safety & Insurance Act, Section 176

Info Maintained: Intake Adviser's and Employer specialists personal notes, copies of WSIB claim file materials, Tribunal decisions, client's letter, photographs, physician's reports, progress data sheets, records of verbal conversations, research material, transcripts, wi

Uses: To assist employers with appeals and in their dealings with the Workplace Safety & Insurance Board Board; provide information on WSIB procedures and policy; and attend WSIB and Appeals Tribunal Hearings.

Users: Office administrative staff, employer specialists, intake advisers and general counsel.

Individuals in Bank: Employers who deal with the OEA and WSIB

Retention Period: Records are archived after three years and destroyed after 12 years.

AGENCIES, BOARDS AND COMMISSIONS OFFICE OF THE WORKER ADVISER

The Office of the Worker Adviser (OWA) advises, represents and educates injured workers with Workplace Safety and Insurance Board (WSIB) claims through all stages of the Workplace Safety and Insurance System, including appeals before the Workplace Safety and Insurance Board and Workplace Safety and Insurance Appeals Tribunal. OWA services are only available to workers who do not have a union to help them and their survivors. A resource and information service focusing on Workplace Safety and Insurance issues is also available to the public. OWA service is provided outside Toronto through Regional Offices.

General Records

- Director's Office Files

Personal Information Banks

Office of the Worker Adviser - Client Files

Legal Authority:	Workers' Compensation Act, R.S.O. c.W.11.
Info Maintained:	Name, age, education and employment history, family status, financial information, medical evaluation.
Uses:	Establish and prove client's entitlement to benefits and services pursuant to the Workers' Compensation Act.
Users:	Worker advisers and branch administrative staff.
Individuals in Bank:	Injured workers claiming benefits under the Workers' Compensation Act.
Retention Period:	Records are destroyed 12 years after the case is closed.

Ministry: LABOUR

AGENCIES, BOARDS AND COMMISSIONS ONTARIO LABOUR RELATIONS BOARD

The Ontario Labour Relations Board is an independent, quasi-judicial tribunal that adjudicates matters under a variety of statutes. The Labour Relations Act, 1995 gives the Board power to deal with specific labour relations matters including: certification of a trade union, termination of a trade union's bargaining rights, complaints of unfair labour practices, and illegal strikes and lockouts. The Board also deals with certain applications under the Occupational Health and Safety Act and other statutes. The Board also hears appeals of orders or decisions of Ministry Health and Safety Inspectors and Employment Standards Officers.

General Records

- OLRB Reports Subscriptions
- Judicial Reviews
- Case Files

AGENCIES, BOARDS AND COMMISSIONS ONTARIO LABOUR RELATIONS BOARD EDUCATION RELATIONS COMMISSION/COLLEGE RELATIONS COMMISSION

The Education Relations Commission (ERC) was established in 1975 to support collective bargaining in the education sector. Activities include providing statistical information and analysis in relation to collective bargaining, and advising the Lieutenant Governor-in-Council when a strike or lockout will jeopardize students' education. The College Relations Commission was established in 1975 to oversee collective bargaining between the Ontario Council of Regents for Colleges of Applied Arts and Technology (CAATs) and the Ontario Public Service Employees Union, representing both academic and support staff. The commission monitors and assists in negotiation, supervises staff votes and advises the Lieutenant Governor-in-Council when a strike or lockout is jeopardizing student education.

General Records

- Commission Meeting Files
- Chair's Subject Files

AGENCIES, BOARDS AND COMMISSIONS PAY EQUITY COMMISSION

The Pay Equity Commission was established to assist all parties in achieving and maintaining pay equity in the workplace. Implementation of Pay Equity is a self-managed process undertaken by employers and employees or bargaining agents, with minimal involvement, if any, of the Commission. The Pay Equity Commission is organized into two separate, independent parts: the Pay Equity Office and the Pay Equity Hearings Tribunal. The Pay Equity Office has a mandate to provide information and public education, and complaint resolution. The Pay Equity Hearings Tribunal, an independent quasi-judicial adjudicative body, hears and determines all matters and disputes that arise under the Pay Equity Act. Hearings may be held at the request of an employer, union, individual employee, or if the matter is referred to the Tribunal by the Pay Equity Office. See also entries under Pay Equity Hearings Tribunal.

General Records

- Commissioner's Subject Files
- Research Papers on Predominantly Female Sectors of the Economy
- Published Educational Materials on Pay Equity
- Policies and Guidelines for Interpreting the Act
- Case Files and Indexes
- Background Materials Relating to Bills 105, 154 and 168
- Pay Equity Reports - Decisions of Pay Equity Tribunal
- Hearings Guide - Pay Equity Hearings Tribunal
- Rules of Practice - Pay Equity Hearings Tribunal

Personal Information Banks

Ministry: LABOUR

Pay Equity Office - Complaints Files

- Legal Authority:** Pay Equity Act, R.S.O. 1990, c. P.7, as amended
- Info Maintained:** Name and address of complainant, objector and respondent; name and address of inquirer.
- Uses:** Investigate and resolve objections and complaints; respond to inquiries; maintain statistics on complaints; respond to enquiries; maintain statistics on complaints, objections and enquiries.
- Users:** Pay Equity Office staff.
- Individuals in Bank:** Complainants, objectors, respondents and inquirers.
- Retention Period:** Not determined.

AGENCIES, BOARDS AND COMMISSIONS

WORKPLACE SAFETY AND INSURANCE APPEALS TRIBUNAL (FORMERLY WORKERS' COMPENSATION APPEALS TRIBUNAL)

The Workplace Safety and Insurance Appeals Tribunal (WSIAT) is the final level of appeal to which workers and employers may bring Workplace Safety and Insurance Board (WSIB) matters regarding entitlement to benefits, health care, vocational rehabilitation and re-employment obligations. It also decides appeals from WSIB decisions on assessments, penalties, and transfers of costs, as well as disputes over employer access to workers' files. In addition, the Tribunal decides if a person has the right to sue in court instead of making a compensation claim. WSIAT is an independent tribunal, separate and apart from the WSIB. Decisions are made by vice-chairs or tripartite panels who are Order in Council appointees.

Common Records

- CORPAY
- Career Planning/Training
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Parking Records (Employee)
- Performance Management
- Travel/Expense Accounts
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- WSIAT Medical Reports
- Medical Discussion Papers
- Released Decisions
- Decision Summaries

Manuals

- WSIAT Procedure Manual for Records
- Guidebook to Use of Case Management System
- Members Code of Professional Responsibility
- Information Technology Security Guidelines
- Training Manuals for New OIC Appointees
- Tribunal Information Policy Manual
- Tribunal Practice Directions
- Code of Conduct for Representatives

Personal Information Banks

Ministry: LABOUR

Workplace Safety And Insurance Appeals Tribunal

Legal Authority: Workplace Safety and Insurance Act, S.O. 1997, c.16

Info Maintained: Name and address of worker, assessments and other relevant information, employer business and financial information, employment history, medical reports, name and address of employer, statements from witness(es) including name and relevant information.

Uses: Maintain internal file tracking system from appeal initiation to final determination; adjudicate appeals from final decisions of WSIB and adjudication regarding access to claim files, employers right to require worker to submit to medical examination and

Users: Assistant Registrar's Office - includes intake officers, scheduling personnel, Vice-Chair's Panel Members, Tribunal Counsel Office, Tribunal Chair's Office, medical counsellors and personnel operating file tracking system.

Individuals in Bank: Workers, employers and other parties appealing Workplace Safety and Insurance Board decisions or otherwise involved in Board matters.

Retention Period: 10 years from last action on file.

Publications Subscriptions and Mailing Lists

Legal Authority: Workplace Safety and Insurance Act, S.O. 1997, c.16

Info Maintained: Names and addresses of subscribers.

Uses: Mailing Tribunal decisions, publications to the public so that public may have access to these materials; statistical reports; publications; planning purposes; mailing lists for notification of public information sessions. Subscribers supply the data. Pub

Users: Resource Department.

Individuals in Bank: Subscribers to Tribunal publications.

Retention Period: Not determined.

AGENCIES, BOARDS AND COMMISSIONS WORKPLACE SAFETY AND INSURANCE BOARD CORPORATE EXECUTIVE DIVISION

The Board of Directors provides strategic direction for all aspects of the Workplace Safety & Insurance Board as it administers Ontario's workers' compensation system.

Common Records

- Freedom of Information and Protection of Privacy Act Requests
- Ombudsman/Human Rights Commission

General Records

- Industrial Disease Standards Panel
- Advisory Council on Occupational Health and Safety - Ministry of Labour
- Asbestos Data Base
- Canadian Centre for Occupational Health and Safety
- Cancer Claims and Index
- Cardiovascular Diseases
- Compensation Claims Statistics
- Consultation Reports
- Employer Assessment Rates
- Operational Policy Discussion Papers
- External Policy Consultation Submissions
- Advisory Committee on Occupational Chest Diseases
- Financial Reports
- Industrial Noise Deafness
- Infectious Diseases
- Interest Group Profiles
- Interest Group Representation
- Legal Opinions
- Literature Reviews on Occupational Disease
- Survey Data (work history, opinions, etc.)
- WCB Discussion Papers
- Fatalities Data Base

Ministry: LABOUR

Manuals

- Operational Policy Manual
- Employer Classification Manual
- Occupational Classifications
- Occupational Disease Information

Personal Information Banks

Respecting Violations of the Workers' Compensation Act

- Legal Authority:** Workers' Compensation Act, R.S.O. 1990, c.W.11.
- Info Maintained:** Name, address, complaint documentation, telephone number.
- Uses:** Determine whether or not to investigate the complaint.
- Users:** Special Investigations Unit and program staff.
- Individuals in Bank:** Complainants, witnesses, workers, employers, suppliers, and employees.
- Retention Period:** Not determined

Legal Action Files

- Legal Authority:** Workers' Compensation Act, R.S.O. 1990, c.W.11.
- Info Maintained:** Plaintiff's/Applicant's name, WCB claim file if appropriate, address, counsel, legal opinions, pleadings and factums.
- Uses:** Initiate, defend or respond to court actions and applications on behalf of and against the board.
- Users:** Division solicitors and counsel retained by the board.
- Individuals in Bank:** Individuals initiating an action or making application against the board.
- Retention Period:** Twenty years, then destroyed.

Subrogated Personal Injury Actions

- Legal Authority:** Workers' Compensation Act, R.S.O. 1990, c.W.11, s.10(4).
- Info Maintained:** Name, address of injured worker, claim file number, defendants and representatives, interpretations and legal opinions., medical information, public liability insurance particulars, social insurance number, wage information and employment history.
- Uses:** Advance subrogated personal injury action in the courts.
- Users:** Division solicitors, adjusters and counsel retained by the board.

Individuals in Bank: Employees of Schedule I employers receiving Workers' Compensation benefits.

Retention Period: Ten years, then destroyed.

Transfer of Costs Files

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11, s.10(9).

Info Maintained: Name, WCB claim number, address of injured worker, investigation notes, name and address of employer, name and address of witnesses, statements by worker and witnesses.

Uses: Determine if accident costs of a claim should be transferred to another employer (s.10(9)).

Users: Division staff.

Individuals in Bank: Employees of Schedule I employers with compensable claims.

Retention Period: One year in Legal Branch, then transferred to Firm File Microfiche.

AGENCIES, BOARDS AND COMMISSIONS WORKPLACE SAFETY AND INSURANCE BOARD CORPORATE SERVICES

The Regulatory Services looks into all suspected cases of fraud against the Workplace Safety and Insurance Board with the aim to eliminate all fraud. The Branch houses investigators, analysts and adjudicators. The Appeals Branch mandate is to reach timely, fair and comprehensive final WSIB resolution approaches geared to the nature and complexity of each case. These range from an offer of expedited decisions within 60 days in more straightforward cases, to oral hearings in more complex cases.

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records

Ministry: LABOUR

- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Performance Management
- Professional Development
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Research Files
- Re-Employment Records and Procedures
- Hearings Records and Procedures
- Employment Trends
- Decision Records
- Corporate Annual Reports

Manuals

- Superannuation Plan Minutes and Minutes re Investments
- Superannuation - Policy and Procedures, Benefits Section, 1985 Treasury Branch Operations
- Research and Development - Policy and Procedures
- Organization Manual (WCB) Ontario
- Human Resources - Policy and Procedures
- Administration and Production - Policy and Procedures

Personal Information Banks

Superannuation Buyback

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.

Info Maintained: Name, social insurance number, superannuation details

Uses: Record receivables for employee buying back past service.

Users: Payroll and Benefits Policy Section staff, internal and external auditors.

Individuals in Bank: Board employees.
Retention Period: Not determined.

Superannuation Plan

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11., s.68.
Info Maintained: Name, address, date of birth, employment history, pay level, sex, social insurance number, superannuation contributions
Uses: Calculate and pay or refund pension contributions.
Users: Human Resources Branch, financial staff, actuaries, auditors.
Individuals in Bank: Current and former board employees with vested pensions.
Retention Period: Not determined.

Attendance and Vacation System

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. s.72.
Info Maintained: Name, job classification., social insurance number, work attendance.
Uses: Record absences; provide statistical reports on attendance.
Users: Compensation Branch, Finance and Administration, and Internal Audit staff, board management.
Individuals in Bank: Board employees.
Retention Period: Not determined.

Ministry: LABOUR

Employee - Long-Term Disability Medical Files

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Name, address, age, medical reports, physical and workshop assessment results, physical and workshop assessment results., sex, socio-economic information, telephone number, vocational testing results, vocational testing results.
Uses: Help reduce hardship associated with the disability; facilitate a return to the work force.
Users: Employee Health Services and Insurance carrier.
Individuals in Bank: Board employees on long-term disability benefits.
Retention Period: 10 years after employment is terminated, death or return to work date.

Employee Medical Files

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Name, accident reports, address, health records, medical information, social insurance number.
Uses: To provide voluntary, confidential, professional, clinical services for the health and safety of employees within the work place.
Users: Employee Health Services
Individuals in Bank: Board employees.
Retention Period: 10 years after employment is terminated or death, then destroyed.

Employment Application Inventory

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Name, application forms, letters of application, resumes, social insurance number
Uses: Identify potential candidates for job competitions.
Users: Human Resources specialists, line managers.
Individuals in Bank: Applicants for employment at the board.
Retention Period: One year, then destroyed.

General Employment History and Compensation Information

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, address, employee benefits options, payroll transactions, social insurance number, work history.
Uses:	Record employee's work history and payroll/benefit transactions.
Users:	Human Resources and Finance and Administration staff, managers and auditors.
Individuals in Bank:	Board employees.
Retention Period:	Ten years after term, then destroyed.

Grievances

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11. Crown Employees Collective Bargaining Act.
Info Maintained:	Name, correspondence about the grievance, grievance award, grievance forms, job classification, notices and replies, supporting documentation about the grievance
Uses:	Document the grievance process.
Users:	Human Resources staff, line managers.
Individuals in Bank:	Board employees submitting formal grievances.
Retention Period:	Not determined.

Job Competitions

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Application forms, appointments of successful candidates, job advertisement, screening and evaluation information
Uses:	Document the hiring process; provide statistical data.
Users:	Human Resources and Employment Equity staff, line managers, Human Rights officers, auditors.
Individuals in Bank:	Applicants for jobs with the board.
Retention Period:	Up to 1 year, then destroyed.

Ministry: LABOUR

Performance Management

Legal Authority:	Crown Employees Collective Bargaining Act.
Info Maintained:	Name, appraisal of work performance, job classification, social insurance number
Uses:	Manage employees' performance; identify staff training needs.
Users:	Board, training, and Employment Equity staff; line managers and auditors.
Individuals in Bank:	Board employees.
Retention Period:	Not determined.

Personnel and Employee Benefits System

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, Social Insurance Number, address, date of birth, education, pay level., sex, telephone number, work history
Uses:	Provide basic data to issue pay cheques; generate statistical reports (e.g., T-4s, pension contributions).
Users:	Board management, HumanResources, financial staff, Internal Audit staff, insurance carriers.
Individuals in Bank:	Board employees.
Retention Period:	Not determined.

Re-Employment Files

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, Re-Employment Officers' decisions, address, claim number, collective agreements, earnings and employment benefits, employer's name, employment benefits, hearings transcripts,

information regarding applicant worker, personnel file, personnel policies
Uses: Make determinations under the Act as to whether or not obligations regarding re-employment and payment of employment benefits have been met.
Users: Workers and their representatives, employers and their representatives, Re-Employment Branch staff, Worker's Compensation Board Appeals Tribunal (if appeal filed).
Individuals in Bank: Workers and employers
Retention Period: Not determined.

Employment Equity Program

Legal Authority: Employment Equity Act
Info Maintained: Name, Social Insurance Number, career goals and designated group status., date of birth, education, employment history, job classification and title, office location, sex, telephone number
Uses: Monitor progress of the program to establish equal opportunities of groups in the areas of recruitment, hiring, training, promotions and career mobility to ensure compliance with the legislation.
Users: Employment Equity staff and Senior Executive(s)
Individuals in Bank: Employees of the board.
Retention Period: Not determined.

Workplace Discrimination and Harassment Advisor Files

Legal Authority: Workplace Discrimination and Harassment Policy.
Info Maintained: Advisor's notes.
Uses: Documentation of advisory sessions with employees.
Users: Advisor and responsible Senior Executive(s)
Individuals in Bank: WCB employees
Retention Period: Not Determined.

Ministry: LABOUR

Workplace Discrimination and Harassment Complaint Investigation and Report Files

Legal Authority: Workplace Discrimination and Harassment Policy.
Info Maintained: Complainant and alleged offender's name, age, and details of the alleged incidents of harassment or discrimination., colour, complaint, education, employment history, marital or family status, medical information, national or ethnic origin, position, race
Uses: Investigate and resolve perceived contraventions of the policy to recommend appropriate action.
Users: Employment Equity staff and responsible Senior Executive(s).
Individuals in Bank: Persons with complaints on perceived discrimination and/or harassment, alleged offender and witnesses.
Retention Period: Not Determined.

Outreach Recruitment

Legal Authority:	Employment Equity Act
Info Maintained:	Name, address, education, employment history and resumes., telephone number
Uses:	Promote employment opportunities.
Users:	Employment Equity and operating area staff
Individuals in Bank:	Board employees and external applicants
Retention Period:	Not Determined.

AGENCIES, BOARDS AND COMMISSIONS

WORKPLACE SAFETY AND INSURANCE BOARD

FINANCE DIVISION

The Finance Division is responsible for providing rigorous financial stewardship, enhanced decision support, and financial/business planning and reporting services to management, to support effective decision making, thereby enabling the WSIB to achieve its strategic, operational and financial objectives. It also audits and collects revenues required for funding programs in accordance with statutory requirements.

Common Records

- Identity/Employee Card
- Travel/Expense Accounts

General Records

- Financial Reports
- Accident Cost Statements - Schedule I Employers
- Accident Frequency Rates by Occupation
- Accident Statistics by Rate Groups
- Accounts Receivable - Schedule II Employers
- Actuarial Reports
- Assessment Rates
- Assessments - Schedule I Employers
- Audit Assignment Files
- Audit Reports
- Employer Experience Rating
- Employer Firms
- Accident Costs
- Employer Reclassification
- Liability - Schedule I Employers
- Employer Firm Profiles

Manuals

- Revenue Branch Operations
- Accident Cost Transfers
- Classification
- Employer Assessment
- Employer Assessment Rates
- Employment Assessment Policies
- Experience Rating Plan

Ministry: LABOUR

- Industry Firm Classification
- Internal Audit - Policy and Procedures
- Purchasing - Policies and Procedures
- Revenue Branch Classifications

Personal Information Banks

Accountable Warrants Agreement Forms

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, amount, date paid, responsibility centre., social insurance number.

Uses: Confirm that employee received monies.
Users: Board accounting branch, internal auditors.
Individuals in Bank: Board employees.
Retention Period: Until warrant no longer required, then transferred to archives.

Assessment System, Accounts Receivable System, Experience Rating System, Firms Information System, Workwell Management System

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Name, assessment history, collection action, firm number, industry description, invoice issues, mailing and payroll addresses, overdue accounts, payments, payroll and assessment totals, penalties issued, personal coverage history, telephone number.
Uses: Statistical analysis; issue assessments; adjust experience ratings; lay charges and levy appropriate penalties (s.103(8), 103(4), and 103(6)); reference and information; monitor accident record; determine employer assessments; conduct audits.
Users: Revenue, Health and Safety Initiatives Branch, Actuarial, Collections, Fraud Investigations Unit, Internal Audit, Decision Review Hearings, Workers' Safety and Insurance Appeals Tribunal, Ministry of Labour, Workplace Health and Safety Agency, Safety Asso
Individuals in Bank: Past and present employers reporting to the board, employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage.
Retention Period: Six years, then destroyed.

Canada Savings Bonds - Employee Purchase Files

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Name, address, amount of deduction, bond purchase forms, bond serial numbers, cancellations and issues, general bond information, responsibility code, social insurance number, telephone number.
Uses: Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts.
Users: Board employees.
Individuals in Bank: WCB employees applying for Canada Savings Bond internal purchase.
Retention Period: One year after expiry of issue, then destroyed.

Employer Information

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained: Employer's name and address, employee information, firm and rate numbers, industry type, payroll information.
Uses: Determine employer assessments; conduct audits.
Users: Revenue and Internal Audit staff.
Individuals in Bank: Employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage.
Retention Period: Not determined.

Firm File Microfiche

- Legal Authority:** Workers' Compensation Act, R.S.O. 1990, c.W.11.
- Info Maintained:** Employer's name and address, audit reports, cancellations, changes, correspondence between employer and WCB, decision review and Workers' Compensation Appeals Tribunal rulings, fact sheets, firm/account number, industry descriptions, memos, payroll statement
- Uses:** Record all correspondence between and communications about board and employers; provide information for Board decisions.
- Users:** Review Services staff, Revenue, Workers' Compensation Appeals Tribunal.
- Individuals in Bank:** Employers, owners, executive officers, independent operators.
- Retention Period:** Not determined.

Salary Advance

- Legal Authority:** Workers' Compensation Act, R.S.O. 1990, c.W.11.
- Info Maintained:** Name, amount of tuition assistance., cheque number, social insurance number.
- Uses:** Record salary advances to board employees.
- Users:** Division secretary, internal and external auditors.
- Individuals in Bank:** Board employees.
- Retention Period:** Two years.

Security File

- Legal Authority:** Trespass to Property Act, R.S.O. 1990, c.W.11.
- Info Maintained:** Name, address, claim number(s), statements about disruptive behaviour of worker.
- Uses:** Assess the seriousness of the disruptive behaviour; decide whether or not to issue warning or restricted access letters to disruptive claimants.
- Users:** Security staff and claims adjudicators interviewing the claimants on the warning or restricted access list.
- Individuals in Bank:** Injured workers who are disruptive or who have made threats against board staff or who have threatened or used violence toward an employee of the board.
- Retention Period:** Not determined.

AGENCIES, BOARDS AND COMMISSIONS WORKPLACE SAFETY AND INSURANCE BOARD OPERATIONS DIVISION

The Operations Division staff provide services for Ontario employers registered with the Workplace Safety and Insurance Board and for workers who claim benefits resulting from workplace injuries and illnesses. Services for employers include firm registration, premium assessment, and assistance with prevention programs. Services for workers include the adjudication and administration of compensation benefits and monitoring of medical treatment. Within Operations are Service Delivery Sectors that provide service within industry sectors that are based on the sector in which the major part of the business operates. Sectors include: Primary Metals, Industrial Sector: Automotive, Manufacturing, Food and Beverage, Chemicals/Plastics and Process, Construction and Transportation, Government Services: Schedule 2, Municipal, Education and Electrical, Services, Health Care, Agriculture, Forestry, Pulp and Paper and Mining.

General Records

- NEL Roster
- Contracted Providers - Community Clinics, Regional Evaluation Centres
- VR Agency Index

Manuals

- Operational Policy Manual

Personal Information Banks

Ministry: LABOUR

Claim Files - Compensation and Rehabilitation Benefits

Legal Authority:	Workers Compensation Act, R.S.O. 1990, c.W.11 and Workplace Safety and Insurance Act, 1997, S.O. 1997, C. 16, Schedule A.
Info Maintained:	Name, address, age, agency rehabilitation and referrals and reports, aptitude and interest tests, assessments for eligibility, benefits data, claim number, disease, employer's address, employer's name, employer's submissions, employment and earnings inform
Uses:	Determine entitlement to workers' compensation benefits; process claims and benefits; answer enquiries concerning entitlement; process objections to decisions on entitlement; provide management data concerning program delivery; provide statistical data o
Users:	Board adjudication and support staff; medical and rehabilitation staff, external medical and vocational rehabilitation agencies, investigators, Special Investigations Unit, Decision Review Branch, Hearings and Reinstatement Hearings Branch, Internal Audit
Individuals in Bank:	Injured workers or their dependants claiming benefits.
Retention Period:	One hundred years.

DRC Medical Records

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, address, age, claims information, employer, marital status, medical history, socio-economic history, treatments and investigation received at the centre
Uses:	Plan treatment for injured workers referred to the centre; record all treatments, investigations and medical decisions concerning the injured worker while at the centre.
Users:	Centre's medical and paramedical staff.
Individuals in Bank:	Injured workers admitted to the centre
Retention Period:	One hundred years

Health Care Provider Files

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11.
Info Maintained:	Name, address, and license numbers., telephone number, type of practice
Uses:	Register Health Care Providers: correspondence with College of Physicians and Surgeons and other professional associations on status; and payment information.
Users:	Client Services
Individuals in Bank:	Physicians, chiropractors, physiotherapists, and other health care providers registered to provide health care services to injured workers.
Retention Period:	After 8 years without billing, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS WORKPLACE SAFETY AND INSURANCE BOARD STRATEGY CLUSTER

Common Records

- Library Users Lists

Personal Information Banks

French Services Files

Legal Authority:	Workers' Compensation Act, R.S.O. 1990, c.W.11; French Language Services Act; Crown Employees Collective Bargaining Act.
Info Maintained:	Employee's name, French language training progress reports, amount of premium received, annual language premium, copy of transaction, positions held, second-language test results.
Uses:	Verify bonuses paid; staff bilingual positions; identify French training needs; calculate additional language premium.
Users:	Office of Francophone Affairs, board staff. Only statistical information released to third parties.

Individuals in Bank: Board staff.
Retention Period: Not determined.

Ministry: LABOUR

DEPUTY MINISTER'S OFFICE

Manuals

- Corporate Policy and Procedures Manuals [Vol. I and II]

DEPUTY MINISTER'S OFFICE COMMUNICATIONS AND MARKETING BRANCH

The Communications and Marketing Branch informs the public, client groups, and the media about the Ministry's activities. The branch consists of three units: Strategic Communications; Issues Management/Stakeholder Relations; and Correspondence.

General Records

- Desktop Publishing/Distribution Records - Photographs
- Desktop Publishing/Distribution Records - Newsnetwork
- Director's Subject Files

DEPUTY MINISTER'S OFFICE COMMUNICATIONS AND MARKETING BRANCH STRATEGIC COMMUNICATIONS

Strategic Communications supports the Minister, Deputy Minister, program areas and regional offices through the development and execution of strategic communications plans. The unit develops communication plans; produces and distributes materials such as speeches, statements and news releases on ministry activities and provides marketing expertise to promote ministry initiatives. The unit is also responsible for media relations, stakeholder relations, French Language Services, and for the planning and executing of Minister and ministry events.

General Records

- Website E-mails and Communications Records
- Website Approvals
- French Language Services Files
- Website Records
- Media Relations Records

DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

The Legal Services Branch (LSB) of the Ministry of Labour is a centre of excellence for occupational health and safety, employment and labour law. There are over 60 staff members, comprising lawyers, several paralegals, articling students and administrative support staff reporting to the Director of the Branch. The LSB office is located in Toronto. Staff in the Branch are employed by the Ministry of the Attorney General as are the staff of all legal services branches in government ministries. The Ministry of Labour is, however, the main client. The lawyers act as the legal advisors to the Minister of Labour and to all levels of the public service in the Ministry. The lawyers prosecute offences under MOL statutes, defend orders of Ministry inspectors and officers in administrative appeals, represent the Ministry at Coroner's inquests, act as co-ordinating counsel on legislation projects and generally provide legal support for Ministry policy and operational initiatives.

General Records

- Policy Issues
- Occupational Health and Safety Act Litigation Files
- Employment Standards Act 2000 (ESA) Litigation Files
- Correspondence
- Contracts

- Notices of Constitutional Question
- Other Legal Services Branch Files
- Coroner's Inquests
- Opinions
- Orders-In-Council
- General Litigation Files

Ministry: LABOUR

- Legislation/Regulations Files
- Judicial Review
- Director's Files

Personal Information Banks

Employee Investigations

- Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47.
- Info Maintained:** Name, details of occurrence, disposition.
- Uses:** Investigate personnel legal issues.
- Users:** Lawyers assigned to ministry, senior ministry officials.
- Individuals in Bank:** Ministry of Labour employees subject to investigation.
- Retention Period:** Two years, then destroyed; select files to archives.

INTERNAL ADMINISTRATIVE SERVICES DIVISION

The Internal Administrative Services Division coordinates and manages the business planning, human and financial resources, information and technology, controllership processes for the ministry; provides and manages administration services to ministry offices; coordinates the administration of ministry agencies; and provides direct services such as freedom of information. The Chief Administrative Officer also coordinates the internal audit function for the ministry.

General Records

- Chief Administrative Officer's Subject Files

INTERNAL ADMINISTRATIVE SERVICES DIVISION FINANCE AND ADMINISTRATION BRANCH

The Finance and Administration Branch is responsible for development of the ministry's strategic business and operational plans and performance measures, including the provision of business planning support to its agencies. The branch also provides expertise and advice on budget/controllership reporting issues and requirements to the ministry and central agencies. It develops and communicates financial and administrative policies, procedures, guidelines and best practices, ensuring compliance through quality assurance/post audit activities; coordinates the provision of facilities, assets, risk management and printing services to the ministry and is responsible for contract and service management, negotiating service level/operating agreements with external service providers.

General Records

- Financial Records (enforcement of Employment Standards Act)

Manuals

- Travel and Moving Expenses

INTERNAL ADMINISTRATIVE SERVICES DIVISION FINANCE AND ADMINISTRATION BRANCH AGENCY RELATIONS

General Records

- Coordinator, Agencies, Boards and Commissions Files

Ministry: LABOUR

INTERNAL ADMINISTRATIVE SERVICES DIVISION FREEDOM OF INFORMATION AND PRIVACY OFFICE

The Freedom of Information and Privacy Office is responsible for coordinating, managing and responding to access requests for Ministry of Labour records. In addition, the office responds to privacy concerns within the Ministry.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Freedom of Information and Privacy Office General Files
- Recorded Information Management Records

INTERNAL ADMINISTRATIVE SERVICES DIVISION ORGANIZATIONAL EFFECTIVENESS BRANCH

The Organizational Effectiveness Branch provides strategic human resources planning and advice to senior ministry executives. This involves engaging and partnering in ministry decision-making processes, results-based planning, and the identification of strategic ministry and divisional priorities in the following five key areas: Talent Management, Workforce Planning and Strategies, Organizational Capacity and Engagement, Health, Safety and Wellness Strategies, and Strategic Labour Relations.

Common Records

- CORPAY
- Career Planning/Training
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Medical Information (Personnel)
- Performance Management
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Director's Subject Files

LABOUR RELATIONS SOLUTIONS DIVISION

The Labour Relations Solutions Division, headed by an Assistant Deputy Minister (ADM), provides the Minister and senior officials with information, analysis and advice to assist in the development, adoption and implementation of policies, programs and legislation related to the workplace.

General Records

- Labour Policy Analyses
- Workers' Compensation Research Files
- Research Studies and Projects

Ministry: LABOUR

LABOUR RELATIONS SOLUTIONS DIVISION DISPUTE RESOLUTION SERVICES

Dispute Resolution Services provides neutral third-party assistance to Ontario's labour-management community in the negotiation and administration of collective agreements, provides best practices advice on labour-management relationships, and provides collective bargaining information. The program is provided through the Office of the Director of DRS, Mediation Services, Arbitration Services and Collective Bargaining Information Services. Mediation Services aims at promoting harmonious relationships between employers and trade unions by assisting them in negotiating collective agreements. CBIS offers research and information services to unions, management and government in the area of labour relations and collective bargaining, including regular reports on negotiated changes in wages and benefits provisions. Arbitration Services assists the Minister in carrying out the statutory responsibility for constituting boards of arbitration and appointing single arbitrators under various Acts.

General Records

- Records Filed with the Minister (pursuant to the Labour Relations Act, 1995)
- Labour-Management Legislation, Policy Development and Recommendations

LABOUR RELATIONS SOLUTIONS DIVISION DISPUTE RESOLUTION SERVICES ARBITRATION SERVICES

Arbitration Services assists the Minister of Labour in carrying out statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act, 1995, the Hospital Labour Disputes Arbitration Act, the Fire Protection and Prevention Act, 1997, the Ambulance Services Collective Bargaining Act, 2001, and the Colleges Collective Bargaining Act, 2008. The service is responsible for receiving and processing requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. The service identifies individuals qualified to act under ministerial appointment, monitors the progress of arbitration proceedings and catalogues awards. The service maintains a roster of qualified grievance arbitrators, in association with the Labour-Management Advisory Committee, which advises the Minister on matters pertaining to arbitration.

General Records

- Arbitration Awards
- Arbitration Case Files

Personal Information Banks

Labour Relations Arbitrators

- Legal Authority:** Labour Relations Act, 1995 s.49(10).
- Info Maintained:** Name, assessment of candidate for designation as arbitrator, fees schedules, record of interview, resume.
- Uses:** Identify and document qualified candidates for the minister's list of approved grievance, and/or the arbitrator development program; evaluate suitability of candidates for hearing specific cases.
- Users:** Branch director, administrative staff and Minister's Advisory Committee members.
- Individuals in Bank:** Prospective and approved arbitrators.
- Retention Period:** Seven years, then destroyed.

LABOUR RELATIONS SOLUTIONS DIVISION DISPUTE RESOLUTION SERVICES COLLECTIVE BARGAINING INFORMATION SERVICES

Collective Bargaining Information Services collects, analyses and distributes information on approximately 12,000 collective bargaining relationships in Ontario. The service provides research and analytical support to a variety of clients including government, labour and management, school boards, law firms, negotiators and academics. The service compiles and analyses labour relations trends, collective bargaining outcomes, wages and benefits, and prepares a number of related reports. In addition to a labour relations/collective bargaining information database, an up-to-date collective agreements and arbitration decisions (awards) repository is maintained and made available to clients.

General Records

Ministry: LABOUR

- Trade Union Benefit Plans Audited Financial Statements Files
- Labour Relations Act Negotiations in Progress Files
- Fire Protection and Prevention Act Negotiations in Progress Files
- Hospital Labour Disputes Arbitration Act Negotiations in Progress Files
- Industrial Relations Information System (IRIS)

OPERATIONS DIVISION

The Operations Division of the Ministry of Labour includes the Office of the Assistant Deputy Minister, two program branches and four regions that include program based offices. The Occupational Health and Safety Branch, Employment Practices Branch and regional offices, across the province, work together to ensure health and safety and fairness within Ontario workplaces.

General Records

- Assistant Deputy Minister-Operations Subject Files

Manuals

- Operations Division - "Policy and Procedures Reference Manual"

Public Records

Coroner's Juries - Responses to Recommendations

- Purpose:** Outline ministry action taken to prevent similar fatal accidents; follow up on preventive action taken by specific employer.
- Legal Authority:** Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3).
- Info Maintained:** Coroner's jury recommendations and ministry responses, related to inquests called as a result of workplace fatalities.
- Retrievability:** Name of deceased.
- Retention Period:** Seven years, then transferred to archives.
- Access Procedures:** Ministry of Labour, Operations Division, 14th Floor, 400 University Avenue, Toronto, Ontario M7A 1T7.

OPERATIONS DIVISION EMPLOYMENT PRACTICES BRANCH

The Employment Practices Branch oversees and coordinates the Employment Standards Program, providing policy, procedural, technical and planning support to Ministry staff including the Ministry's Regional Offices, which administer and enforce the Employment Standards Act, 2000.

General Records

- Director's Subject Files

Manuals

- Employment Standards Act (ESA) Policy and Interpretation Manual
- Program Policy and Procedures Manual

Ministry: LABOUR

OPERATIONS DIVISION EMPLOYMENT PRACTICES BRANCH POLICY INTREPRETATION AND APPEALS UNIT

The Employment Standards Act, 2000 establishes minimum terms and conditions of employment called employment standards. Employment standards include rules on minimum wage, hours of work, overtime pay, paid public holidays,

vacation time and vacation pay, equal pay for equal work, the prevention of discrimination in employment-provided benefit plans, emergency leave, pregnancy leave and parental leave, lie detector tests, termination notice or termination pay, severance pay, retail workers' right to refuse work on Sunday and Public Holidays, and special rules for the women's garment industry. Information about the Employment Standards Act, 2000 and how to file a claim can be accessed through our website: <http://www.labour.gov.on.ca> or by contacting the Ministry of Labour's Employment Standards General Inquiry number.

General Records

- Posting Program Tables
- Management Information Systems (MIS) Reports
- Fair Wage on Government Contract Files
- Employment Agencies Tracking System (EATS)
- Permit Program Tables
- Employer Downsizing Files
- Homeworkers Files
- Hours of Work Permit Files
- Employment Agency Licence Files

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH

The Occupational Health and Safety Branch (OHSB) develops enforcement strategies for programs under the Occupational Health and Safety Act (OHSA) and provides technical implementation support to the field. These services are provided to regional and district offices across the province. The programs enforce the Occupational Health and Safety Act and regulations made under the Act, and administer sections of the:

- Trades Qualification and Apprenticeship Act,
- Apprenticeship Certification Act,
- Atomic Energy Act,
- Regulations for Uranium and Thorium Mining, and
- Regulations for Mining and X-Ray Safety.

The branch also:

- coordinates operational input into the development of health and safety regulations through support to section 21 committees;
- maintains the data systems supporting the program;
- sets targets, performs data analysis, identifies trends and determines reports

General Records

- Director Correspondence Log
- Director's Subject Files

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH CONSTRUCTION HEALTH AND SAFETY PROGRAM

Within the jurisdiction of the Occupational Health and Safety Act, the Construction Health and Safety Program sets, communicates and enforces standards that are designed to reduce injuries and illness among workers in the construction industry including window cleaning operations. The program expects employers and employees to assume primary responsibility for occupational health and safety in the workplace. Construction Health and Safety inspectors operate out of Regional and District Offices in Ontario. They inspect construction and window cleaning operations, tunnelling operations and asbestos abatement. Diving Inspectors administer the Diving Regulation. The Professional and Specialized Services provides support to these activities.

General Records

- Provincial Specialists' Files
- Provincial Coordinator's Files

Ministry: LABOUR

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH

INDUSTRIAL HEALTH AND SAFETY PROGRAM

Within the jurisdiction of the Occupational Health and Safety Act, the Industrial Health and Safety Program sets, communicates and enforces standards that are designed to reduce injuries and illness among workers in all sectors other than Health Care, Construction and Mining. The program expects employers and employees to assume primary responsibility for occupational health and safety in the workplace. Industrial Health and Safety officers, operating out of Regional and District Offices throughout the province inspect these establishments and determine compliance with Occupational Health and Safety Legislation. Professional and Specialized Services provides support to these activities.

General Records

- Provincial Specialists' Files
- Provincial Coordinator's Files

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH MINING HEALTH AND SAFETY PROGRAM

By statute, all wire ropes used in mine-hoisting installations must be tested by the Materials Testing Laboratory before use and at intervals during service.

General Records

- Unusual Reports Database
- Provincial Specialists' Files
- Provincial Coordinator's Files

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH RADIATION PROTECTION SERVICE

The Radiation Protection Service, which is the primary provincial source of expertise on all matters concerning exposure to radiation, evaluates and controls occupational exposure and provides assistance to other ministries and agencies on exposure of the public to radiation. The service also provides radioanalytical and field support for the Provincial Nuclear Emergency Plan.

General Records

- Environmental Radioactivity Survey Files
- Environmental Radioactivity Project Files
- Environmental Radioactivity Subject Files
- X-ray Inspection Database
- X-ray Inspection Files
- Lab Services Database
- Lab Services Files Log Books
- Lab Services Files

Ministry: LABOUR

OPERATIONS DIVISION OCCUPATIONAL HEALTH AND SAFETY BRANCH SPECIALIZED PROFESSIONAL SERVICES

The Specialized Professional Services (SPS) program identifies and reduces the risk of worker injury in the Ontario Workplace through the contribution of professional knowledge on the anticipation, recognition, evaluation and control of occupational hazards. The service is composed of a multidisciplinary team of professionals who set, communicate and enforce standards; provide health and safety assessments of chemicals, notifiability of new chemical and biological agents and statistical analysis of occupational health data. SPS engineers provide engineering expertise to the Construction, Industrial and Mining Health and Safety Programs. Occupational health professionals including SPS medical consultant, hygienists, engineers, ergonomists, scientists and radiation technologists provide consultations to help prevent occupational diseases.. SPS Coordinates Emergency managerial activities for the Operations Division.

General Records

- Scientific Consultant Occupational Exposure Limits Database
- Scientific Consultant Subject Files
- Resource Scientists Section 34 Database
- Resource Scientists New Agent Notification Files
- Medical Consultants' Studies Databases
- Medical Consultants' Studies Source Documents
- Provincial WHIMS Specialist Advisory Subject Files
- Provincial WHIMS Specialist Federal Hazardous Materials Files
- Provincial Physician's Medical Consultation Files
- Provincial Engineer's Files
- Provincial Hygienist's Files
- Provincial Coordinator's Files
- Occupational Exposure Limits Subject Files

Personal Information Banks

Provincial Physician Asbestos Registry

- Legal Authority:** Occupational Health and Safety Act R.R.O. 1990, Reg. 838, Form 1; O. Reg. 510/92, s.4
- Info Maintained:** worker name, address, social insurance number, date of birth, exposure information, employer name and address
- Uses:** generate report for scheduling recommended medical assessments of workers exposed to asbestos
- Users:** Provincial Physician and staff
- Individuals in Bank:** workers who may have or do have a condition resulting from occupational exposure to asbestos
- Retention Period:** until operational value ceases then destroy

Provincial Physician Employee Medical and Exposure Records

- Legal Authority:** Occupational Health and Safety Act, R.S.O 1990, c.0.1 s.54(1)
- Info Maintained:** name, employee number, address, employment history, accident reports, lab test results, medical examination notes, WSIB claim forms, memoranda, correspondence, medical surveillance information, physician consultations
- Uses:** to provide workers with access to their own medical records documenting possible occupational diseases and conditions
- Users:** provincial physician and staff
- Individuals in Bank:** employees of companies with exposure to designated substances
- Retention Period:** 40 years, then transferred to Archives.

OPERATIONS DIVISION REGIONAL OFFICES CENTRAL WEST REGIONAL OFFICE

General Records

- Regional Director's Files
- Regional Program Coordinator's Files Employment Standards

Ministry: LABOUR

- Program Managers' Files Construction Health and Safety
- Employment Standards Claims Files - Appeals
- Employment Standards Claims Files - Collections Outstanding
- Employment Standards Claims Files - Routine Investigations
- Occupational Health and Safety Premise/Project Company Files
- Program Managers' Files Industrial Health and Safety
- Occupational Health and Safety Premise/Project Prosecution Case Files
- Regional Program Coordinator's Files Industrial Health and Safety
- Employment Standards Claims Files - Bankruptcies and Receiverships
- Employment Standards Claims Files - Judicial Reviews and Prosecutions
- Occupational Health and Safety Premise/Project Fatalities Files

- Occupational Health and Safety Premise/Project Notices of Projects Files
- Program Managers' Files Employment Standards
- Regional Program Coordinator's Files Construction Health and Safety
- Occupational Health and Safety Premise/Project Files Merged Information System (MIS)

**OPERATIONS DIVISION
REGIONAL OFFICES
EASTERN REGIONAL OFFICE**

General Records

- Regional Director's Files
- Program Manager's Files Employment Standards
- Program Manager's Files Industrial Health and Safety
- Employment Standards Claims Files - Routine Investigations
- Employment Standards Claims Files - Collections Outstanding
- Employment Standards Claims Files - Appeals
- Occupational Health and Safety Premise/Project Files Merged Information System (MIS)
- Regional Program Coordinator's Files Employment Standards
- Occupational Health and Safety Premise/Project Prosecution Case Files
- Regional Program Coordinator's Files Industrial Health and Safety
- Employment Standards Claims Files - Bankruptcies and Receiverships
- Employment Standards Claims Files - Judicial Reviews and Prosecutions
- Occupational Health and Safety Premise/Project Fatalities Files
- Occupational Health and Safety Premise/Project Notices of Projects Files
- Program Manager's Files Construction Health and Safety
- Regional Program Coordinator's Files Construction Health and Safety
- Occupational Health and Safety Premise/Project Company Files

**OPERATIONS DIVISION
REGIONAL OFFICES
NORTHERN REGIONAL OFFICE**

General Records

- Employment Standards Claims Files - Routine Investigations
- Regional Program Coordinator's Files Industrial Health and Safety
- Regional Program Coordinator's Files Employment Standards
- Employment Standards Claims Files - Appeals
- Program Managers' Files
- Employment Standards Claims Files - Bankruptcies and Receiverships
- Regional Program Coordinator's Files Mining Health and Safety
- Employment Standards Claims Files - Judicial Reviews and Prosecutions
- Regional Program Coordinator's Files Construction Health and Safety
- Occupational Health and Safety Premise/Project Company Files
- Occupational Health and Safety Premise/Project Fatalities Files
- Occupational Health and Safety Premise/Project Files Merged Information System (MIS)
- Occupational Health and Safety Premise/Project Notices of Projects Files
- Occupational Health and Safety Premise/Project Prosecution Case Files
- Regional Director's Files

Ministry: LABOUR

- Employment Standards Claims Files - Collections Outstanding

**OPERATIONS DIVISION
REGIONAL OFFICES
WESTERN REGIONAL OFFICE**

General Records

- Program Manager's Files Employment Standards
- Employment Standards Claims Files - Bankruptcies and Receiverships
- Employment Standards Claims Files - Collections Outstanding
- Employment Standards Claims Files - Routine Investigations
- Occupational Health and Safety Premise/Project Company Files
- Occupational Health and Safety Premise/Project Files Merged Information System (MIS)
- Occupational Health and Safety Premise/Project Prosecution Case Files
- Employment Standards Claims Files - Appeals
- Program Managers' Files Industrial Health and Safety
- Regional Program Coordinators' Files Industrial Health and Safety
- Regional Director's Files
- Employment Standards Claims Files - Judicial Reviews and Prosecutions
- Occupational Health and Safety Premise/Project Fatalities Files
- Occupational Health and Safety Premise/Project Notices of Projects Files
- Program Managers' Files Construction Health and Safety
- Regional Program Coordinators' Files Construction Health and Safety
- Regional Program Coordinators' Files Employment Standards

POLICY DIVISION JOBS PROTECTION OFFICE

The Jobs Protection Office (JPO) assists Ontario construction workers and contractors in resolving issues related to their ability to work in Quebec, further to bilateral agreements and measures adopted by Ontario and Quebec. It also coordinates enforcement efforts designed to ensure that Ontario legislation pertaining to construction contractors, occupational health and safety and workplace insurance is complied with.

General Records

- Policy Secretariat Policy Analysts Data and Report Records
- Policy Secretariat Central Subject Files
- Jobs Protection Office Quebec Construction Workers Registration Files
- Jobs Protection Office Manager's Records
- Jobs Protection Office Inspector's Field Visit Reports
- Jobs Protection Office Ontario Construction Workers Files
- Jobs Protection Office Construction Companies Registration Files
- Jobs Protection Office Registration Tracking Database

Ministry: MUNICIPAL AFFAIRS AND HOUSING

The Ministry of Municipal Affairs and Housing's goal is an Ontario made up of strong urban and rural communities with dynamic local economies and a quality of life that is second to none. The ministry promotes accountable local governments that are able to plan, manage and invest for the future. The ministry works to strengthen Ontario communities by promoting a housing market that serves the full range of housing needs, protects tenants, and encourages private sector building. The ministry also provides opportunities for supportive programs for low-income tenants and housing for special-needs tenants, and supports the creation of affordable housing.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

Personal Information Banks

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

Legal Authority:

Info Maintained:

Uses:

Users:

Individuals in Bank:

Retention Period:

BUSINESS MANAGEMENT DIVISION

For inquiries related to the following services, please refer to Ontario Shared Services under Management Board Secretariat: financial processes such as accounts payable, accounts receivable and financial system maintenance; mail, print and records management services; payroll and benefits; purchasing and strategic procurement services.

Common Records

- Travel/Expense Accounts

General Records

- Senior Management Committees meeting materials (Resources Planning Committee, Division Management Team, Minis
- Office Budget Files
- ADM's office correspondence and Briefing Material
- Business Continuity Plans
- MOU and SLA's
- Audit Committee

BUSINESS MANAGEMENT DIVISION CONTROLLERSHIP AND FINANCIAL PLANNING BRANCH

Controllership and Financial Planning Branch is responsible for coordinating the results based planning process; the financial controllership framework; financial systems and accounting services for all ministry program areas and support to the ministry's agencies, boards and commissions. The branch coordinates financial management processes throughout the year and serves as the one-window liaison services for Management Board related matters.

General Records

- Treasury Board Submissions
- Memorandum of Understanding for the year 2000 and 2002
- Results-based Plan
- Financial Services Agreements
- Service Level Agreement (SLA) for the year(s) 2000, 2002 and 2003

Public Records

Ministry: MUNICIPAL AFFAIRS AND HOUSING

Ministry: MUNICIPAL AFFAIRS AND HOUSING

Public Accounts

- Purpose:** Ministry Expenditure
Legal Authority: Treasure Board Act
Info Maintained: Expenditure by Vote/Item & revenues
Retrievability: Publications Ontario, 50 Grosvenor Street, Toronto ON M7A 1N8
Retention Period:
Access Procedures: Available at Ontario Government book stores or contact Ministry of Finance

BUSINESS MANAGEMENT DIVISION CORPORATE POLICY AND PROGRAMS BRANCH

The Corporate Policy and Programs Branch provides leadership for the ministry's policy and legislative agenda, implements OPS and Ministry initiatives and corporate programs, ensures compliance under the Residential Tenancies Act, 2006 (RTA)

through the Investigations and Enforcement Unit, and supports the Planning, Environment, and Resource and Land Deputy Ministers' and associated committees.

General Records

- Professional development and training
- General office administration and expenses
- Human resources information
- Employee Awards Program
- Briefing materials for Minister and deputies
- Business continuity plans
- Budgets & fiscal management

BUSINESS MANAGEMENT DIVISION CORPORATE POLICY AND PROGRAMS BRANCH CORPORATE INITIATIVES AND PROGRAMS UNIT (CIPU)

This unit, in implementing OPS and Ministry initiatives, creates and sustains organizational excellence and achieves modernization by providing frameworks, tools, and consulting services to the ministry. Staff provide expertise in strategic planning, operational planning, program evaluation, continuous improvement, research, innovation and service excellence. This unit promotes excellence in information management practices and offers a range of information management services including the administration of the Freedom of Information and Privacy Act (FIPPA) and advising on records management in compliance with the Archives and Recordkeeping Act. The unit coordinates the Ministry's research strategy & priorities and provides library services and also leads other corporate services, including MMAH service management.

General Records

- Results-based planning
- Research partnerships and agreements
- Regulatory compliance for Environmental Bill of Rights, Ontarians with Disabilities Act, Accessibility for Ontarians with Disabilities Act
- Records & Document Management project
- Organizational surveys
- Knowledge management
- Information management
- Environmental scans
- Environmental Bill of Rights Coordination
- E-government
- Agency Planning
- Accessibility Planning Coordination

Manuals

- Environmental Bill of Rights User Manual
- Environmental Bill of Rights Coordinators' Manual

Ministry: MUNICIPAL AFFAIRS AND HOUSING

BUSINESS MANAGEMENT DIVISION CORPORATE POLICY AND PROGRAMS BRANCH CORPORATE POLICY COORDINATION UNIT (CPCU)

Corporate Policy Coordination Unit (CPCU) is responsible for the ministry's Cabinet-related activities including cabinet submissions, agency compliance, agency appointments, compliance with accessibility legislation, the Environmental Bill of Rights legislation and the regulatory register. CPCU is MMAH's point of contact for other ministries regarding cabinet submissions, regulatory initiatives such as Open for Business, and private bills. CPCU is also the ministry lead for MMAH's Green Plan and the implementation of Our Best Advice.

General Records

- Private Legislation
- Order-in-Council and letter appointments and supporting documentation to Ministry agencies
- Cabinet documents

**BUSINESS MANAGEMENT DIVISION
CORPORATE POLICY AND PROGRAMS BRANCH
INVESTIGATION AND ENFORCEMENT UNIT (IEU)**

IEU is a law enforcement unit, dedicated to ensuring fair, unbiased and expeditious resolutions of public complaints about offences under the RTA. Staff receive questions and complaints from the public regarding alleged offences under the RTA. The call centre averages 27,000 calls per year. The unit focuses on facilitating voluntary compliance through education and intervention. In the event of non-compliance, files are referred to investigators. Investigators conduct investigations which could lead to prosecution proceedings where warranted. IEU partners with Legal Services branch to conduct prosecutions in Provincial Offences Court. The unit also focuses on outreach services, focusing on public education and partnerships with key stakeholders.

Common Records

- Career Planning/Training
- Freedom of Information and Protection of Privacy Act Requests
- Performance Management
- Travel/Expense Accounts

General Records

- Prosecution files
- General office files (office purchases, bill payments, general correspondence, etc.)
- IEU Procedures Manual

Personal Information Banks

Compliance & Investigation Files

- Legal Authority:** Residential Tenancies Act, 2006 (RTA)
Info Maintained: Name, addresses, phone numbers, details of complaints, opinions, suggestions, correspondence
Uses: Compliance, investigation and prosecution activities dealing with offences under the Residential Tenancies Act, 2006
Users: IEU branch staff, Legal branch staff
Individuals in Bank: Landlords, tenants, property managers, superintendents, lawyers, agents, utility companies
Retention Period: Files are archived for 10 years, then destroyed

Ministry: MUNICIPAL AFFAIRS AND HOUSING

**BUSINESS MANAGEMENT DIVISION
HUMAN RESOURCES STRATEGIES BRANCH**

The Human Resources Strategies Branch provides expertise and consultation in assessing, diagnosing and aligning the organizational structure and processes, with the ministry's business goals. It leads the design, development and implementation of human resources and labour management initiatives, which support the strategic and tactical needs of the organization; provides expertise and strategic support on change management and organizational renewal; champions a learning culture within the ministry by promoting the application of innovative and effective approaches to learning to meet current and future competencies; and develop strategies to maintain and build on a positive labour management relationship within the ministry.

Common Records

- Employment Application Inventory
- Grievances and Applications
- Job Competitions
- Ombudsman/Human Rights Commission
- Performance Management
- Workforce Information Network (WIN)

Manuals

- Delegation of Authority, Ministry
- Human Resources Procedures/Guidelines
- Collective Agreements - AMAPCEO/PEGO/OPSEU
- Management Board Directives and Guidelines (Online)

BUSINESS MANAGEMENT DIVISION LEGAL SERVICES BRANCH

The Legal Services Branch provides a full range of legal services to the ministry including providing legal advice on policy and programs to the Minister, Deputy Minister and senior staff. It assumes responsibility for managing all litigation, including court and tribunal proceedings and prosecutions in which the ministry has an interest; provides legal opinions; drafts legislation and regulations; prepares orders in council; drafts agreements and other legal documents necessary for the effective delivery of ministry initiatives. Branch staff are seconded to the Ministry of Municipal Affairs and Housing by the Ministry of the Attorney General.

Common Records

- Career Planning/Training
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Amendments Committee Meetings
- Advice and Opinions
- Statutes, Publications and Bulletins
- Minister's Zoning Orders
- Litigation
- Government and Private Legislation and Regulations
- Consultants and Other Agreements (including agreements with municipalities)
- Computer Contracts

Ministry: MUNICIPAL AFFAIRS AND HOUSING

BUSINESS MANAGEMENT DIVISION ONTARIO INTERNAL AUDIT, COMMUNITY SERVICES AUDIT SERVICE TEAM

Ontario Internal Audit, Community Services Audit Service Team provides objective assurance and consulting services to the ministry. It assists the ministry and its agencies in meeting their business objectives by evaluating and making recommendations to improve risk management, control, accountability, and governance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Internal Audit Services are provided under the direction of the Chief Internal Auditor of the Ontario Internal Audit.

General Records

- Corporate Audit Reports (Municipal Affairs and Housing, their agencies).

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH

Communications Branch provides advice, consultation and communication services to the Ministry of Municipal Affairs and Housing and its agencies. It coordinates and monitors the delivery of French language services for the ministry.

General Records

- Human Resources
- Communications Documents (i.e. speeches, news releases, etc.)
- Technology Services & Equipment
- Consultant and other contract agreements (i.e. RFPs, Translators)

Personal Information Banks

Correspondence to/from Minister/Deputy Minister

Legal Authority:	Necessary to proper conduct of correspondence activity, authorized by Minister. s. 38(2) of FIPPA
Info Maintained:	Correspondent names, addresses, matters of concern to the writer
Uses:	Exchange of information
Users:	Minister and Branch staff
Individuals in Bank:	Individuals who have engaged in correspondence with the Minister's office
Retention Period:	On site: current year +1; Records centre: 4 years; Transfer to archives, subject to culling

**DEPUTY MINISTER'S OFFICE
COMMUNICATIONS BRANCH
FRENCH LANGUAGE SERVICES, EDUCATION AND COMMUNITY SERVICES CLUSTER**

Personal Information Banks

French Language Skills Assessment

Legal Authority:	French Language Services Act, R.S.O. 1990, c.F.32, s.2 and s.14
Info Maintained:	Inventory of designated/identified positions, French course information, evaluation results, evaluator name, location
Uses:	Compliance with the French Language Services Act
Users:	Ministry staff, Office of Francophone Affairs, Ontario Housing Corporation/Local Housing Authority
Individuals in Bank:	Ministry and Ontario Housing Corporation/Local Housing Authority staff
Retention Period:	Indefinite

**HOUSING DIVISION
HOUSING FUNDING AND RISK MANAGEMENT BRANCH
RISK MANAGEMENT AND PROGRAM COMPLIANCE UNIT**

The Ontario Mortgage Corporation is a corporate entity reporting to the Minister of Municipal Affairs and Housing through a board of directors. The corporation is responsible for mortgage administration services.

Ministry: MUNICIPAL AFFAIRS AND HOUSING

**HOUSING DIVISION
HOUSING POLICY BRANCH**

The Housing Policy Branch leads the development of policy and research, implementation and ongoing monitoring of the Ontario government's policies and regulatory frameworks for an efficient housing market and supply of assisted and affordable housing that support strong and healthy communities.

The Branch leads and coordinates horizontal policy development and collaboration across the Housing Division, the Ministry of Municipal Affairs and Housing and other Ontario government ministries.

It develops strong and sustained relationships with key housing stakeholders, including the federal and municipal orders of government, to facilitate the collaboration, working partnerships and information exchange necessary to foster an efficient housing market in Ontario.

The Branch provides expert research and analysis to support the development of housing policies and programs.

General Records

- Reports on housing policy and outcomes in other jurisdictions
- Impact analyses of proposed regulatory and policy changes
- Reports on various means of funding affordable housing
- Analysis of housing-related tax expenditure programs

**HOUSING DIVISION
HOUSING PROGRAMS BRANCH**

The Housing Programs Branch is responsible for implementing new housing initiatives including the Canada-Ontario Affordable Housing Program, housing allowance programs and greening initiatives for affordable and social housing. The Housing Programs Branch designs, implements and monitors the new housing programs and works in partnership with Ontario's Aboriginal community in the delivery and monitoring of the Aboriginal Housing Trust. Partnerships with municipal service offices, municipal service managers, the Aboriginal community, non-profit and co-operative home providers, the private sector and non-profit builders are key to the branch activities. Responsibilities of the Housing Programs Branch include: implementing agreements, tracking progress of approved projects, monitoring and addressing issues, and undertaking joint communications with the Canada Mortgage and Housing Corporation (CMHC).

Common Records

- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Administration & Contribution Agreements, Conditionals Letter of Commitment, software & Database licence agreements
- Computer Contracts
- Consultants and Other Agreements
- Payment Records
- Statutes, Publications and Bulletins
- Government and Private Legislation and Regulations

Personal Information Banks

Affordable Housing Information Management System

Legal Authority: Sub section 39(1)B of FIPPA

Info Maintained: Name, Address, Financial - household Income, Purchase price of home and down payment assistance

Uses: To maintain the personal and funding information of an individual whereby his family income meets the criterion and Funds are provided to the individual to buy or repair home

Users: Ministry Staff, Service Managers and CMHC Staff

Individuals in Bank: Individuals applying for Home Assistance or received assistance

Retention Period: Retain the information in the system for 7 years after the program ends and then is archived

Ministry: MUNICIPAL AFFAIRS AND HOUSING

LOCAL GOVERNMENT AND PLANNING POLICY DIVISION INTERGOVERNMENTAL RELATIONS AND PARTNERSHIPS BRANCH

The mandate of the Intergovernmental Relations and Partnerships Branch is to manage the province's relationships with Ontario's two largest municipalities-Toronto, Ottawa - and with major municipal associations including the Association of Municipalities of Ontario (AMO). The branch administers the province's Memorandum of Understanding (MOU) with AMO and is also responsible for inter-governmental relations with the federal government and other provinces and territories.

Common Records

- Employee Travel Expense Claim (ETEC)
- Professional Development

General Records

- Service Delivery Guides
- Briefing Notes - Information supporting intergovernmental relations and partnership development
- Performance Management
- Municipal Performance Measurement Program (MPMP) Results (2000-Present)
- Program Instructions, Handbooks and Templates
- Contact Lists

- Correspondence

LOCAL GOVERNMENT AND PLANNING POLICY DIVISION LOCAL GOVERNMENT POLICY BRANCH

Local Government Policy Branch (LGPB) is responsible for the development of policy and legislation to promote a strong, accountable and competitive municipal sector. The branch focuses on the legislative framework for municipal powers and responsibilities in such legislation as the Municipal Act, 2001, Municipal Election Act, 1996, City of Toronto Act, 2006 and a variety of other Acts that provide a legislative framework for municipalities. LGPB also provides advice and considers changes to legislation to address emerging issues regarding the structure for local governments and for the provision of municipal services.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Briefing notes, correspondence, research papers, data related to policy development.
- Background information on local government organization

LOCAL GOVERNMENT AND PLANNING POLICY DIVISION MUNICIPAL FINANCE POLICY BRANCH

The Municipal Finance Policy Branch is responsible for the development of the policy and legislative framework for municipalities that promotes an accountable, competitive and sustainable municipal sector. The branch develops options to support the provincial-municipal financial relationship. Municipal borrowing and investment, revenue sources, and Ontario Municipal Employees Retirement System (OMERS) pension governance are among the policy issue administered by this branch.

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Manuals - OPTA, FIR, OMERS
- Annual Repayment Limits
- Financial Information Returns
- Data - Relating to property tax and assessment
- Correspondence

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Briefing Notes

LOCAL GOVERNMENT AND PLANNING POLICY DIVISION PROVINCIAL PLANNING POLICY BRANCH

The Provincial Planning Policy Branch (PPPB) provides leadership in land use planning through the development, administration and monitoring of policy and legislation (the Planning Act and related legislation). It undertakes research and analysis of land use planning issues, fosters excellence in land use planning by identifying and promoting innovative planning practices to improve Ontario's land use planning system and meet government objectives. It articulates matters of provincial interest, through the Provincial Policy Statement (PPS) and provincial plans as required. The branch is also responsible for the stewardship of major and strategic land use policy initiatives (e.g. Golden Horseshoe Greenbelt Protection, Planning Reform).

Common Records

- Employee Travel Expense Claim (ETEC)

General Records

- Publication materials for Ontario's land use planning system
- Consultation from municipalities and stakeholder

- Briefing notes
- Correspondence
- Background Information on Community Planning and Development

**LOCAL GOVERNMENT AND PLANNING POLICY DIVISION
PROVINCIAL PLANNING POLICY BRANCH
GREATER GOLDEN HORSESHOE GREENBELT SECTION**

The Greater Golden Horseshoe Greenbelt Section is responsible for the government's initiative to achieve permanent greenbelt protection in the Golden Horseshoe area. This includes managing the legislative framework provided by the Greenbelt Act, 2005, implementing the Greenbelt Plan, and associated regulations as well as developing training materials and technical guides, and providing support to the Greenbelt Council. The group will continue to be responsible for administering the Oak Ridges Moraine Conservation Act and Plan and other related implementation items.

Common Records

- Travel/Expense Accounts

MUNICIPAL SERVICES DIVISION

As the ministry's primary liaison with municipal sector clients, the Municipal Services Division fosters productive and cooperative provincial-municipal relations through direct client contact and delivers statutory, program, education and advisory services to promote strong communities and local governments.

General Records

- Growth Management Strategy in the GTA
- Consultants' Reports
- Bulletins and Publications
- Administrative Information

**MUNICIPAL SERVICES DIVISION
BUILDING AND DEVELOPMENT BRANCH**

The Building and Development Branch is responsible for the regulatory framework for the construction of buildings under the Building Code Act, 1992 and the Building Code; developing technical standards and policy analysis; qualifying and registering building practitioners; developing Code training materials and providing Code interpretation advice.

General Records

- Building Code Education and Training

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Building Code Administration

Manuals

- Code & Guide for Sewage Systems
- Supplementary Guidelines to the 1997 Ontario Building Code
- Code & Guide for Plumbing
- Guide and Illustrations to the Building Code
- Ontario Building Code CD-ROM
- Ontario Building Code

**MUNICIPAL SERVICES DIVISION
BUILDING AND DEVELOPMENT BRANCH
CODE DEVELOPMENT UNIT**

The Building Code Commission resolves disputes related to the sufficiency of compliance with the Building Code's technical requirements. It also resolves service level disputes concerning whether an enforcement agency has provided a determination on permit applications or inspections within legislated time frames. Typically, the parties to such disputes are building officials

and building permit applicants or persons to whom orders have been issued.

General Records

- Applications to the Building Materials Evaluation Commission

Manuals

- BMEC Guidelines, Procedures and Policies

MUNICIPAL SERVICES DIVISION MUNICIPAL PROGRAMS AND EDUCATION BRANCH

Municipal Programs and Education Branch delivers programs, such as the Ontario Disaster Relief Assistance Program, and education/training to enhance the capacity of municipalities to deliver services in a strong, effective and responsible manner in partnership with the Municipal Services Offices.

Common Records

- Corporate Personnel/Employee Information
- Travel/Expense Accounts

General Records

- Ontario Disaster Relief Program (ODRAP) Manual
- Municipal Property Administration System (MPAS) Payment Files
- Correspondence/Issue Note/Briefing Note Files
- Business Plan Files
- Presentation/Training Materials relating to Education and Training
- Emergency Plans and Procedures Files
- Office Operation and Fiscal Expenditure Files

Personal Information Banks

Line Fence Reference and Deputy Referee Appointments

- Legal Authority:** Line Fences Act, R.S.O. 1990, c.L.17, s.27(2), (3).
- Info Maintained:** Name, address, and (if volunteered by applicant) date of birth, community experience, education., employment
- Uses:** Determine eligibility for appointment.
- Users:** Ministry staff
- Individuals in Bank:** Applicants for appointment, appointees
- Retention Period:** Record retention period to be determined

Ministry: MUNICIPAL AFFAIRS AND HOUSING

Line Fence Appeal Files

- Legal Authority:** Line Fences Act, R.S.O. 1990, c.L17, s.27(2), (3)
- Info Maintained:** Name, address, details of appeal with any supplementary evidence submitted at hearing
- Uses:** Support appeal during Hearing
- Users:** Used by Referee and Deputy Referees
- Individuals in Bank:** Appellants and respondents
- Retention Period:** Record retention period to be determined

Municipal and School Tax Credit Assistance Program

- Legal Authority:** Municipal and School Tax Credit Assistance Act
- Info Maintained:** Name, address, financial details concerning issuance of credit and repayment information (lien based)
- Uses:** Record of municipal and school tax credit and corresponding lien in accordance with program
- Users:** Transfer payment unit staff
- Individuals in Bank:** Recipients of municipal and school tax credit

Retention Period: Records retention period to be determined

Shoreline Property Assistance Program

Legal Authority: Shoreline Property Assistance Act

Info Maintained: Name, address, details of debenture issued to municipality with repayment information

Uses: Record of debentures issued, repayment schedules

Users: Transfer payment unit staff

Individuals in Bank: Recipients of shoreline property loan (although debenture issued to municipality, individuals submit cheque for payment direct to ministry rather than through the municipality)

Retention Period: Record retention period to be determined

ODRAP Individual Claim Files

Legal Authority: Ministry Program

Info Maintained: Detailed personal/financial information to support claim

Uses: Determine eligibility of claim for financial support per program guidelines

Users: Disaster relief committee members, MPEB staff relating to audit requirements, Federal Auditors

Individuals in Bank: Self-identified victims of a declared disaster

Retention Period: 2 years onsite, 5 storage, archivist/destruction - longer in the event the claim is eligible through the federal program: Disaster Financial Assistance Arrangements (DFAA)

Municipal Property Administration System (MPAS)

Legal Authority: Municipal Tax Assistance Act (MTAA)

Info Maintained: Tenant Information: name, address, property information

Uses: Invoice tenants of provincially owned property on behalf of owner ministries

Users: Staff of Transfer Payment Unit, MPEB

Individuals in Bank: Tenants of provincially owned property

Retention Period: Electronically stored - retention period yet to be determined

Land Use Planning Information Network (LUPIN)

Legal Authority: Planning Act

Info Maintained: Tracking Information related to Planning Act Applications

Uses: Track receipt, geographic information and tracking of Land Use Planning applications

Users: Staff of Municipal Services Offices and Municipal Programs and Education Branch

Individuals in Bank: Individuals who have made planning applications or are identified as contacts on planning applications where the Ministry is the approval authority or has provided input to a municipality.

Retention Period: Electronically stored - retention period yet to be determined

Ministry: MUNICIPAL AFFAIRS AND HOUSING

**MUNICIPAL SERVICES DIVISION
MUNICIPAL PROGRAMS AND EDUCATION BRANCH
BROWNFIELDS COORDINATOR OFFICE**

Common Records

- Corporate Personnel/Employee Information
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Municipal Files (e.g. Municipal Financial Programs, Local News Releases)
- Correspondence (Internal/External)
- Consultant Agreements/Contracts
- Consultation Records / Stakeholder Comments (EBR)
- Policy Research
- Commissioned Reports / Research

Personal Information Banks

Administration of the Brownfields Financial Tax Incentive Program (BFTIP) transfers to MMAH from MOF July 2007

Legal Authority:	Municipal Act, 2001
Info Maintained:	Name, Address, Site Characteristics / Location, Estimate Costs of Remediation
Uses:	Information used to determine eligibility for tax assistance under BFTIP
Users:	Municipal Services Offices / Office of the Brownfields Coordinator
Individuals in Bank:	Property owners seeking approval for matching education property tax assistance under BFTIP
Retention Period:	No retention schedule identified

Brownfields Ontario E-Update Contact List

Legal Authority:	
Info Maintained:	Name, Address, Organization (if applicable), phone number
Uses:	
Users:	Office of the Brownfields Coordinator
Individuals in Bank:	Individuals interest in receiving periodic updates on brownfield-related initiatives
Retention Period:	No retention schedule identified (electronic format)

MUNICIPAL SERVICES DIVISION MUNICIPAL SERVICES OFFICES CENTRAL MUNICIPAL SERVICES OFFICE

The Municipal Services Offices (MSO) of the Municipal Services Division are directly responsible for the delivery of ministry services to support strong local governments that can effectively manage their financial and administrative activities. The MSOs also manage the local delivery of municipal reform initiatives. The MSOs respond to and anticipate municipal issues and trends of provincial interest, communicating key ministry and government priorities and helping local governments capitalize on new and innovative approaches to municipal management and administration.

Common Records

- Corporate Personnel/Employee Information
- Travel/Expense Accounts

General Records

- Presentation Files relating to Municipal Education and Training for Community Planning and Local Government
- Issue Note/Briefing Note/Information/Integrated Community Profile Note Files
- General and Municipality Specific Planning Files

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Emergency Plans and Procedures Files
- Committees & Meetings Files
- Office Operation and Fiscal Expenditure Files
- Information Management Files
- General and Municipality Specific Local Government and Local Government Finance Files
- Business Plan Files
- Association and Conference Files
- Aboriginal Issues Files

MUNICIPAL SERVICES DIVISION MUNICIPAL SERVICES OFFICES EASTERN MUNICIPAL SERVICES OFFICE

Common Records

- Corporate Personnel/Employee Information

- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Financial Tax Incentive Files
- Community Improvement Plans
- Ontario Eastern Municipal Conference Files
- Local Government Municipal/Financial Files
- Planning Act Files
- Emergency Contact Information Manuals
- Bell Canada Calling Cards
- Ontario Disaster Relief Assistance Program Manual
- Photocopier/Fax Contracts
- Telephone Contract

MUNICIPAL SERVICES DIVISION MUNICIPAL SERVICES OFFICES MUNICIPAL SERVICES OFFICE - NORTH (SUDBURY)

Common Records

- Corporate Personnel/Employee Information
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- FONOM/MMAH Municipal Conference Files
- Financial Tax Incentive Files
- Community Improvement Plans
- Local Government Municipal/Financial Files
- Planning Act Files
- Emergency Contact Information Manuals
- Bell Canada Calling Cards
- Ontario Disaster Relief Assistance Program Manual

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Photocopier/Fax Contracts
- Telephone Contract

MUNICIPAL SERVICES DIVISION MUNICIPAL SERVICES OFFICES MUNICIPAL SERVICES OFFICE - NORTH (THUNDER BAY)

Common Records

- Corporate Personnel/Employee Information
- Freedom of Information and Protection of Privacy Act Requests
- Job Competitions
- Performance Management

- Professional Development
- Travel/Expense Accounts

General Records

- Aboriginal Issues Files
- Emergency Response & Business Continuity Plans
- Community Planning Files
- Local Government Finance & Grant Files
- Housing Technical Assessments
- Records from Meetings with Housing Providers
- Office Budget, Variance & Expenditure Files
- Office Business Plan Files
- Delegation of Authority Files
- Briefing Notes
- Ontario Disaster Relief Assistance Program Files
- Building, Access & Parking Files
- Community Improvement Plans Financial Tax Incentive Files
- Health & Safety Files
- Local Government Administration, Management & Governance Files
- Local Government Restructuring Files
- Municipal, Planning & Housing Training Event Files
- Office Procurement & Administration Files
- NOMA/MMAH Municipal Conference Files

Personal Information Banks

Employment Application Inventory

- Legal Authority:** S. 32 Public Service of Ontario Act
Ss. 38, 39 MFIPPA
- Info Maintained:** Expressions of interest in employment in MSO-NW
- Uses:** Consider when vacancies arise
- Users:** Those responsible for recruitment
- Individuals in Bank:** Applicants for employment
- Retention Period:** Disposal upon expiry of year following year of collection except as directed by person to whom information relates.

**MUNICIPAL SERVICES DIVISION
MUNICIPAL SERVICES OFFICES
WESTERN MUNICIPAL SERVICES OFFICE**

Common Records

- Corporate Personnel/Employee Information

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Freedom of Information and Protection of Privacy Act Requests
- Travel/Expense Accounts

General Records

- Presentation Files relating to Municipal Education and Training for Community Planning and Local Government
- Office Operation and Fiscal Expenditure Files
- Issue Note/Briefing Note/Information/Integrated Community Profile Note Files
- Information Management Files
- General and Municipality Specific Planning Files
- General and Municipality Specific Local Government and Local Government Finance Files
- Emergency Plans and Procedures Files
- Committees & Meetings Files
- Business Plan Files

- Association and Conference Files
- Aboriginal Issues Files

Ministry: NATURAL RESOURCES

AGENCIES, BOARDS AND COMMISSIONS ALGONQUIN FORESTRY AUTHORITY

The Algonquin Forestry Authority is a Crown corporation responsible for maintaining an integrated resource management approach within Algonquin Provincial Park. The authority has been assigned the task of ensuring the viability of the local forest industry by managing and upgrading the quality of the forest and effectively utilizing its range of products. Maintaining a forest cover that satisfies the requirements of regeneration, aesthetics and preservation of diverse vegetation types is also the authority's responsibility. It preserves and protects the recreational values, fish and wildlife habitat, soil and water resources within the park.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Performance Management
- Travel/Expense Accounts

General Records

- Silvicultural Records (covering tree planting and tree marking)
- Maps (various scales, covering topography and forest conditions)
- Five-Year Operating Plans
- Annual Plans of Forest Operations
- Annual Cut Surveys of Areas Harvested
- Aerial Photographs of Algonquin Park
- Twenty-Year Forest Management Plan

AGENCIES, BOARDS AND COMMISSIONS COUNCIL OF THE ASSOCIATION OF ONTARIO LAND SURVEYORS

Established in 1892, the Council of the Association of Ontario Land Surveyors is the governing body and board of directors that manages and administers the affairs of the association. The Lieutenant-Governor appointees (lay councillors) are responsible for ensuring that the self-regulating professional body is serving and protecting the public interest.

General Records

- Reports to the Minister
- Submissions from the Public
- Board of Examiners
- Land Information
- Standards, Guidelines for Surveyors
- Code of Ethics

AGENCIES, BOARDS AND COMMISSIONS ONTARIO FISH AND WILDLIFE HERITAGE COMMISSION

The Ontario Fish and Wildlife Heritage Commission is composed of eleven members. It provides advice to the Minister of Natural Resources on fish and wildlife revenue, and expenditures related to the fisheries and wildlife programs. It may also provide advice on policy and program direction as requested by the Minister.

General Records

- Annual reports to the Minister of Natural Resources and any other reports that the Minister may require

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO GEOGRAPHIC NAMES BOARD

The Ontario Geographic Names Board investigates the background of geographic names and recommends names to be used on maps, subject to the approval of the Minister of Natural Resources.

Ministry: NATURAL RESOURCES

Ministry: NATURAL RESOURCES

General Records

- Names Submitted and Approved
- Compilation of Official and Non-Official Names of Topographic Features and Places

AGENCIES, BOARDS AND COMMISSIONS OTTAWA RIVER REGULATION PLANNING BOARD

The Ottawa River Regulation Planning Board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. It is responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damages along the river, its tributaries, and in the Montreal area. It is also responsible for the operation and coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage, while having the least possible impact on users of the basin.

General Records

- Level and Flow Records
- Correspondence - Board and Basin Affairs
- Basin Management Studies

AGENCIES, BOARDS AND COMMISSIONS RABIES ADVISORY COMMITTEE

The Rabies Advisory Committee, established in 1979, advises the Minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community, in the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

General Records

- Trials of Rabies Vaccine in Baits
- Reports to the Minister, Cabinet Submissions
- Publications on Rabies
- Proposals for Rabies Research and Progress Reports
- Correspondence (contractors and others)

CORPORATE MANAGEMENT AND INFORMATION DIVISION

Corporate Management Division is responsible for leadership for corporate business/administration, fiscal controllership (transparency, monitoring, reporting), infrastructure management and strategic human resources. The Division provides corporate focus on advancing the OPS modern controllership agenda and managing financial and physical resources in an open manner, ensuring ministry compliance with OPS objectives and corporate policies.

Common Records

- Career Planning/Training
- Employment Application Inventory
- General Employment History and Payroll Information

General Records

- List of Land Sales and Purchases
- Patents, Trademarks, Copyright
- Suppliers' Contracts and Agreements
- Rehabilitation Security Deposits (pits and quarries, timber, mines)
- Regulations and Legislation for Acts Administered by MNR
- Purchasing, Tenders and Proposals
- Project Design in Provincial Parks
- Movable Assets
- MNR Facilities Data Base
- Treasury Board/Management Board Submissions/Minutes

Ministry: NATURAL RESOURCES

- Litigation (accident claims, claims by the Crown (MNR) proceedings against the Crown)
- Youth Employment Programs
- Inventory of Water Quality (Ground Water in Selected Provincial Parks)
- Inventory of Sewer Systems in Provincial Parks
- Inventory of Parks, Buildings and Facilities
- Information Technology Project
- Government-Provided Employee Accommodation
- Facilities Project Management
- Facilities Portfolio
- Coroner's Inquests
- Asset Inventories
- MNR "Building Green" Initiative

Manuals

- Work Program Planning and Procedures
- Communications Services Policies, Procedures and Guidelines
- Unclassified IPPEBS User's Manual
- Terms of Reference for Flood Plain Mapping
- Revenue Receiving System User's Manual
- Performance Measures Systems User's Guide
- Parks Development Standard
- List of Environmental and Design Services for Provincial Parks System
- Learning Resources Catalogue
- Communications Design Manual (includes A/V, publications and signs)
- Occupational Health and Safety
- Design Criteria for Park Facilities
- Staff Suggestion System Policy and Operating Manual
- Records and Information Management
- Payroll User's Manual
- Park Permit Accounting Manual
- Manual of Fire Financial Operations
- Main Office Facilities Program Manual
- Information Technology
- Hazardous Materials and Safety
- Computer-Aided Drafting and Design (CADD) Standards and Guidelines
- Improvement Act

CORPORATE MANAGEMENT AND INFORMATION DIVISION MAPPING AND INFORMATION RESOURCES BRANCH

We provide geomatics, surveying, data, and information management services to MNR and ministries across the OPS. We also coordinate corporate information services such as FIPPA and the MNR library. The Mapping and Information Resources Branch leads the development and application of geographic information for natural resource management and decision-making, and contributes to the government's I&IT initiative by making geographic information about Ontario accessible through the Land Information Ontario program.

General Records

- Record Retention Schedules
- Ontario Land Inventory (OLI) Maps

- Ontario Topographic Data Base
- Aerial Photography ICAS Flight Reports
- Air Photo Library
- Marketing and Business Plans
- Forest Management Information System (FORMAGAIN)
- Product Information Management System
- Information Technology Feasibility Study Reports
- Information Technology Strategic Plan and Operational Plan
- Corporate Data Standards Table
- Feasibility Studies
- Forms History Files
- Data Standards Directory
- Horizontal and Vertical Control Survey (monument record, reference sketches, computer data)

Ministry: NATURAL RESOURCES

- Information Resources Guidelines and Directives
- Simply Everything About Information Collected Here
- Small Corporate Systems Business Cases
- Polls and Surveys of Natural Resources Users

Manuals

- Ontario Guidelines for Horizontal Control Surveys
- Forest Inventory Procedure for Ontario
- Instructions Governing Crown Land Surveys and Plans
- Instruction Manual on the Assessment of Regeneration Success by Aerial Survey
- Manual of Supplementary Aerial Photography
- Map Production
- Name Ontario
- Ontario Specifications for Horizontal Control Surveys
- Information Resource Policies
- Procedural Guide Governing the Survey of Ministry Claims in the Province of Ontario
- Information Technology
- Principles of Geographical Naming

CORPORATE MANAGEMENT AND INFORMATION DIVISION MAPPING AND INFORMATION RESOURCES BRANCH MAPPING AND GEOMATIC SERVICES SECTION

The Mapping and Geomatics Services Section coordinates the creation and maintenance of the province's fundamental geospatial data (water, roads, elevation, imagery, etc.) and provides specialized geomatics services to the OPS.

General Records

- Horizontal and Vertical Control Survey
- Provincial Toponymic Data Base
- Crown Land Surveys
- Coordinate Survey Information Exchange - Vertical
- Coordinate Survey Information Exchange - Horizontal

Manuals

- Procedural Guide Governing the Survey of Mining Claims in the Province of Ontario
- Ontario Specifications for Horizontal Control Surveys
- Ontario Guidelines for Horizontal Control Surveys
- Principles of Geographic Naming
- Instructions Governing Land Surveys and Plans

Public Records

Crown Leases - Public and Mining Lands

Purpose: Record ownership and leases conditions of land

Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.16, s.41, and s.42; Mining Act, R.S.O. 1990, c.M.14
Info Maintained: Name, address, amount of rent, property, description
Retrievability: Property description
Retention Period: N/A
Access Procedures: N/A

Licences of Occupation - Public Lands and Mining Lands

Purpose: Record ownership and licencs conditions
Legal Authority: Public Lands Act R.S.O. 1990, c.P.43, s.2 and s.20; Mining Act R.S.O. 1990, c.M.14
Info Maintained: Name, address, amount of rent, property description
Retrievability: Property description
Retention Period: N/A
Access Procedures: N/A

Ministry: NATURAL RESOURCES

CORPORATE MANAGEMENT AND INFORMATION DIVISION MAPPING AND INFORMATION RESOURCES BRANCH OFFICE OF THE SURVEYOR GENERAL

General Records

- Field Collection Aquatic Records
- NHIC Newsletters
- Large River Inventory Data
- Lake Inventory Data Base
- Fisheries Information Library
- Fisheries Data Archives
- Fish Species Distribution Data System
- Ontario Fisheries Information System
- Fish Contaminant Data
- Stream Inventory Data
- Electrofishing Field Data
- Ecoregion Digital Database
- Dynamics of Fish Populations (habitat control, age)
- Creel Classes Reports, Fish Surveys, Yield Estimates
- Ontario Breeding Bird Atlas Database
- Ontario Herpetofaunal Summary Database
- NHIC Species Lists
- Fish Population Analysis System
- Digital Topographical Database
- Ontario Map
- Ontario Base Map Municipal Mapping
- Maps of the Provincial Parks
- Map Projects (artwork, airphoto, negative film)
- Large Scale Photography and Database Maps
- Index to Disposition of Crown Land
- Endangered Species
- Digital Map Indexes
- Crown Land Plan
- Contractor's List
- Aquatic Invertebrate Data
- Aerial Photography Flight Plan
- Aerial Photographs As-Done Flight Index
- Land Disposition Maps (G-Plans)

Manuals

- Ontario Fisheries Information System (OFIS) Data Dictionary
- Digital Topographic Database
- Map Production

General Records

- List of Land Sales and Purchases
- Budget Review
- Capital Development and Maintenance
- Program Reviews and Constraints
- Road Construction, Maintenance, Bridges
- Solid Waste Disposal
- Work Planning
- Relocation Records
- Accounts (land sales/rentals, water power leases, licences)
- Budget Allocations
- Construction Lien Claims

Ministry: NATURAL RESOURCES

- Suppliers' Contracts and Agreements
- Rehabilitation Security Deposits (pits and quarries, timber, mines)
- Audio-Visual Materials (exhibits, displays, films, videotapes)
- Community Relations
- Inventory of Parks Buildings and Facilities
- Inventory of Sewer Systems in Provincial Parks
- MNR Facilities Data Base
- Purchasing, Tenders and Proposals
- Bankruptcy Reports

Manuals

- Financial Management Volumes 1 and 2
- MNR Relocation Expense Policy
- Supply Manual Volumes 1-4

Personal Information Banks

Accounting System for Aggregates

- Legal Authority:** Aggregate Resources Act, R.S.O. 1990, c.A.8; R.R.O. 1990, Reg.15, s.7(1) and s.34(1).
- Info Maintained:** Operator's name, address, licence number, collateral held in trust
- Uses:** Maintain records of collateral deposits and refunds.
- Users:** Branch administrative staff, program specialists, district inspectors, legal and accounting firms for audit purposes.
- Individuals in Bank:** Aggregate operators.
- Retention Period:** Two years, then destroyed.

Accounts Receivable - Gas and Oil Leases (MARS)

- Legal Authority:** Mining Act, R.S.O. 1990, c.M.14, s.102.
- Info Maintained:** Individual's/Company's name, account number, address.
- Uses:** Billing; collect revenue from oil and gas leases, exploratory licences.
- Users:** Staff of Revenue Section and Resource Stewardship & Development Branch.
- Individuals in Bank:** Mining companies, licensees and leaseholders.
- Retention Period:** Ten years, then transferred to archives.

Accounts Receivable - Land Sales and Water Power

- Legal Authority:** Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.15, s.16, s.41 and s.42.
- Info Maintained:** Company's/Individual's name and address, account numbers, lease and sale numbers, leases, property descriptions.
- Uses:** Maintain records of land and water power payments; bill and collect revenue for land sales/water power payments; maintain record of patented lands.
- Users:** Staff of the Office of the Surveyor General, Financial Planning and Analysis Section.

Individuals in Bank: Private and government bodies producing water power, municipalities, ministries, individuals purchasing Crown land.
Retention Period: Ten years, then transferred to archives.

Accounts Receivable - Leases and Licences of Occupation

Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.20 and s.41.
Info Maintained: Name, address, amount of rent, description of property, financial transactions pertaining to the property.
Uses: Billing; collect fees.
Users: Ministry officials. Public access to names, addresses and amount of rent.
Individuals in Bank: Licensees and leaseholders.
Retention Period: Perpetuity.

Ministry: NATURAL RESOURCES

Accounts Receivable - Timber Accounts Receivable System (TARS)

Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51, s.11(2).
Info Maintained: Operator's name, address, customer and licence numbers.
Uses: Bill for and collect revenue from stumpage and area charges for the removal of trees; maintain record of agreements, liens, etc.
Users: Staff of Revenue Section, Forest Industry Services Section and regional and district offices.
Individuals in Bank: Companies/Individuals licensed to remove trees from Crown properties.
Retention Period: Five years, then transferred to archives.

CORPORATE MANAGEMENT AND INFORMATION DIVISION STRATEGIC HUMAN RESOURCES BUSINESS BRANCH

The Strategic Human Resources Business Branch provides human resources planning and advice to senior management teams in both the Ministry of Natural Resources and the Ministry of Aboriginal Affairs at the Assistant Deputy Minister (ADM) level and above. The branch partners with executives to ensure people strategies are in place to support the business strategies and goals. This involves providing services related to talent and performance management, workforce planning, organizational capacity, diversity and engagement, health, safety and wellness and strategic labour relations. The branch is also responsible for leading quality management, service directive compliance and AODA, leadership development and learning, the ministries' employee recognition, engagement, WIN and MNR's youth programs.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management

- Professional Development
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Personnel
- Government-Provided Employee Accommodation
- Surplus Employee Records

Manuals

- Unclassified Staff Policy Manual
- Personnel Policies and Procedures
- Ontario Ranger Manual
- Direction for Managing Human Resources
- Hazardous Materials and Safety
- Performance Measures System User's Guide
- Communications Design Manual (includes A/V, publications and signs)
- Occupational Health and Safety
- French Language Services Policies, Procedures and Guidelines/Strategies Manual
- Stake Management Manuals

Ministry: NATURAL RESOURCES

- Learning Resource Catalogue

Personal Information Banks

Conflict of Interest

- Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47.
- Info Maintained:** Employee's name, documentation concerning conflict of interest.
- Uses:** Determine whether or not there is a conflict of interest when staff carry on non-ministry activities or bid on ministry contracts.
- Users:** Deputy Minister, employee.
- Individuals in Bank:** Employees reporting conflicts of interest to the Deputy Minister.
- Retention Period:** One year, then transferred to archives.

Driver Training, Testing and Ministry Vehicle Accidents Records

- Legal Authority:** Highway Traffic Act, R.S.O. 1990, c.H.8.
- Info Maintained:** Names, address, age, driver's licence number, results of vision tests.
- Uses:** Determine driver's qualifications.
- Users:** Managers, safety officers, regional coordinators.
- Individuals in Bank:** Classified and unclassified employees driving ministry vehicles.
- Retention Period:** Permanent.

Staff Transfers to Ministry of Northern Development and Mines

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31.
- Info Maintained:** Name, position of employee transferred to new Ministry of Northern Development and Mines.
- Uses:** Record people, ceiling dollars, positions transferred.
- Users:** Assistant Deputy Minister - Corporate Services Division, selected senior executives.
- Individuals in Bank:** Employees transferred to Ministry of Northern Development and Mines.
- Retention Period:** Not determined.

Essential and Emergency Services Lists (Form 2)

- Legal Authority:** CECBA, Sections 30, 32, 34
- Info Maintained:** Names of qualified managers, Position classification, classified/non-classified/seasonal, department code, names of qualified bargaining unit (OPSEU) employees, names of qualified others, net bargaining unit designated., normal complement, normal hours of

Uses:	To determine the order in which OPSEU employees are called into work during a work stoppage for positions designated as essential or emergency services.
Users:	Human Resources Branch, designated worksite managers, designated OPSEU local representatives, OPSEU.
Individuals in Bank:	Qualified OPSEU employees for designated positions, management offsets, other employee offsets.
Retention Period:	Continually updated; retention and disposal of outdated lists undetermined

DEPUTY MINISTER'S OFFICE

General Records

- Intergovernmental Affairs
- House Issues Book
- Executive Committee Submissions and Minutes
- Briefing Notes/Contentious Notes
- General Administrative Records
- Copies of Minister's Correspondence

Manuals

- Briefing Note Manual

Ministry: NATURAL RESOURCES

DEPUTY MINISTER'S OFFICE COMMUNICATIONS SERVICES BRANCH

The Communications Services Branch (CSB) provides strategic communications advice and support to the Minister, Deputy Minister and Assistant Deputy Ministers. Complete corporate communications guidance is provided for all policy, program and operational areas across the ministry.

The branch develops and implements communications and issues management plans, advertising campaigns, media events and produces media products such as press releases and backgrounders. The branch also manages the ministry's inter/intranet websites.

Publications are available to the public through the Natural Resources Information Centre (NRIC) in Toronto and Peterborough by calling 1-800-667-1940 (English and French) and through some local ministry offices.

General Records

- Communications Services Policies, Procedures and Guidelines
- Publications Records

Manuals

- Audio-Visual Catalogue
- Communications Design Manual
- Communications Services Policies, Procedures and Guidelines

DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

Legal Services Branch provides legal advice to the Minister, Deputy Minister and Ministry of Natural Resources (MNR) divisional staff. MNR lawyers provide legal advice on more than 40 provincial statutes administered by, or under the responsibility of the Minister of Natural Resources. These statutes deal with resource management and conservation issues, such as forestry, provincial parks, conservation authorities, fisheries, wildlife, water resources, aviation, firefighting, public lands and aboriginal resource matters. The branch also interprets statutes and legislation, and reviews and provides legal advice on MNR policies. Staff prepares legislation, regulations, orders-in-council, agreements, leases and licences. They also draft contracts and negotiate dispute settlements. The branch assists in the preparation of civil cases affecting MNR and represents MNR at hearings before administrative tribunals. The branch prosecutes significant cases and pursues appeals if necessary.

General Records

- Coroner's Inquests
- Litigation

Personal Information Banks

Agreements and Contracts

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, s.8; Interpretations Act, R.S.O. 1990, c.I.11, s.28(b).
- Info Maintained:** Name, address, awards made., bonds, financial arrangements, payments, record of tenders opened, terms of agreement
- Uses:** Establish terms and conditions of contracts between the Crown and contractors.
- Users:** Administrative officials in federal, provincial and municipal governments; and parties to the agreement/contract.
- Individuals in Bank:** Federal, provincial and municipal government agencies, and contractors in the private sector who are a party to a contract.
- Retention Period:** Twenty-one years, then transferred to archives.

Ministry: NATURAL RESOURCES

Claims and Legal Proceedings

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and various acts administered by the ministry.
- Info Maintained:** Name, accident claims, accident reports, address, age, articles seized, bankruptcy reports, cause of death, charges, claim, compensation claims, employment, fatalities, financial statements, penalties, proceedings against the Crown, prosecutions., seizure
- Uses:** Provide basis for possible litigation or preparation for prosecutions; resolve claims; evaluate cause of accident; obtain Minister's approval to expropriate land.
- Users:** Ministry administrative officials. The Attorney General and the Coroner's Office have access to some banks.
- Individuals in Bank:** Individuals reporting accidents, charged with violations, pursuing litigation proceedings, identified in court action, owing the ministry money, or who have declared bankruptcy, or died in circumstances that may involve the ministry.
- Retention Period:** Maximum 12 years, then transferred to archives, some not determined.

Claims and Legal Proceedings

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31; Public Lands Act, R.S.O. 1990, c.P.43, s.2 and s.24(4); Game and Fish Act, R.S.O. 1990, c.G.1.
- Info Maintained:** Name, affidavits, assets, licences, location of property., notice to vacate lands, quit claim deeds, settlements
- Uses:** Determine legal entitlement to lands; evict those occupying Crown lands without authorization; acquire commercial fishing businesses; determine compensation.
- Users:** Ministry administrative officials.
- Individuals in Bank:** Individuals occupying land without authorization or whose title is in dispute, or whose commercial fishing business has been purchased by the ministry.
- Retention Period:** Ten years, then transferred to archives.

Legal and Quasi-Legal Hearings and Inquiries

Legal Authority:	Ministry of Natural Resources Act, R.S.O. 1990, c.M.31; and various specific acts such as the Aggregate Resources Act, R.S.O. 1990, c.A.8.
Info Maintained:	Name, address, appeals judgments, charges, financial information, hearing board documents, investigation reports, licences, medical information, permits
Uses:	Provide basis for hearings; resolve complaints; prepare evidence for appeals to determine whether or not permits should be renewed, refused or cancelled.
Users:	Ministry administrative officials.
Individuals in Bank:	Individuals appealing ministry decisions, lodging complaints with the Ombudsman or appeals with the Mining and Lands Commissioner, or who have had pits and quarry licences renewed or refused.
Retention Period:	Maximum 20 years, then transferred to archives.

Orders-in-Council

Legal Authority:	Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and 19 Acts administered by the ministry.
Info Maintained:	Name, address, salary, social insurance number.
Uses:	Make appointments to agencies, boards and commissions.
Users:	Ministry administrative officials.
Individuals in Bank:	Public servants, ministries, government agencies, private citizens.
Retention Period:	Eight years, then transferred to archives.

DEPUTY MINISTER'S OFFICE MINING AND LANDS COMMISSIONER

The Office of the Mining and Lands Commissioner is an independent judicial and quasi judicial tribunal responsible for hearing and deciding appeals under legislation administered by the Ministries of Natural Resources and Northern Development and Mines, including the Mining Act, the Conservation Authorities Act, the Aggregate Resources Act and others.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information

Ministry: NATURAL RESOURCES

- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workplace Discrimination and Harrassment prevention - Advisor Files

General Records

- Mining Act Appeals/Applications
- Conservation Land Act Appeals
- Aggregate Resource Act Appeals
- Conservation Authorities Act Appeals
- Requests for Inquiry Under The Lakes And Rivers Improvement Act

POLICY DIVISION

The Policy Division provides leadership and direction for a number of the ministry's resource management programs. The division leads programs for the province's fish, wildlife, parks, Crown lands and waters. The division is also responsible for the delivery of certain natural resource management programs, including fish hatcheries, the provincial parks system, and the management of the Great Lakes.

Personal Information Banks

Project Better Place Division Snapshot

Legal Authority:	Ministry of Natural Resources Act
Info Maintained:	Branch, Job Description, Name, Personal Interests, Photograph, Section, Title
Uses:	To promote team building and enhance work relationships by providing staff with a visual

Users: reference to the people within the Division.
Policy and Planning Division Staff
Individuals in Bank: Policy and Planning Division Staff
Retention Period: 1 year

POLICY DIVISION ABORIGINAL POLICY BRANCH

To provide leadership to the Ministry in building Aboriginal relations, and in developing aboriginal related policies and strategies; and, to represent the Ministry's interest in inter-Ministry and inter-governmental Aboriginal related forums and processes.

General Records

- Native Natural Resource Issues, negotiations, related agreements

POLICY DIVISION FORESTS BRANCH

The role of Forests Branch (FB) is to provide leadership and direction in the management of Ontario's forest resources. The branch coordinates the development and implementation of forest legislation, policies, programs, standards and related forest management planning mechanisms.

Forests Branch also leads initiatives to establish and maintain mechanisms for evaluating and reporting on forest management practices and enhancing competency to meet standards and ensure forest sustainability.

General Records

- Ecological Data Repository
- Forest Evaluation
- Forest Renewal
- Wood Measurement
- Forest Competency
- Forest Policy
- Ecological Land Classification System

Ministry: NATURAL RESOURCES

Manuals

- Forest Information Manual (draft)
- Scaling Manual (approved)
- Forest Operations and Silviculture Manual (approved)
- Forest Management Planning Manual (in regulation)

Personal Information Banks

Timber Sales Status System

Legal Authority: Bill 171, Section 45(1)
Info Maintained: Scaler name, address
Uses: Maintain historical data on address changes, initial scaling course results, scaling refresher course results
Users: Forest Industry Section, Tenure and Management staff
Individuals in Bank: 1730 Ontario licenced Scalers
Retention Period: From initial provincial scaling course

Tree Distribution System -Program Applicants

Legal Authority: Forestry Act, R.S.O. 1980, c.175, s.8.2
Info Maintained: Name, address, description of property to be planted, nursery stock, order number, required and shipped
Uses: Invoicing, stock control, shipping reports

Users: Nursery administration and technical staff
Individuals in Bank: Applicants
Retention Period: 5 Years then transferred to archives

**POLICY DIVISION
NATURAL HERITAGE, LANDS AND PROTECTED SPACES BRANCH
PARKS AND PROTECTED AREAS POLICY SECTION**

Personal Information Banks

Regulating Ontario's Living Legacy Recommended Protected Areas

Legal Authority: Environmental Assessment Act, Provincial Parks Act, Public Lands Act.
Info Maintained: Name, address (individuals, adjacent landowners, local and provincial stakeholder groups, municipalities, resource users, etc...) and/or comments and opinions (in cases only where comments or opinions have been solicited).
Uses: To inform interested parties about the governments intent to refine the boundaries of the Ontario's Living Legacy Land Use Strategy recommended protected areas (provincial parks and conservation reserves), to solicit comments/opinions regarding this bound
Users: Applicable staff in MNR field offices and Ontario Parks zone offices leading the public consultation process.
Individuals in Bank: Members of the public and stakeholders who may be potentially affected by the regulations of the 378 Ontario Living Legacy recommended provincial parks and conservation reserves.
Retention Period: Not determined.

**POLICY DIVISION
SPECIES AT RISK BRANCH**

Personal Information Banks

Ministry: NATURAL RESOURCES

Species at Risk Stewardship Fund

Legal Authority: Endangered Species Act, 2007
Info Maintained: Name, address, phone number, e-mail address and some financial information with respect to submitted applications and if approved, any subsequent project documentation (i.e. reports, data, products).
Uses: To administer the funding program for stewardship activities related to the recovery and protection of species at risk and their habitats.
Users: Applicable staff in Species at Risk Branch, MNR field office staff (SAR biologists) and Environment Canada federal fund coordinators (Habitat Stewardship Program for Species at Risk and Aboriginal Fund for Species at Risk) as per the Bilateral Agreement b
Individuals in Bank: Applicants to the Stewardship Fund which may include individual landowners and other members of the general public.
Retention Period: 7 years after the project is completed for financial information. 25 years after the project is completed for project activity information.

**POLICY DIVISION
STRATEGIC POLICY AND ECONOMICS BRANCH**

The Strategic Policy and Economics Branch leads the development of integrated strategies and policies for managing natural

resources in Ontario. Key roles include supporting and coordinating the development of Cabinet submissions, legislative submissions, regulations, Orders-in-Council and appointments, and participating in the review of submissions from other ministries. The Branch also provides socio-economic research and analysis, and environmental planning advice.

General Records

- Management Planning and Analysis
- Cabinet Submissions and Minutes
- Compliance - Policy and Analysis
- Fisheries and Wildlife - Policy and Analysis
- Lands and Waters - Policy and Analysis
- Parks and Natural Heritage - Policy and Analysis
- Aviation Flood and Fire - Policy and Analysis
- Forestry - Policy and Analysis
- Strategic Corporate Planning, Work Planning, Corporate Directions
- MNR: Moving Forward
- Capital Projects (Major and Minor)
- Reorganization Records
- Lands Related Information - Policy and Analysis

Manuals

- Direction 90s
- Guide to Policy Development
- Guide to Strategic Planning
- MNR: Moving Forward - 95

PROVINCIAL SERVICES DIVISION AVIATION, FOREST FIRE AND EMERGENCY SERVICES BRANCH

The Aviation, Forest Fire and Emergency Services Branch provides forest fire management services for the province including fire management policies and strategies, fire prevention and detection, and the basic resources for managing forest fires; aviation flight and maintenance crews and equipment in support of forest fire and natural resources management, and other specialized aviation services, including non-scheduled air transport to all government ministries and agencies; and emergency management in response to forest fires, floods, drought/low water, dam failures, erosion, soil and bedrock instability, crude oil and natural gas exploration, natural gas and hydrocarbon underground storage, and salt solution mining emergencies.

General Records

- Provincial Response Centre (structure, operations)
- Flight Safety
- Agreements for Fire Management (aviation, federal, provincial, resource-sharing, inter-agency, inter-
- Compliance and Investigation

Ministry: NATURAL RESOURCES

- Flood History (data, statistics, studies)
- Streamflow Forecasting
- Water Resources Information
- Fire Data (statistics, history)
- Fire in the Ecosystem
- Fire Equipment
- Fire Reporting
- Forest Fire Crews (equipment, training, standards)
- Bases (land and water)
- Forest Fire Prevention
- Forest Fire Reports
- Aircraft and Water Bombers (acquisition, disposal, operation, etc.)
- Air Transport
- Commercial Aircraft Companies
- Fire Decision Support System
- Fire Emergency Services
- Fire Environment and Weather
- Flight Reports, Requests for Flying
- Lightning Locator Network

- Prescribed Burning

Manuals

- Prescribed Burning
- Operation and Maintenance of Aircraft
- Fire Detection, Suppression, Training and Attack

Personal Information Banks

Forest Fire Personnel - Qualifications

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31.
- Info Maintained:** Name, qualifications., rank
- Uses:** Select staff for fire fighting operations.
- Users:** Fire managers, district managers, regional directors, Fire Duty Officer.
- Individuals in Bank:** Natural Resources staff.
- Retention Period:** Updated as changes occur, or every 12 months, then destroyed.

PROVINCIAL SERVICES DIVISION ENFORCEMENT BRANCH

The Enforcement Branch of Field Services Division provides assistance, advice and direction to ministry staff at all levels, on a variety of compliance and law enforcement matters.

The branch is responsible for the development, coordination and delivery of an Integrated Provincial Compliance Program which focuses on the promotion, monitoring and enforcement aspects of compliance.

The branch liaises and networks with other compliance and enforcement agencies, collects intelligence information on resource violators at a regional and provincial level, reviews and provides direction on the execution of search warrants and coordinates the planning and execution of special investigations.

General Records

- Conservation Officer Training Records
- Resource-related Statutes (Acts and Regulations)
- Contingency Plans
- District/Lake Compliance Plans
- Conservation Officer and Deputy Conservation Officer Appointments

Manuals

- Prosecutor's Manual
- Search Warrant Manual
- Uniform Manual
- Compliance Activity and Violation Reporting System

Ministry: NATURAL RESOURCES

- Contingency Planning Guidelines
- Compliance Planning Guidelines
- Conservation Officer Training Manual
- Use of Force Training
- Compliance Policies, Procedure, Directives

Personal Information Banks

Provincial Coordination Centre

- Legal Authority:** All MNR enforced legislation. Criminal Code, R.S.C. 1970, c. C.34
- Info Maintained:** Maintain log of field staff location, date, time in, time out, activity. Access to Canadian Police Intelligence Computer (CPIC) data base. Access to MNR Compliance Activity Violation Reporting System (CAVRS) data base. Access to MNR computer informatio
- Uses:** Trackinh of MNR staff field activities. Flight Watch. Communication link to field. Information data base. Initiate and monitor Search and Rescue.
- Users:** All MNR staff. Enforcement information restricted to enforcement staff

Individuals in Bank: Individuals recorded in CAVRS, CPIC. All Conservation Officers. MNR staff lists by work location. Other enforcement agencies, fire departments, ambulance, emergency services
Retention Period: Indefinite

Aboriginal Person Violation Screening Reports

Legal Authority: All MNR enforced legislation.
Info Maintained: Potential violator's name, address, band, date of birth, synopsis of investigation, Treaty affiliation, violation/occurrence details.
Uses: Ensuring that the rights of Aboriginal Persons are not violated.
Users: No public access. Access restricted to selected staff of Compliance Operations Section, the investigating officer of a particular case, Assistant Deputy Ministry, Field Services Division, selected lawyers in the MNR Legal Services Branch.
Individuals in Bank: Aboriginal Persons who have potentially violated legislation administered and enforced by MNR.
Retention Period: 20 years.

Compliance Activity and Violation Reporting System (CAVRS)

Legal Authority: All of the MNR enforced legislation
Info Maintained: Outdoor card licence number, Violations; violator's name, address, age, charging officer, date of birth, sex, record of violation, charges, warning statute, section, court proceedings, conviction, penalties
Uses: Provincial record of all violations of MNR enforcement contracts, warnings, charges, prosecutions and penalties.
Users: Access restricted to selected MNR Compliance personnel. Information may be disclosed to enforcement personnel in other agencies.
Individuals in Bank: Persons warned, charged, prosecuted, convicted and penalized under MNR legislated statutes (Acts and Regs)
Retention Period: 5 years, then transferred to archives.

Conservation Officer Training - Candidates

Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31
Info Maintained: Names, address, examinations and final marks for each candidate
Uses: Review performance, make recommendations for promotions, transfers, secondments, special assignments, officer upgrading, career development
Users: Program managers, individual in bank, candidates for courses
Individuals in Bank: Candidates for courses
Retention Period: Indefinite

Ministry: NATURAL RESOURCES

Intelligence Report

Legal Authority: Criminal Code, R.S.C. 1970, c. C.34; Fisheries Act (federal), Game and Fish Act, R.S.O. 1990, c.G.1
Info Maintained: Name, address, bank., citizenship, date of birth, distinguishing features, driver's licence number, height, present employers, sex, social insurance number, spouse, weight
Uses: Special investigations; enforcement intelligence
Users: Coordinator of special investigations, special investigators, field conservation officers.

- Individuals in Bank:** Individuals and companies suspected of being involved in large-scale and/or commercial illegal operations
- Retention Period:** Maximum three years, then destroyed

PROVINCIAL SERVICES DIVISION FISH AND WILDLIFE SERVICES BRANCH

Fish and Wildlife Services Branch provides leadership and direction for the management of Ontario's fisheries and wildlife resources. The branch coordinates the development, implementation and improvement of fisheries and wildlife legislation, policies, programs, standards and related management mechanisms, including marketing and client services. The branch represents the ministry on initiatives involving provincial-level clients and stakeholders and with provincial, national and international agencies and organizations. It also manages the Outdoors Card and licensing programs, associated information systems and "draws" related to allocation of wildlife resources. The branch is responsible for supporting Ontario's Biodiversity Strategy, Ontario's Species at Risk Program and the Natural Heritage Information Centre. It also leads policy and program associated with habitat conservation, invasive species management and biodiversity education and stewardship initiatives.

General Records

- January Waterfowl Survey
- Agricultural Habitat for Wildlife
- CITES(Convention on International Trade in Endangered Species of Wild Fauna and Flora) Export Permit
- Captive Wildlife
- Community Wildlife Involvement Program
- Fisheries Legislation
- Fur Dealers
- Fur Harvest
- Fur Management
- Fish Diseases, Hatchery Disease, Fish Nutrition, Distribution
- Hunting and Trapping Policies and Education
- Wildlife in Captivity
- Large Mammal Bibliography
- Mid-December Goose Survey
- Survey of Recreational Fishing in Ontario
- Trapping, Traps, and Snares
- Urban Wildlife Damage
- Wild Turkey Management Information
- Wildlife Education Services
- Woodcock Singing Ground Survey
- Wildlife Legislation
- Habitat Stewardship
- Mammals
- Avian Species
- Environmental Assessment for Wildlife
- Forest Habitat for Wildlife
- Fish Community Synthesis Database
- Fish Culture Stations(plans, specifications)
- Fish Stocking
- Fisheries Policy and Procedure Directives
- Lake Trout Bibliography
- Big Game Harvest Cards
- Game Policy(habitat/management - big game, upland game, waterfowl)
- Wildlife Validation Tag Inquiry Database
- Non-Game Policy and Management
- Ontario Wildlife Information System
- Predators
- Registered Trapline Maps

Ministry: NATURAL RESOURCES

- Provincial Fur Harvest Records
- Urban Wildlife Habitat
- Wildlife Inventory and Monitoring
- Wildlife Population Monitoring
- Wildlife Strategy for Ontario

- Strategic Plan for Ontario's Fisheries (SPOF)

Manuals

- Guidelines for Stocking F1 Splake in Inland Waters
- Habitat (Fish)
- Management of Aurora Trout (FI.3.02.02)
- Manual of Instructions - Aquatic Habitat Inventory Surveys (FI.2.03.01)
- Ontario Guidelines for Aquatic Plant Control
- Rationale for Stocking F1 Splake in Inland Waters
- Strategic Plan for Ontario's Fisheries (SPOF II)
- Timber Management Guidelines for the Protection of Fish Habitat
- Fisheries Guidelines for the Review of Agricultural Drain Maintenance Proposals
- Wildlife Policies and Procedures
- General Guideline for Stocking Hatchery Fish
- Fish Habitat Protection Guidelines for Developing Areas
- Interim Process for Authorization of Projects Under Section 35(2) of the Fisheries Act
- Marten Guidelines
- Moose Hunter Education Manuals
- Pacific Salmon Management (FI.3.02.01)
- Procedure for the Evaluation of Proposals to Stock Fish beyond their Current Range in Ontario
- Standardization of Names of Fish (F1.3.00.01)
- Stocking Policy for F1 Splake in Inland Waters (FI.2.02.02)
- Sustaining Ontario's Fisheries - A Progress Report on the Strategic Plan for Ontario's Fisheries (SP
- Fur Management Manual
- Wetlands Evaluation
- Use of the Timber Management Guidelines for the Protection of Fish Habitat (FI.3.03.01)
- Community Fisheries Involvement Program (CFIP) Guidelines for Program Implementation
- Community Wildlife Involvement Program Manual
- Deer Habitat Guidelines
- Hunter Education Manual
- Pileated Woodpecker Guidelines
- Selected Wildlife and Habitat Features
- Moose Habitat Guidelines
- General Policy for Stocking Fish in Ontario (FI.2.02.01)
- Habitat Management (Wildlife)
- Fisheries-related Information - Requirements for Pipeline Water Crossings
- Wildlife and Habitat Features
- A Fisheries Protocol - An Agreement between the Ministry of Transportation and MNR for Protecting Fi
- A Summary of Policies and Guidelines for the Protection of Aquatic Habitat in Ontario
- An Approach to the Management of Groundwater Resources to Protect and Enhance Fish Habitat
- Aquatic Habitat Bibliography - 1995
- Aquatic Habitat Mitigation and Compensation Reference Manual
- District Fisheries Management Planning
- Electrofishing (FI.3.01.01)
- Deer Management, Moose Management
- Trapper Education Manual

Personal Information Banks

Ministry: NATURAL RESOURCES

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Export Permits

Legal Authority:	Currently Federal Import/Export Act. Soon will be replaced by Wild Animal and Plant Protection and Regulation of International and InterProvincial Trade Act and Regulations Controlling Trade in Harmful Species
Info Maintained:	Name, address of exporter, and/or applicant, consignee, date, description of wildlife item to be exported, info re how acquired
Uses:	Issue Permits, administer CITES
Users:	CITES, wildlife enforcement staff
Individuals in Bank:	Exporters, applicants, consignees
Retention Period:	Not determined

Fishing Permits - Scientific Collectors

Legal Authority:	Ontario fisheries regulations made under the Fisheries Act, R.S.C. 1970, c-840, s.1(79-131)
Info Maintained:	Name, address, affiliation, associates
Uses:	Control the sampling of native fish species by private organizations
Users:	Ministry fisheries staff and enforcement staff
Individuals in Bank:	Permit Holders
Retention Period:	Seven years, then to archives

Fur Administration

Legal Authority:	Regulations made under the Game and Fish Act
Info Maintained:	Name, address, date of birth, hair and eye colour, height, weight
Uses:	Issue licences; maintain identification records; law enforcement and harvest management
Users:	Wildlife and Enforcement staff
Individuals in Bank:	Trappers, fur buyers, dealers, importers, farmers, tanners/taxidermists
Retention Period:	Not determined

Hunter Education

Legal Authority:	Regulations made under the Game and Fish Act; Interpretation Act, R.S.O. 1990, cl.11,s.28(b)
Info Maintained:	Name, address, criminal history, date of birth, height, languages spoken, sex, weight
Uses:	Administration; maintain identification records; law enforcement
Users:	Ministry hunter education coordinators
Individuals in Bank:	Potential hunter education instructors, new hunters
Retention Period:	Not determined

Moose - Bear Management - Tourist Outfitters Database

Legal Authority:	Regulations under the Game and Fish Act
Info Maintained:	Name, address, allocation, business name, harvest, phone number.
Uses:	Management of tourist outfitters allocation and harvest of moose and bear resources
Users:	Ministry policy and operations staff and enforcement staff
Individuals in Bank:	Business or individuals who have a moose or bear allocation
Retention Period:	Not determined

Commercial Fishing Licences

Legal Authority:	Game and Fish Act, R.S.O. 1990, c.G.1;R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b)
Info Maintained:	Name, address, designated fishing area

Uses: Evaluate sustainability of applicant for a commercial fishing licence
Users: Branch administrative staff, program specialists, field staff
Individuals in Bank: Licence holders
Retention Period: Not determined

Ministry: NATURAL RESOURCES

Wildlife Validation Tag Database

Legal Authority: Game and Fish Act
Info Maintained: Name, address, age, licence number, prior draw status, sex applied for, unit applied for, validation tag number
Uses: This collection stores the information on the life cycle of validation tags for Moose and Deer harvest. It is used to supply both the public and MNR field staff with information on application receipt, status and the success in the draw
Users: Main Office, program area and field staff
Individuals in Bank: Applicants to provincial moose and deer lottery
Retention Period: Not determined

Licence Issuers - DRAMS and MORAMS

Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1, s.43(2); Implementation Act, R.S.O. 1980, c.219, s.27(b)
Info Maintained: Name of licence issuer, account number, business location, licence types and quantities sent, revenue received/owed, telephone number
Uses: Maintain an inventory of fish and wildlife licences; maintain accounts receivable
Users: Staff of Outdoor Licencing, Field Offices and Revenue Receiving
Individuals in Bank: Individuals appointed by the Minister of Natural Resources as issuers of fish and wildlife licences
Retention Period: Five years after resignation, then destroyed

Non-Resident Hunting and Fishing Licences

Legal Authority: Regulations made under the Game and Fish Act
Info Maintained: Name, address, and, date of birth, hair and eye colour, height, in some banks, weight
Uses: Issue Licences; maintain identification records; user surveys; compliance, management, and resource allocation information
Users: Ministry staff
Individuals in Bank: Non-resident hunters and anglers
Retention Period: Three years then destroyed. Unsold licences destroyed immediately after year end

Outdoors Card (Hunting and Fishing Version)

Legal Authority: Regulation made under Game and Fish Act, R.S.O. 1990
Info Maintained: Name of client, address, conservation or seasonal fishing, date of birth, expiry date, hair and eye colour, identifier, number, previous hunting licence (if applicable) includes "old" Wildlife Valid, suspension from angling and/or hunting, type of 3-year
Uses: Licencing, compliance, fisheries and hunting management
Users: Ministry fisheries, wildlife and revenue staff
Individuals in Bank: All resident fishing and hunting licence holders
Retention Period: Permanent

Recreational Resident Sport Fishing and Hunting Licences

Legal Authority: Game and Fish Act, R.S.O. 1990, and regulations made thereunder
Info Maintained: Name, address, date of birth, height and hair colour, outdoors card number

Uses:	Licencing, enforcement fisheries and wildlife, resource allocation
Users:	Ministry fisheries, wildlife, planning, licencing and enforcement staff
Individuals in Bank:	Licence holders
Retention Period:	Three years, then destroyed, except tombstone information contained under Outdoors Card (10 years)

**PROVINCIAL SERVICES DIVISION
FISH AND WILDLIFE SERVICES BRANCH
LICENCING AND CLIENT SERVICES SECTION**

The Natural Resources Information Centre (NRIC) is Ontario's source for general information about the Ministry of Natural Resources. We respond to calls and emails from the public about hunting and fishing regulations, nuisance wildlife, land use, parks and protected areas and a wide variety of other subjects.

General Records

Ministry: NATURAL RESOURCES

- Instructions to Issuers of Angling and Hunting Licences
- Ontario Base Map 1:20,000
- Ontario Base Maps 1:10,000

**PROVINCIAL SERVICES DIVISION
ONTARIO PARKS**

Ontario Parks coordinates Ontario's parks and protected areas system, leads the provincial Species at Risk Program and manages more than 314 provincial parks with an area of over 7.65 million hectares. Parks are managed to protect representative and unique examples of Ontario's natural and cultural heritage. A majority of parks emphasize protection, but over 100 are operated to provide recreation, canoe tripping, hiking, nature viewing, camping, picnicing, swimming and more. Many of these parks offer natural and cultural heritage education programs. Parks are popular camping destinations, so campsite reservations are recommended. They can be made for more than 65 provincial parks by calling 1-888-ONT-PARK, or on the Internet at www.OntarioParks.com. The Web site includes information about park operating dates, barrier free access, contacting parks, facilities and services, park regulations, and a host of other subjects.

General Records

- Forest Site Regions, Site Districts, Provincial Parks Maps
- Provincial Parks Act Review
- Provincial Parks Capital Assets
- Provincial Parks User Survey
- Provincial Parks Visitation Statistics
- Status of Provincial Parks in Site Regions and Site District
- Yearly Sanitation Audit Reports
- Annual Bathing Beach/Drinking Water Reports

Manuals

- Minimum Operating Standards
- Barrier Free Guidelines
- Day Survey Statistical Summary
- Visitors Services Notes
- Ontario Provincial Parks Management Planning Manual (1994)
- Operations policies, procedures, bulletins
- Planning Policies, Procedures, Bulletins
- Site Development Details
- Camper Survey Statistical Summary
- Development Standards Manual
- Environmental Assessment in Provincial Parks Field Reference
- Ontario Provincial Parks Planning and Management Policies (1992)
- Provincial Parks Statistics
- Buildings and Structures

Personal Information Banks

Camping and Vehicle Permits

Legal Authority:	Provincial Parks Act, R.S.O. 1990, c.P.34, Reg 952; R.R.O. 1990
Info Maintained:	Names of other campers in the party, registered camper's name, address, credit card information (if paid by credit card), disabled person or youth group, status as senior citizen, vehicle licence number
Uses:	Park management and responding to emergency or compassionate requests
Users:	Parks clerk, gate attendants, park superintendent and park wardens
Individuals in Bank:	Campers in provincial parks
Retention Period:	Current plus two years, then destroyed

Ministry: NATURAL RESOURCES

Complaints

Legal Authority:	Provincial Parks Act, R.S.O. 1990 c.P.34
Info Maintained:	Complainant's name, Correspondence from complainant, nature of complaint.
Uses:	Park management and responding to issues raised by the public; plus initiating improvements to the park system
Users:	Park managers
Individuals in Bank:	Complainants
Retention Period:	Maximum 5 years, then destroyed

Contracts

Legal Authority:	Provincial Parks Act R.S.O. 1990, c.34
Info Maintained:	Original file maintained at provincial park office. Summary with name, business address, type and terms of contract maintained by Provincial Parks Operations S.
Uses:	Contract administration; monitoring the type and extent of contracted services and responding to public enquiries about contracting opportunities
Users:	Staff at park and operations section
Individuals in Bank:	Contractors
Retention Period:	Maximum 5 years following expiry of contract, then destroyed

Occurrence Reports

Legal Authority:	Provincial Offences Act R.S.O.1990c.P.33, Ministry of Natural Resources Act R.S.O.1990 c.M.31, Provincial Parks Act, R.S.O.1990 c.P.34, Liquor Licence Act, R.S.O. 1990.c.L.19, Highway Traffic Act R.S.O.1990, c.H.8, Trespass to Property Act R.S.O. 1990 c.T.
Info Maintained:	Name, date, age, evictions, address, and seizures, time and nature of occurrence. Name, vehicle licence number and vehicle owner if necessary. Documentation, warnings.
Uses:	Park management, proceedings under various statutes and information for Ontario Provincial Police follow up if necessary
Users:	Park wardens, park managers, Ontario Provincial Police
Individuals in Bank:	Persons relative to occurrence
Retention Period:	Maximum five years, then destroyed

General Records

- Training Room Data Base
- NWR Geomatics Technical Team - Terms of Reference and Minutes
- IFIS Reports
- Health & Safety Inspection Reports and Responses
- HR Files
- Purchasing Card Statements
- Travel Claims
- IM Forum - Terms of Reference and Minutes
- Project Charters & Artefacts
- Data Sharing Agreements

Personal Information Banks

Competition Files for staffing within Northwest Science and Information Section

- Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31
- Info Maintained:** Names, addresses, examinations and final marks for each candidate
- Uses:** Reference for names, addresses, final marks
- Users:** Manager, Coordinators, Administrative Assistants
- Individuals in Bank:** Candidates for competition
- Retention Period:** Indefinite

Ministry: NATURAL RESOURCES

PROVINCIAL SERVICES DIVISION SCIENCE AND RESEARCH BRANCH

The responsibility of the Science and Research Branch is to develop new scientific knowledge for MNR clients and for key partners. This scientific knowledge, delivered in products and services support delivery of a wide range of core business activities including fish, wildlife, forestry and water resource management planning, policy and program development and issue management. The branch also leads MNR's planning for climate change and response to the Kyoto Protocol.

General Records

- Forest Modelling and Productivity Program
- Small Lake Inventory
- Provincial Tree Improvement Database, and Growth and Yield Database.
- Rabies Research Data and Specimen Collection
- Provincial Snow and Winter Severity Database
- Polar Bear Research Data
- Pest Management Programs
- Mixed Wood Silviculture Program
- Interagency Trawling - Western Lake Erie
- Intensive Plantation Ecology Program
- Index Fishing - Lake Erie and Lake St. Clair
- Schedule History Files
- Herbicide Susceptibility System
- Hardwood Silviculture Program
- Technology Transfer and Information Program
- Estimates of Biomass and Production of Zooplankton, Lake Erie
- Correspondence
- Forest Industry Studies/Reports
- Aquatic Habitat Rehabilitation Inventory
- Black Bear Research
- Calcified Structure Data Extraction System
- Genetic Resource Management Program
- Deer Winter Feeding
- Forest Stand Ecology Program

- Experimental Netting Records and Associated Scale Samples
- Fish Genetics Data
- Forest Ecosystem Ecology Program
- Forest Growth and Measurement Program
- Forest Landscape Ecology Program
- Stock Assessment - Lake Erie
- Credit River Spawning Survey Data
- Habitat Research
- Research on Forest Dynamics, Ecosystem Structure and Function, and Silviculture Practice and Impacts
- Seedling Production and Establishment Program
- Productivity Research
- Ecology of Bear, Moose, Deer, Caribou and Sportfish
- Ecosystem Ecology
- Trout Stream Habitat Modelling Database
- Full Tree Harvesting
- Fisheries Research General Data
- Impacts of Forestry on Moose, Fish and Tourism
- Intensive Forest Management
- Settled Landscapes Research
- Silviculture Research
- Systems Ecology
- Wetlands Research
- Fish Age and Growth
- White Tailed Deer Habitat Data
- Vegetation Management Alternatives Research Trial Data
- Vendors Lists
- Walleye Sauger Bibliography
- Landscape Ecology
- Weather Temperature Data Series
- Yearling Walleye Interagency Gillnetting

Ministry: NATURAL RESOURCES

- Whitefish and Associated Species Fisheries Research Data
- Wildlife Health Research Data
- Wildlife Morphology Data
- Wildlife Radio Tracking Data
- Wildlife Research Necropsy Records and Specimen Collections
- Wildlife Research, Northern Unit, CNFER
- Wolf Research Data and Specimen Collection
- Weather Records - South Baymouth

Manuals

- Forest Industry Action Group
- Growth and Yield Permanent Sample Plots Minimum Standards and Field Manual
- Issued to staff to provide technical information, standards and techniques
- Wildlife Policies and Procedures

Personal Information Banks

Clients

Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, s.2.

Info Maintained:

Uses: To seek input and provide information on forest, aquatic and wildlife research and policy.

Users: staff and managers.

Individuals in Bank:

Retention Period:

**PROVINCIAL SERVICES DIVISION
SCIENCE AND RESEARCH BRANCH
BIODIVERSITY AND MONITORING SECTION**

General Records

- Assets Management Records
- Financial Records
- NESI Team Minutes
- Northeast Science & Information Section (NESI) Strategic Plans

Manuals

- Multi Cohort System
- Landscape Metrics
- GAP Tool
- Forest Operations Prescription Guidelines
- Walleye Spawning Channel Improvement Projects
- NOEGETS
- Non- Timber Forest Products
- FEC Mapping
- ELC Architecture
- Claybelt Knowledge Synthesis
- Caribou
- Calibrating boreal forest renewal standards
- Investigation of Fish Communities and Habitat in the Abitibi Canyon Generating Station Tailwater
- Field Guide to Forest Ecosystems of Northeastern Ontario 2nd Edition May 2000
- Field Guide to Forest Plants of Northeastern Ontario
- A Forest Habitat Suitability Matrix for Northeastern Ontario
- Moose Aerial Observation Manual
- Northern Wetland Evaluation Manual
- Blue Jay Creek - Manitou River Rehabilitation Plan
- Boreal Mixed Wood Guide
- Flood Study for the Ivanhoe River Watershed
- Biodiversity Strategy

Ministry: NATURAL RESOURCES

- Lake Sturgeon Monitoring Units
- Lake Sturgeon Range & Status in Ontario
- Magpie River Ramping Rate Study
- Ontario Flow Assessment Techniques (OFAT)
- Ontario Rivers/Streams Ecological Classification Techniques (ORSECT)
- Site Catalogue (see also Terra Workshops\Claybelt Field Tour)
- Exceptional Waters for Lake Sturgeon
- Field Guide to Protecting Advance Growth during Mechanical Harvesting
- The Beaver Handbook: A Guide to Understanding and Coping with Beaver Activity
- Succession
- Southern Wetland Evaluation Manual
- River Information Management Systems (RIMS) User's Manual Version 1.0
- PSP Establishment Manual for Northeastern Ontario
- Osprey - Eagles - Herons Guidelines Review
- Ontario Flow Assessment Techniques Version 1.0 User's Manual
- NESI Field Guide to the Autecology of Selected Crop Trees and Competitor Species in Northeastern Ontario
- Manual of Data Collection Standards for Tree Measurement
- Local Volume Tables for Boreal Tree Species in Northeastern Ontario
- Lake Abitibi Model Forest -ORSECT
- Ivanhoe River Watershed Modeling
- Prediction of Ecosite using the FRI and NOEGTS Data Layers
- Growth and Yield PSP Location Manual
- Silviculture Effectiveness Monitoring
- Field Guide to Forest Ecosystems of Northeastern Ontario FG-001 (Version 1)
- FEC/Growth and Yield Prescribed Burn
- FEC/ELC
- Evaluating the Impact of Marten Cores to Trapper Harvest
- Commercial Thinning
- Brook Trout Stocking Performance Study (OLL)
- Airphoto Interpretation Key, Development and Transfer of

- Wetland Ecosystem Classification
- Stock Type Trials
- Standard Forest Units
- Site Damage
- White Pine Monitoring - Scoping 2004/05
- Instream Sediment Control Techniques Field Implementation Manual

**PROVINCIAL SERVICES DIVISION
SCIENCE AND RESEARCH BRANCH
NATURAL RESOURCES INFORMATION SECTION**

The Natural Resources Information Section has a mandate to coordinate and integrate MNR's existing IMA program and to undertake re-engineering of those activities that require it. This section's products will provide data and information to standard that is necessary to meet MNR's legal and resource management needs. The three regionally-based Science and Information Sections provide for the integration and delivery of science and information, to support field implementation of programs. Through GIS Service Centres local access to specialized geospatial data is provided, using Geographic Information System (GIS) services.

General Records

- Growth and Yield - Permanent Growth Plot Data
- Forestry Resources Inventory Database
- Complete generalized landcover mapping of Ontario (digital raster information derived from Landsat TM)
- Databases
- Wildlife Assessment - Small Mammals
- Satellite Imagery (computer tape, microfiche)
- Resources Inventory (studies and maps)
- Remote-Sensing Technology
- Provincial Trend Inventory Project File
- Growth and Yield - Permanent Sample Plot Data
- SOLRIS Project Files
- Growth and Yield Trim Data Set
- National Forest Inventory Ground Plot Data
- Localized Remote Sensing Thematic Maps

Ministry: NATURAL RESOURCES

- Ontario Land Inventory
- Travel Expenses
- Ecological Land Classification - Ecological Data Repository (14-15 different data sets)
- Wildlife - Moose Aerial Inventory Database
- Bathymetric Database
- Wildlife Assessment - Salamanders
- National Forest Inventory Project File
- Common Financial Records
- Briefing Notes
- Memorandum of Understanding (MOU's)
- Vendor Of Records
- Data Agreements
- FRI Project File
- FRI Processing for Stewardship and Planning Inventories
- Historic Growth and Yield Data Set - Contains almost 40 data sets
- Ecological Land Classification Project File
- BASS Project File
- IMAR Project Files
- Fisheries Information Project Files
- State of Resource Reporting Project Files
- Wildlife Assessment Project File
- Wildlife Assessment - Plot Based Habitat
- Wetland Data Management Project File
- VNP Project File
- Growth and Yield Project File

Manuals

- Wildlife Assessment - Salamander Sampling Protocol
- 1995 Operational Manual for Quality Inspection of Aerial Photography
- Wildlife Assessment - Habitat Field Manual
- Thematic Data and E-cognition Manual
- SOLRIS Phase II Technical Manual
- SOLRIS General Editing Functions
- SOLRIS Data Quality Control Analyst Guidelines
- National Forest Inventory Ground Plot Field Manual
- Growth and Yield Permanent Growth Plot Field Manual
- Enhancing Landsat Imagery TM Imagery
- 2002 Specifications for Automating FRI (for southern Ontario, using 1:10,000 scale photography)
- 1998 Specifications for Automating FRI
- 1996 Specifications for Collection of Digital Centre Point Data for FRI Photography
- Ecological Land Classification Field Manual (apparently there is a provincial one and one for each of the three regions).
- 1996 FRI Cruising Instructions and Specifications
- 1996 Operational Manual for Indexing FRI Aerial Photography
- Manual of Supplementary Aerial Photography
- Manuals on Assessment of Regeneration Success by Aerial Photography
- Evaluated Wetland Manual
- Urban Manual
- Woodland Manual
- SOLRIS Editing Tool Manual
- SOLRIS Image Interpretation Manual
- Wildlife Assessment - Small Mammal Sampling Protocol
- Wildlife Assessment - Forest Bird Sampling Protocol
- Growth and Yield Permanent Sample Plot Field Manual
- 2000 (ICAS) Specifications for Aerial Survey Photography
- 1996 Specifications for FRI Photo Interpretation
- 1996 Specifications for Aerial Photography

Personal Information Banks

Ministry: NATURAL RESOURCES

Competition Records

Legal Authority:	Section 39(1) and 42(b) of the Freedom of Information and Protection of Privacy Act
Info Maintained:	Names, address, and final marks for each candidate
Uses:	Review performance, transfers, secondments, special assignments
Users:	Program managers, human resources
Individuals in Bank:	Candidates for competition
Retention Period:	Inoffice Retention - Current Calendar Year plus 1 after position staffed Off-site/Record Retention Centre - 5 Years Final Disposition for OPR - Destroy

REGIONAL OPERATIONS DIVISION

Regional Operations Division is MNR's local presence in communities across the province, delivering integrated programs on the frontlines of resource management through the ministry's three regions and 25 districts. The division delivers a complex array of programs including provincial enforcement, native affairs, fisheries, forests and provincial lands, in addition to such ministry resources as finance, facilities and engineering infrastructure, equipment and vehicles. Staff with a wide range of resource management experience work in area teams that are located both in district offices and in 17 area offices.

The offices and staff in the division are the principal window to MNR for members of the public, for clients and for stakeholders.

General Records

- Illegal Occupations of Crown Land
- Dams - Operations and Maintenance, Generating Station
- Remote Sensing
- Railway Crossings
- Quetico Foundation
- Ontario Wetland Evaluation System
- Ontario Land Inventory Maps
- Niagara Escarpment Plan
- Local Roads Boards, Cottagers Associations
- Road Construction, Maintenance, Bridges
- Lakes and Rivers Survey Data
- Sensitive Sites Reports (Keep It Wild)
- Hazard Lands Reports/Studies
- Forest Resources Processing Facility Reports
- Forest Resource Management Plans
- Forest Resource Licences
- Forest Management Unit Records
- Financial Audits of Conservation Authorities
- Federal-Provincial Agreement for the Protection of Reserve Lands
- District Land Use Guidelines
- District Cutting Licences and Forest Management Unit Records
- Land Status Information
- Budget Allocations
- Crown Land Rental
- Crown Land Camping
- Cottage Lot Program
- Conservation Officers' Weekly Activity Reports
- Capital Development and Maintenance
- Canoe Routes
- Approved Lake Plans
- Aggregate Sites/Permits
- Resource Status Reports (predator control, game harvest, wild rice, etc.)
- Budget Review
- Crown Land Survey Plans (opinions, field notes, microfilm)
- Work Planning
- Work Permits
- Unauthorized Occupations of Crown Land
- Transportation of Dangerous Goods
- Tourism - Lake Inventory
- Tenders, Agreements, Service Contracts

Ministry: NATURAL RESOURCES

- Strategic Land Use Planning (datea, reports)
- Strategic Fisheries Management Plans
- Solid Waste Disposal
- Program Reviews and Constraints

Personal Information Banks

Commercial Baitfish Licences (harvest and/or vendor)

- Legal Authority:** Game and Fish Act, R.S.O. 1990, c.G.1; R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b).
- Info Maintained:** Name, address, designated area., licence number, phone number
- Uses:** Control the number of baitfish licences issued.
- Users:** Branch administrative staff, program specialists, field staff.
- Individuals in Bank:** Licence holders.
- Retention Period:** Maximum 10 years, then destroyed.

Lakes and Rivers Improvement Act - Submissions

Legal Authority:	Lakes and Rivers Improvement Act, R.S.O. 1990, c.L.3, s.14(1)
Info Maintained:	Name, address, application for approval of plans and specifications., application for location approval, location of site, size and type of dam
Uses:	Maintain records; provide basis for review and approval; maintain inventory of dams.
Users:	Regional and district administrative and technical staff
Individuals in Bank:	Applicants
Retention Period:	Not determined

Land Rentals Accounts Receivable System (RARS)

Legal Authority:	Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.15, s.16, s.41, and s.42; Provincial Parks Act, R.S.O. 1980, c.401, s.21(1)(f)
Info Maintained:	Algonquin and Rondeau Park leases, Crown and miscellaneous leases, Individual's/company's name, address, annual rents and locations., easements, property descriptions, summer resort
Uses:	Bill for and collect revenue from Crown land leases and licences; maintain records of all transactions.
Users:	Staff of regional and district offices. Public has access to select information.
Individuals in Bank:	Companies, individuals renting Crown land
Retention Period:	Three years, then destroyed.

Offence, Seizure and Prosecution Reports

Legal Authority:	Game and Fish Act, R.S.O. 1990, c.G.1; Fisheries Act (federal), Migratory Birds Convention Act (federal).
Info Maintained:	Violations and violator's name, address, charging officer and court results, date of birth, driver's licence, time of infraction.
Uses:	Provide basis for legal proceedings for offences under any statute enforced by Ministry of Natural Resources; maintain law enforcement reports.
Users:	Law enforcement officers, law enforcement program managers/supervisors, courts and other law enforcement agencies.
Individuals in Bank:	Violators of statutes.
Retention Period:	Maximum to 20 years, then transferred to archives.

Ministry: NATURAL RESOURCES

Ministry Lists, Comments and Opinions

Legal Authority:	Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and a number of other statutes assigned
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to the ministry
Info Maintained: Name, address, and/or comments and opinions (in cases only where comments or opinions have been solicited).
Uses: To inform interested parties about ministry events or to solicit comments/opinions concerning natural resource management issues as per legislative requirements.
Users: Applicable program staff
Individuals in Bank: Members of the public who have requested natural resource management information, or who have provided comments/opinions on natural resource management issues.
Retention Period: Not determined.

Ontario Ranger Program

Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31
Info Maintained: Ratings of Ontario Rangers, comments on ratings
Uses: Rate performance; provide information to potential employers
Users: District manager; prospective employers
Individuals in Bank: Seventeen year-olds accepted into the Ontario Ranger Program
Retention Period: Two years, then destroyed.

Site Plan Replacement Schedule

Legal Authority: Aggregate Resources Act, R.S.O. 1990, c.A.8, s.69.
Info Maintained: Name, address, location of property, date site plan is to be replaced
Uses: Establish deadline for licensees to submit new plans. All former licensees under the Pits and Quarries Control Act who reapplied for a licence under the Aggregate Resources Act must submit new site plans within four years.
Users: Administrative staff, pits and quarries inspectors and supervisors
Individuals in Bank: Licensees
Retention Period: Not determined

Trapline and Trapping Records

Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1
Info Maintained: Trapper's name, history of traplines, harvest records conduct
Uses: Administer regional trapping program; manage fur resources; decide on licence renewal, etc.
Users: Program specialists, administrative staff, trappers
Individuals in Bank: Licensed trappers, fur dealers, applicants for new licences and transfers, fur sealers.
Retention Period: Some for five years, then destroyed, some in perpetuity

Petroleum Resources Data System (PRDS)

Legal Authority: Petroleum Resources Act, R.S.O. 1990, c.P.12
Info Maintained: Names, addresses of licensed oil and gas operators
Uses: Obtain technical information for statistical purposes, reports, etc.
Users: Ministry staff, associated governments, oil and gas industry
Individuals in Bank: Oil and gas producers and explorers, machine operators, landowners and lease holders.
Retention Period: Not determined

Ministry: NATURAL RESOURCES

Regulating Ontario's Living Legacy Recommended Protected Areas

Legal Authority:	Environmental Assessment Act, Provincial Parks Act, Public Lands Act
Info Maintained:	Name, address (individuals, adjacent landowners, local and provincial stakeholder groups, municipalities, resource users, etc...) and/or comments and opinions (in cases only where comments or opinions have been solicited).
Uses:	To inform interested parties about the government's intent to refine the boundaries of the Ontario's Living Legacy Land Use Strategy recommended protected areas (provincial parks and conservation reserves), to solicit comments/opinions regarding this bound
Users:	Applicable staff in MNR field offices and Ontario Parks zone offices leading the public consultation process.
Individuals in Bank:	Members of the public and stakeholders who may be potentially affected by the regulation of the 378 Ontario Living Legacy recommended provincial parks and conservation reserves.
Retention Period:	Not determined.

REGIONAL OPERATIONS DIVISION INTEGRATION BRANCH

The Integration Branch coordinates the implementation of Ministry of Natural Resources field programs. The branch delivers operational programs and services in the areas of stewardship and conservation, flood and drought management and works with Conservation Authorities for drinking water protection planning. In addition, the branch delivers Crown Lands business administration, coordinates aggregates and MNR's oil and gas program that includes licensing and compliance.

General Records

- Pits and Quarries-Licences, Applications, Procedures, Rehabilitation Studies
- Watershed Reports
- Water Efficiency Strategy
- Water Efficiency Database
- Great Lakes Water Use Database
- Grants to Conservation Authorities-Policies
- Erosion and Sediment Control for Urban Construction Sites
- Conservation Authorities Information Database
- Conservation Authority Policies
- Canada/Ontario Shore Damage Survey Base Maps
- Wetlands Evaluation Database
- Private Forest Road Agreements(Public Lands Act)
- Peat and Peatlands Technical Reports
- Boating and Marina Records
- Aggregate Commodity Studies
- Municipal Land Use Compilation
- Aggregate Resource Constraints in the Greater Toronto Area
- Public Forest Roads(Public Lands Act)
- Aggregate and Petroleum Resources Slide Collection
- Peat Database
- Environmental Guidelines for Access Roads and Water Crossings
- Lake Planning
- Lands Program Policies and Approvals

- Niagara Escarpment Plan Area Digital Compliance
- Northern Ontario Resources Transportation Committee
- Ontario Landscape Description
- Aggregate Resource Digital Compilation

Manuals

- Water Power Development Guidelines
- Beach and Dune Management Guideline
- Aggregate Resources Program Administration Manual
- Land Management Policies and Procedures
- Petroleum Resources Policies, Procedures and Bulletins
- Best Management Practices; Water Management (Agriculture Green Plan)
- Land Index (Doomsday Books, Land Index System)
- Water Resource Model Software Manual

Ministry: NATURAL RESOURCES

- Fill, Construction and Alteration to Waterways Regulations Manual
- Flood Plain Planning Policy Statement and Implementation Guidelines
- Great Lakes Coastal Zone Atlas(1976)
- Guidelines for Developing Great Lakes Shoreline Management Plans
- Resource Access Roads-Policy and Implementation Strategies and Guidelines
- Implementation Guidelines Under the Lakes and Rivers Improvement Act
- Land Titles
- Natural Channel Design Manual
- Natural Channel Systems-An Approach to Management and Design
- Policy and Procedures Manual for Conservation Authorities
- Subwatershed Planning
- Urban Drainage Design Guidelines
- Water Management on a Watershed Basis: Implementing an Ecosystem Approach
- Guidelines on Erosion and Sediment Control for Urban Construction Sites
- Geotechnical Principles for Stable Slopes, Great Lakes-St. Lawrence River Shorelines
- Code of Practice for Timber Management Operations in Riparian Areas
- Cross-Shore Profile Change Models, Great Lakes-St. Lawrence River Shorelines
- Dam Safety Program Manual
- Design and Construction Guidelines (Drainage)
- Environmental Checklist for Drain Maintenance Projects
- Environmental Guidelines for Access Roads and Watercrossings
- Terms of Reference for Floodline Mapping Studies(1986)
- Flood Plain Management in Ontario-Technical Guidelines
- Riverine Flooding Policy
- Great Lakes-St. Lawrence River System Policy
- Guidelines for the Preparation of the Great Lakes Shoreline Management Plans
- Hazardous Sites (Natural Hazards) Policy
- Integrating Water Management Objectives into Municipal Planning Documents
- Land Index System Data Base
- Wetlands Evaluation-Northern and Southern Manuals
- Fill, Construction and Alteration to Waterways Regulation Guidelines

Public Records

Crown Leases - Public and Mining Lands

Purpose:	Record ownership and lease conditions of land
Legal Authority:	Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.16, s.41, and s.42; Mining Act, R.S.O. 1990, c.M.14
Info Maintained:	Name, address, amount of rent, property description
Retrievability:	Property description
Retention Period:	N/A
Access Procedures:	N/A

Licences of Occupation - Public Lands and Mining Lands

Purpose:	Record ownership and lease conditions
Legal Authority:	Public Lands Act, R.S.O. 1990, c.P.43, s.2 and s.20; Mining Act, R.S.O. 1990, c.M.14
Info Maintained:	Name, address, amount of rent, property description

Retrievability: Property description
Retention Period: N/A
Access Procedures: N/A

**REGIONAL OPERATIONS DIVISION
REGIONS (NORTHEAST, NORTHWEST, SOUTHERN)
NORTHWEST REGION**

Personal Information Banks

Ministry: NATURAL RESOURCES

Accommodation or Hunting Services - Certificates (NW)

Legal Authority: O.Reg 492/83
Info Maintained: Name/address of non-resident bear or deer hunters, bear- and deer-hunting reports, hunting service proprietor name and address, relatives, tourist accommodation proprietor name and address.
Uses: Analyze compliance with regulations; obtain non-resident bear and deer harvest information.
Users: Regional wildlife specialist
Individuals in Bank: Proprietors of hunting services or tourist accommodations, non-resident bear and deer hunters.
Retention Period: Not determined.

Boat-Cache Decal Holders (NW)

Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2
Info Maintained: Boat owners names, addresses, locations of boats cached in the northwestern regions., makes, models, numbers, registration numbers, sizes
Uses: Maintain inventory; control boats cached on Crown land
Users: Ministry lands, fisheries and timber staff
Individuals in Bank: Commercial operators, resource users, residents
Retention Period: Not determined

Ministry: NORTHERN DEVELOPMENT AND MINES

Ministry: NORTHERN DEVELOPMENT AND MINES

**AGENCIES, BOARDS AND COMMISSIONS
THE OWEN SOUND TRANSPORTATION COMPANY LIMITED**

The Owen Sound Transportation Company Limited (OSTC), an Operational Enterprise Agency in the province of Ontario, is responsible to government through the Ministry of Northern Development and Mines. Its goal is to provide vehicle/passenger ferry transportation in the province of Ontario. Ferry services owned and operated by OSTC include the M.S. Chi-Cheemaun between Tobermory and Manitoulin Island. OSTC also provides contract operation of the Pelee Island Ferry service for the Ontario Ministry of Transportation.

**CORPORATE MANAGEMENT DIVISION
BUSINESS PLANNING**

Business Planning Branch supports ministry management towards sound and informed decision-making on results-based and infrastructure planning, resource allocations, in-year fiscal management, transfer payment accountability, performance measures, program evaluation, and quality service. Staff provide corporate analysis, business consulting and budget management services to core businesses. It is also responsible for coordinating financial reporting for the ministry as required by the legislature and central agencies of the government.

General Records

- Management Board Submissions
- Financial Reports
- Financial Planning (Budgetary) Records
- Financial Planning Files

CORPORATE MANAGEMENT DIVISION HR BUSINESS BRANCH

The HR Business Unit supports the ministry in the achievement of its mandate and organizational goals. It provides comprehensive and strategic Human Resources advice, policy direction, planning and expert services to the Deputy and Assistant Deputy Ministers with respect to : workforce and succession planning; leadership development; performance management; organizational design and development; business planning support; emergency management and security; and health, safety and wellness strategy development.

Common Records

- Grievances and Applications
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Student Applications (Summer Experience Prgm)
- Performance Management (Contracts & Training Plans)
- Joint Union/Management Committee Minutes
- Occupational Health and Safety
- Redeployment
- Staff Development

Personal Information Banks

Medical Surveillance Records

Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.26.

Info Maintained: Name, social insurance number, test results.

Uses: Workers' Compensation Board claims.

Users: Occupational Health and Safety Section staff, on-site manager, Workers' Compensation Board staff, health and safety committees.

Individuals in Bank: Ontario public servants, Crown employees.

Retention Period: Not determined.

Ministry: NORTHERN DEVELOPMENT AND MINES

DEPUTY MINISTER'S OFFICE COMMUNICATIONS SERVICES BRANCH

The Communications Services Branch informs the public, client groups and the news media about the ministry's activities. It coordinates communications planning on behalf of the ministry, advises other branches on communications issues and provides strategic communications support to the Minister, Deputy Minister, Northern Ontario Heritage Fund Corporation and senior management. Activities include strategic planning, media relations, events coordination, briefing notes and contentious issues management, servicing public inquiries, editorial services, creative services brokering and translation services. The

branch coordinates the maintenance and development of the ministry's corporate Internet and Intranet sites.

General Records

- MNDM Business Plan

DEPUTY MINISTER'S OFFICE COMMUNICATIONS SERVICES BRANCH COMMUNICATIONS SERVICES BRANCH - SUDBURY

General Records

- Freedom of Information Requests
- Business Plan
- Communications Plans
- Media Buys

DEPUTY MINISTER'S OFFICE CORPORATE POLICY SECRETARIAT

The Corporate Policy Secretariat is responsible for coordinating the ministry's policy agenda and developing policy reporting to the Deputy Minister. The Secretariat gathers ongoing information/intelligence on the broad corporate policy environment, and assesses northern and mineral industry impacts of policies proposed by other ministries. The Corporate Policy Secretariat is also responsible for the Ministry's Freedom of Information and Protection of Privacy coordination and administration.

General Records

- Cabinet Submissions
- Native Issues Files
- Policy Files

DEPUTY MINISTER'S OFFICE LEGAL SERVICES BRANCH

The Legal Services Branch provides legal services to ministry officials and staff in relation to ministry programs and services. This includes providing legal opinions and statutory interpretation; advice on aboriginal issues, freedom of information and privacy, conflict of interest, and constitutional matters; preparation of contracts, regulations, legislation and other legal documents; and representing the ministry before tribunals.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Litigation Files
- Medical Information (Personnel)
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)

Ministry: NORTHERN DEVELOPMENT AND MINES

MINES AND MINERALS DIVISION MINERAL DEVELOPMENT AND LANDS BRANCH MINE REHABILITATION AND COMPLIANCE SECTION

The Mine Rehabilitation and Compliance Section ensures that early exploration activities are carried out in accordance with the regulatory requirements and that mine sites in Ontario are closed out in a manner consistent with sound environmental and

public safety closure designs and to limit accrual of public risk and liability. The Section is responsible for inspections and compliance activities, as well as functions related to mine rehabilitation, financial assurance, abandoned mines, including management of the Abandoned Mines Rehabilitation Program and contingency planning for emergency situations related to inactive mine properties.

Common Records

- Performance Management
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Travel/Expense Accounts

General Records

- OMIP Final Report Files
- OMIP Application Files
- Industry Questionnaires
- Incentive Database
- Compilation Statistics OPAP and OMIP Program
- Mineral Commodities
- Financial Assurance Database
- Inspection Reports and Database
- Inactive Mines Database (NODA)
- Abandoned Mine Site Assessment Reports
- AMIS (Abandoned Mines Information System) Database
- OPAP Final Report Files
- OPAP Application Files

Manuals

- Rehabilitation of Mines Guidelines for Proponents
- Guidelines for Public Notice and Consultation for Exploration and Mining

MINES AND MINERALS DIVISION ONTARIO GEOLOGICAL SURVEY GEOSERVICES SECTION

Publication Services is the publisher for the Ontario Geological Survey, editing and producing the results of the Survey's research in the form of reports and maps. The Interleaf text publishing system and Intergraph map publishing system enable publications to be distributed by the traditional offset printing method, by electronic distribution and through on-demand reproduction of hard copy. The electronic text and map files are being incorporated into the databases being constructed and managed by the Data Services Section. Publication Services is also responsible for the Publication Sales Office at the Willet Green Miller Centre in Sudbury.

Email us at: pubsales.ndm@ontario.ca

General Records

- Geoscience Laboratory Analyses

Manuals

- Quality Control Manual
- The Analysis of Geological Materials (Vol. I - A practical Guide. Vol. II - A Manual of Methods)
- Geoscience Laboratories Manual
- Sampling Guide

Ministry: NORTHERN DEVELOPMENT AND MINES

- Radiation Safety Manual
- Geoscience Laboratories Safety Manual
- Capabilities Guide
- International Reference Materials Data Base

MINISTER'S OFFICE

NORTHERN DEVELOPMENT DIVISION

The Northern Development Division is comprised of the Regional Economic Development Branch, the Transportation, Trade and Investment Branch, the Strategic Coordination and Planning Branch, and the Northern Ontario Heritage Fund Corporation. The division is responsible for promoting economic development for Northern Ontario, and for the delivery of a variety of government programs and/or services in the north relating to community/regional economic development, transportation and community infrastructure.

General Records

- Committee Reports
- Program Files
- Policy and Planning Reports
- Commission Reports

Manuals

- Handbook of Management Guidelines for Local Services Boards
- Program Guidelines Manual

NORTHERN DEVELOPMENT DIVISION NORTHERN ONTARIO HERITAGE FUND CORPORATION

The Northern Ontario Heritage Fund Corporation (NOHFC) has a mandate to help create jobs and foster growth in the Northern Ontario economy. The NOHFC accomplishes this mandate by delivering targeted programs that assist the following: enterprises that will create jobs in the North, young entrepreneurs, youth internships and co-op placements, emerging technologies and small/medium size businesses with energy conservation while, at the same time, continuing to support vital infrastructure and community development projects that stimulate economic activity. Funding assistance available from the NOHFC includes conditional contributions, forgivable performance loans and repayable loans. Information on NOHFC's programs is available on the NOHFC website at www.nohfc.com or may be obtained from Government Information Centres and Ministry of Northern Development and Mines' offices.

Personal Information Banks

Enterprises North Job Creation

- Legal Authority:** Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Northern Ontario Young Entrepreneur Program

- Legal Authority:** Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Ministry: NORTHERN DEVELOPMENT AND MINES

Small Business Energy Conservation Program

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Tourism Program Requests

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Infrastructure and Telecommunications Program Request

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Strategic Partnerships and Community Foundations Program Requests

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of financing program, then destroyed.

Infrastructure and Community Development Program

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Emerging Technology Program

Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained: Name, address, financial information relating to the project, telephone number.
Uses: Evaluate project.
Users: Staff of the Northern Ontario Heritage Fund.
Individuals in Bank: Individuals applying to the program.
Retention Period: Seven years after the completion of the financing program, then destroyed.

Ministry: NORTHERN DEVELOPMENT AND MINES

Northern Ontario Youth Internship and Co-op Program

Legal Authority:	Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5.
Info Maintained:	Name, address, financial information relating to the project, telephone number.
Uses:	Evaluate project.
Users:	Staff of the Northern Ontario Heritage Fund.
Individuals in Bank:	Individuals applying to the program.
Retention Period:	Seven years after the completion of the financing program, then destroyed.

NORTHERN DEVELOPMENT DIVISION REGIONAL ECONOMIC DEVELOPMENT BRANCH

The Regional Economic Development Branch is comprised of six integrated area teams that form the focal point for economic development service delivery in northern Ontario. Located throughout the North, branch staff work with northern communities including First Nations, businesses, key economic sectors, and other stakeholders to provide one-stop access to economic development programs and services; promote government programs, assist clients in developing proposals, evaluate and monitor projects; support northern communities to identify and foster economic development opportunities; and provide local intelligence to support the development of new policies and programs. The Branch is also responsible for the administration of seven Small Business Enterprise Centres located in the larger urban centres in the North.

NORTHERN DEVELOPMENT DIVISION TRANSPORTATION, TRADE AND INVESTMENT BRANCH COORDINATION AND ANALYSIS UNIT

The Coordination and Analysis Unit coordinates input from the area teams, liaises with line ministries, undertakes research and analysis on northern trends and supports the development of northern initiatives.

NORTHERN DEVELOPMENT DIVISION TRANSPORTATION, TRADE AND INVESTMENT BRANCH TRANSPORTATION AND INFRASTRUCTURE UNIT

The Transportation and Infrastructure Unit recommends policies and programs designed to address Northern needs and circumstances; evaluates existing and proposed initiatives, e.g., transportation; communicates special northern circumstances to other ministries; and identifies and addresses emerging northern issues. The Transportation Program is undertaken in cooperation with the Ontario Ministries of Transportation and Natural Resources, the Ontario Northland Transportation Commission (ONTC) and the Owen Sound Transportation Company (OSTC). The Transportation Program includes a variety of programs directed towards the provision of capital infrastructure and passenger services.

General Records

- Committee Reports

Ministry: TOURISM, CULTURE AND SPORT

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS

METRO TORONTO CONVENTION CENTRE CORPORATION

The Metro Toronto Convention Centre Corporation is an agency of the Ministry of Tourism and Recreation. Since its opening on October 1984, the centre has earned a reputation as a world class facility hosting more than 2 million visitors a year. Consisting of 454,000 sq. ft. of exhibit halls, 95,400 sq. ft. of meeting rooms, a 28,000 sq. ft. ballroom, a 1,350 seat theatre, professional food preparation facilities and two parking garages with a total of 1,700 spaces, the centre accommodates small meetings of 40 people to conventions of 40,000 and consumer shows attracting more than 200,000 people. The Convention Centre's consistent and outstanding quality in food and service is unsurpassed in North America.

General Records

- Government/Legal
- Finance
- Credit
- Corporate Policies

Personal Information Banks

Payroll Files

- Legal Authority:** Metropolitan Toronto Convention Centre Act, R.S.O. 1990, c.M.11. s.8
- Info Maintained:** Employee name, address, telephone number, yearly earnings and deductions information.
- Uses:** Determine correct pay and deductions for employees.
- Users:** Payroll and senior accounting staff, auditors.
- Individuals in Bank:** Employees of the centre.
- Retention Period:** Not determined.

Employment Applications

- Legal Authority:** Metro Toronto Convention Centre, R.S.O. 1990, c.M.11, s.8
- Info Maintained:** Name, application forms, letters of application, resumes
- Uses:** Identify potential candidates for vacancies.
- Users:** Personnel staff, department managers.
- Individuals in Bank:** Applicants for vacant positions.
- Retention Period:** Six months, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS

NIAGARA PARKS COMMISSION

The Niagara Parks Commission operates a park system consisting of 1,720 hectares along the Niagara River from Lake Erie to Lake Ontario. Within this park are recreation areas, scenic attractions, a marina, restaurants, gift shops, historic sites, golf courses, botanical gardens and a horticultural school. The commission administers the Niagara Parks Act.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Litigation Files
- Ontario Student Assistance Program
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Niagara Falls Illumination Board
- Occupational Health and Safety (inspections, training)

Ministry: TOURISM, CULTURE AND SPORT

- Applications for Privileges
- Heritage Resources
- Marketing
- Capital Works Projects and Major Maintenance
- Horticultural Practices and Procedures
- Revenue Generating Facilities (reports, statistics, operational data)
- Local Municipalities, Bylaws, Zoning, Grants in Lieu of Taxes
- Transportation, Parking and Traffic
- Police Files (permits, operational records)
- School of Horticulture (curriculum, plant records, practical training resources)
- Special Events (tours, band concerts, film productions)
- Land Rentals (Power Companies)

- Employee Manual

Personal Information Banks

School of Horticulture Applications for Admission Inventory

- Legal Authority:** Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(j).
- Info Maintained:** Name, academic and work history.
- Uses:** Determine eligibility/suitability for admission to the School.
- Users:** Commission and School of Horticulture management staff.
- Individuals in Bank:** Applicants for admission to the School of Horticulture.
- Retention Period:** One year, then destroyed.

School of Horticulture Graduate and Alumni Records.

- Legal Authority:** Niagara Parks Act, R.S.O. 1990, c.N.3, Section 4(j).
- Info Maintained:** Name, date of birth, program and graduation information.
- Uses:** Maintain a record of alumni for contact re social activities, horticultural advice, developments and employment opportunities.
- Users:** School of Horticulture office staff, alumni executive.
- Individuals in Bank:** Graduates of the School of Horticulture.
- Retention Period:** As determined with Alumni Executive

Sightseeing Guide and Vehicle Owner Licence Records

- Legal Authority:** Niagara Parks Act, R.S.O. 1990, c.N.3, s.21(h) and (i).
- Info Maintained:** Name, address, driver's licence number, employer, phone number, test results., vehicle and insurance information
- Uses:** Licensing, regulating and governing sightseeing activities on commission lands to ensure satisfactory standard of information services to visitors.
- Users:** Retail Dept., Parking Division staff, Niagara Parks Police
- Individuals in Bank:** Holders of NPC Sightseeing Guide licence and owners of licensed sightseeing vehicles.
- Retention Period:** Three years then destroyed.

School of Horticulture Student Records

- Legal Authority:** Niagara Parks Act, R.S.O. 1990, c.N.3, Section 4(j).
- Info Maintained:** Name, social insurance number, academic history, examination results, medical information, progress reports re practical and academic classwork, scholarships and awards, , work history.
- Uses:** Record level of academic success in the program, determine graduation status.
- Users:** Commission management, School of Horticulture staff.
- Individuals in Bank:** Students of the School of Horticulture.
- Retention Period:** 5 years following graduation, then portion transferred to Alumni/Graduate Information Bank; remainder destroyed.

Ministry: TOURISM, CULTURE AND SPORT

Golf Database - Istorm Computer

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4(e)
Info Maintained: Customer name, address, phone and email collected at first tee, golf shows or through contest on web site
Uses: To provide services to customers
Users: Golf Director, Managers, staff
Individuals in Bank: Customers
Retention Period: Minimum three years, then destroyed

Golf Switch Database - Legends on the Niagara

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4(e)
Info Maintained: Customer name, address, email address
Uses: To process golf bookings
Users: Golf Director, Managers, staff
Individuals in Bank: Customers
Retention Period: Minimum three years, then destroyed

Shift4 Database - Las Vegas, USA

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4 (c) (f) (k) (n)
Info Maintained: Name, Address, Phone, Credit Card Number
Uses: To process retail transactions
Users: Retail department staff
Individuals in Bank: Customers
Retention Period: Minimum three years, then destroyed

Ticket Ops - Dallas, USA

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4 (c) (f) (k) (n)
Info Maintained: Name, Address, Phone, Credit Card Number
Uses: To process on-line ticket transactions
Users: Marketing department staff
Individuals in Bank: Customers
Retention Period: Minimum three years, then destroyed

Tee Time Database - Oak Hall

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4(e)
Info Maintained: Customer name, phone and credit card number
Uses: To process tee time bookings
Users: Golf Director, Managers, staff
Individuals in Bank: Customers
Retention Period: Minimum three years, then destroyed

VIP Club Database - Legends on the Niagara

Legal Authority: Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4(e)
Info Maintained: Customer email addresses
Uses: To inform customers of last minute golfing specials as requested by the customer
Users: Golf Director, Manager, staff
Individuals in Bank: Customers
Retention Period: Maintained until requested to be removed from data base

Ministry: TOURISM, CULTURE AND SPORT

Niagara Parks and School of Horticulture Staff Questionnaire

Legal Authority:	Niagara Parks Act, R.S.O., 1990, C.N. 3, s. 4 (n)
Info Maintained:	Employee names, education and employment histories, biographical information, photographs
Uses:	Feature articles in local Niagara Falls newspaper, staff bio section on the NPC website, supporting documentation for accreditation and articulation partnership initiatives and the faculty profile on the School of Horticulture website
Users:	School of Horticulture staff, Events and Public Relations Manager, Marketing management staff
Individuals in Bank:	NPC staff
Retention Period:	Two years then destroyed.

Niagara Parks Police Service Occurrence Reports

Legal Authority:	Niagara Parks Act, R.S.O. 1990, C.N.3, Sec. 4 (1)
Info Maintained:	Name, Address, date of birth, physical description, injuries, vehicle information
Uses:	To maintain a record of all criminal activity, accidents, losses, for use in Police investigations, litigation, insurance claims, etc.
Users:	Niagara Parks Police Service staff and Commission senior management
Individuals in Bank:	NPC staff and visitors involved as victims, complainants, witnesses, suspects regarding any criminal activity, motor vehicle accidents, personal injury, lost/stolen items, property damage, etc.
Retention Period:	Five years plus current for minor incidents; indefinite for major occurrences. (In accordance with Provincial Police Services File Destruction Guidelines)

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO HERITAGE TRUST

The Ontario Heritage Trust (OHT) is dedicated to preserving, protecting and promoting Ontario's heritage for people to enjoy now and for others to experience in the future. The OHT manages and, in some cases, restores provincially significant historic buildings and their related artifact and archaeological collections; provides public access and interpretive programs at its properties; negotiates and monitors conservation easement agreements with owners of both historical buildings and natural heritage sites. The OHT encourages efforts to preserve and promote Ontario's heritage through community programs, including Doors Open Ontario, Young Heritage Leaders and the Heritage Community Recognition Program. The Provincial Historical Plaques Program, which commemorates historically significant people, places, events, sites and structures, is administered by the OHT, along with the local marking program. Through natural heritage programs, the OHT protects significant sites.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications

- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- OHF Owned Properties
- Niagara Escarpment Program
- Property Restoration and Management Records
- Heritage Conservation Easements
- Cultural Property Records
- Board of Directors' Records

Personal Information Banks

Ministry: TOURISM, CULTURE AND SPORT

Donations to the Foundation

- Legal Authority:** Ontario Heritage Act, R.S.O. 1990, c.O.18.
- Info Maintained:** Name, address, amount or value of donation, description of donation and taxation year, receipt number
- Uses:** Evaluate and assess donations; issue income tax receipts.
- Users:** OHF staff, provincial auditor, OHF Board of Directors, custodial institutions (museums, galleries, etc.).
- Individuals in Bank:** Individuals who have made or offered to make a donation to the Foundation.
- Retention Period:** Permanent.

Donations-in-Kind and Financial Donations in Support of the OHF

- Legal Authority:** Ontario Heritage Act, R.S.O. 1990, c.O.18.
- Info Maintained:** Name, address, amount or value of donation, description of donation and taxation year, receipt number
- Uses:** Evaluate and assess donations; issue income tax receipts.
- Users:** OHF staff, provincial auditor, OHF Board of Directors.
- Individuals in Bank:** Individuals who have made or offered to make a donation-in-kind or donation in support of the restoration of OHF-owned properties or programs.
- Retention Period:** Permanent.

Easements Agreements Held by the Foundation on Real Property

- Legal Authority:** Ontario Heritage Act, R.S.O. 1990, c.O.18.
- Info Maintained:** Name, address, conditions of agreement, insurance, telephone number, value of grant (if any)
- Uses:** Monitor easement properties.
- Users:** OHF/branch staff, provincial auditor, OHF Board of Directors.
- Individuals in Bank:** Individuals who have entered into easement agreements with the Foundation.
- Retention Period:** Permanent.

Newsletter Mailing List

- Legal Authority:** Ontario Heritage Act, R.S.O. 1990, c.O.18.
- Info Maintained:** Name, address, events attended
- Uses:** General mailing lists
- Users:** Agency staff in Marketing and Communications, Development, Program branches
- Individuals in Bank:** Former Board members, donors, award recipients, other heritage professionals, self-selected individuals
- Retention Period:** Variable

The Ontario Media Development Corporation (OMDC) promotes strategic business partnerships among the cultural media industries, including film and television production, book and magazine publishing, music and interactive digital media.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Performance Management
- Professional Development

Ministry: TOURISM, CULTURE AND SPORT

- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO PLACE CORPORATION

Ontario Place Corporation manages a major tourist attraction, and showcases excellence in the performing arts, entertainment technology and recreation. Located in Toronto, a 96-acre waterfront, urban park setting, it includes the Molson Amphitheatre; live kids entertainment; fireworks; corporate and education offerings; Atlantis pavilions (open all year); restaurants; snack bars; souvenir shops; marina; South Beach Volleyball; Soak City Waterpark (slides - Purple Pipeline and Pink Twister, Hydrofuge, Rush River Raft Ride; and waterplay area); and rides/entertainment (Mega Maze; MARS Simulator Ride; pedal boats; Cinesphere IMAX films), Wilderness Adventure Ride; Mini Greens, Cool Hoops, Bumper Boats, First Flight, Cyclone Speedway, Super Slide, Free Fall, Whiz Kids Mini Racers, and new for 2003- H2O Generation Station, Hydrostatic Blaster, and Ontario Place Driving School. Ontario Place is open in June, July and August and some weekends in May and September. There is a site admission.

Common Records

- CORPAY
- Career Planning/Training
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- Programs and Entertainment
- Maintenance and Construction
- Finance and Administration
- Concessions

Personal Information Banks

Contracts and Agreements - Ontario Place

Legal Authority:	Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained:	Name, address, personal and financial information related to all contracts and agreements.
Uses:	Reference, future planning, negotiating agreements.
Users:	Management staff.
Individuals in Bank:	Entertainers, performers, consultants, concessionaires, research participants, promoters.
Retention Period:	Eight years, then destroyed.

Ministry: TOURISM, CULTURE AND SPORT

Customer Complaints - Ontario Place

Legal Authority:	Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained:	Names and addresses
Uses:	Operational assessment.
Users:	Management, supervisory staff.
Individuals in Bank:	Individuals registering service complaints at Ontario Place.
Retention Period:	Three years, then destroyed.

Incidents and Occurrences - Ontario Place

Legal Authority:	Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained:	Names and addresses of individuals involved in accidents, complaints, description of injuries, parking violations and other unlawful or prohibited activities., public disturbance, trespass, vandalism
Uses:	Operational assessment; potential litigation.
Users:	Management, supervisory staff, Ontario Provincial Police, Metro Police, government and Risk Management staff, insurance adjusters.
Individuals in Bank:	Park visitors, staff.
Retention Period:	Six years, then destroyed.

Boaters - Ontario Place

Legal Authority:	Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained:	Name, address, contract, details of boats, passes.
Uses:	Collect fees; mail applications; issue passes.
Users:	Administrative and internal audit staff.
Individuals in Bank:	Boaters renting space from the Ontario Place Marina.
Retention Period:	Two years, then destroyed.

Market Research Surveys - Ontario Place

Legal Authority:	Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained:	Names and addresses of volunteer survey respondents.

Uses: Possible follow-up research out-of-season.
Users: Management, support staff.
Individuals in Bank: Park visitors.
Retention Period: Two years, then destroyed.

Seasonal Passes - Ontario Place

Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8.
Info Maintained: Names and addresses of season-pass recipients.
Uses: Pass distribution; corporation mailings; statistical reports.
Users: Management, support staff.
Individuals in Bank: Service people, sponsors, government officials, board members, business associates.
Retention Period: Five years, then destroyed.

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS ONTARIO SCIENCE CENTRE

For over 40 years, the Ontario Science Centre has been delighting, informing and challenging visitors through engaging and thought-provoking experiences in science and technology.

Offering thrilling and interactive experiences 364 days of the year, the Centre has something to amaze visitors of any age and pique anyone's curiosity.

The Weston Innovation Centre-part of the Science Centre's Agents of Change transformation - offers a dramatic new environment that encourages visitors to discover the connections between art, science and technology through over 50 experiences. Children can learn through play in KidSpark, a space specifically designed to stimulate young minds and imaginations.

In addition to its permanent exhibition halls, the Centre also provides experiences through special temporary exhibitions such as Body Worlds, Sultans of Science and Harry Potter: The Exhibition.

The Science Centre is also home to the Shoppers Drug Mart® OMNIMAX® Theatre.

Common Records

- Board of Governors Membership
- CORPAY
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- School Group and Education Program Bookings
- Facility Bookings
- Exhibit Research and Development
- Copyrights/Trademarks
- Group Bookings

Personal Information Banks

Donor Records

Legal Authority: Centennial Centre of Science and Technology Act, R.S.O. 1990, c.C.5.
Info Maintained: Name, records relating to gifts of cash or items given to the Science Centre
Uses: Identify donor and gift.
Users: Board of trustees, director general, controller and revenue development officer.

Individuals in Bank: Individuals who have made donations to the centre.

Retention Period: Five years, then transferred to archives.

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO TOURISM MARKETING PARTNERSHIP CORPORATION

The Ontario Tourism Marketing Partnership Corporation is responsible for leading the tourism marketing strategy to sell Ontario as a 'must-see' destination. The Partnership is an agency of the Ministry of Tourism and is directed by an industry-led Board of Directors. It also works closely with industry through an extensive network of committees that involve a wide range of tourism stakeholders in the development and implementation of strategic tourism marketing initiatives.

General Records

- North American Promotions
- Marketing & Communications
- Trade

Ministry: TOURISM, CULTURE AND SPORT

- Media Relations
- Publications & Visual Services
- TCIS
- Market Research
- Partnership Development & Sales
- Advertising Projects
- Media Relations Program
- Marketing
- Media on Special Tour Program
- Finance
- Publications and Source Material
- Research Statistics
- Research Studies and Traveller Profiles
- Tourism Product Development and Improvement
- Market Development
- Event Marketing
- Sales
- Corporate Services
- Board Relations
- International Trade Travel (Overseas) Promotion

AGENCIES, BOARDS AND COMMISSIONS

OTTAWA CONVENTION CENTRE

The Ottawa Convention Centre forms part of the Rideau Centre shopping complex located in Ottawa's most popular tourist area. The centre's main Congress Hall, a free-span space with a 24-foot ceiling, accommodates up to 5,000 delegates in plenary session and 3,500 dining. The lower Capital Hall level can be arranged into several break-off rooms for groups of 50 or more. In all meeting rooms, three different types of simultaneous translation systems provide service for bilingual, multilingual and top security conferences. Meeting rooms are also equipped for video projection and multi-image slide presentations. Permanent projection booths may be used for front projections directly on to permanently mounted screens.

Common Records

- Employment Application Inventory
- General Employment History and Payroll Information

General Records

- Suppliers
- Service Contracts
- Preventive Maintenance
- Legal and Auditing Correspondence
- Equipment
- Energy Consumption

- Correspondence with Government
- Correspondence with Board of Directors
- Contractors
- Building Projects

Manuals

- Marketing Plans and Strategy
- Events
- Client
- Association Memberships

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS ROYAL ONTARIO MUSEUM BOARD OF TRUSTEES

The Board of Trustees controls and directs the business affairs of the museum and provides direction to the Director. The board consists of 21 trustees, 15 of whom are appointed by the Lieutenant Governor in Council, three of whom are elected by the museum membership and three of whom are ex-officio members: the Director and the Chairman of the Governing Council of the University of Toronto, and the President of the museum. The Director is responsible for the overall management of the museum in conformance with direction from the Board of Trustees.

General Records

- Minutes
- Committees
- Bylaws

Manuals

- Trustees' Orientation Manual
- Policies and Practices

Personal Information Banks

Museum Trustees

- Legal Authority:** Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
Info Maintained: Name, address, education, employment, professional associations.
Uses: Maintain a record of trustees of the museum.
Users: Trustees and senior management.
Individuals in Bank:
Retention Period: Permanent.

Drivers List

- Legal Authority:** Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
Info Maintained: Name, address, driver's licence number.
Uses: Record authorized users of museum vehicles for insurance purposes.
Users: Senior administrative staff.
Individuals in Bank: Employees whose duties may require them to operate museum vehicles.
Retention Period: Not determined.

AGENCIES, BOARDS AND COMMISSIONS ROYAL ONTARIO MUSEUM COLLECTIONS AND RESEARCH

Collections and Research is responsible for the acquisition of museum collections, the conservation and management of the collections, for research on and study of those collections, and for providing the intellectual content for galleries and programs. The office is organized into seven departments.

General Records

- Collection Management Records
- Archives
- Appraisals
- Scholarly Research
- Conservation

Personal Information Banks

Ministry: TOURISM, CULTURE AND SPORT

Curatorial Staff Members' Professional Activities

- Legal Authority:** Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
- Info Maintained:** Name, citizenship, date and place of birth, dates of promotion, education, history of professional activities, marital status and spouse's name, number of children, present appointment status, rank upon appointment, salary.
- Uses:** Maintain a record of curatorial staff to review for promotion; record biographical information; generate management reports.
- Users:** Senior management, Board Curatorial Promotions Committee members.
- Individuals in Bank:** Employees in the Curatorial Division.
- Retention Period:** Until superseded, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS

ROYAL ONTARIO MUSEUM

EXHIBITS, PROGRAMS AND NEW MEDIA RESOURCES

Exhibits and Marketing is responsible for the planning and development of exhibits and galleries, the provision of educational programs, visitor services, French language services, marketing communications, media relations and the coordination of the museum volunteers.

General Records

- Signage
- Exhibitions Planning
- Exhibit Designs and Specifications
- Display Maintenance
- Planetarium Operations
- French Language Services

AGENCIES, BOARDS AND COMMISSIONS

ROYAL ONTARIO MUSEUM

HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT

Human Resources and Organizational Development is responsible for providing direction and the administration for all Personnel/Human Resources matters.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Medical Information (Personnel)
- Workforce Information Network (WIN)

Personal Information Banks

Payroll, Personnel and Employee Benefits System

Legal Authority:	Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
Info Maintained:	Name, social insurance number, address, benefit coverage, date of birth, other basic employee information, pay level.
Uses:	Issue paycheques; prepare statistical reports; calculate pension contributions.
Users:	Managers; Personnel and Finance Department staffs; some information for relevant unions, insurance companies and banks involved in payroll and benefits system.
Individuals in Bank:	Employees.
Retention Period:	Not determined.

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS

ROYAL ONTARIO MUSEUM MUSEUM OPERATIONS

Museum Operations is responsible for the maintenance and security of the building, the provision of financial services including purchasing, the operation of the museum's publications department and the operation of shops, food services and space rental.

Common Records

- Identity/Employee Card
- Travel/Expense Accounts

Personal Information Banks

Payroll Information

Legal Authority:	Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
Info Maintained:	Name, address, date of birth, employee benefits and deductions, employee number., payroll transactions
Uses:	1988 to 1990
Users:	Finance Department staff, Human Resources staff and senior management.
Individuals in Bank:	Museum employees.
Retention Period:	Seven years after termination, then destroyed.

AGENCIES, BOARDS AND COMMISSIONS

ROYAL ONTARIO MUSEUM ROM FOUNDATION

The ROM Foundation was incorporated as a separate legal entity by the Province of Ontario in 1992. It is governed by an independent Board of Directors. The ROM Foundation coordinates all private sector fundraising to enhance the museum's programs, collections and research and to ensure the stability and growth of the museum's endowments.

General Records

- Members' Newsletter

Personal Information Banks

Donor List

Legal Authority:	Royal Ontario Museum Act, R.S.O. 1990, c.R.35.
Info Maintained:	Name, address, amount of donation to the Royal Ontario Museum.
Uses:	Maintain record of donors to the museum; generate tax receipts; generate mailing lists.
Users:	Section Secretary, Program Development, Renewable Resources, Resource Stewardship and Development Branch, Policy and Program Division.
Individuals in Bank:	Donors to the Royal Ontario Museum.

Retention Period: Not determined.

Membership List

Legal Authority: Royal Ontario Museum Act, R.S.O 1990, c.R.35.

Info Maintained: Name, address, category of membership.

Uses: Maintain record of museum members; generate mailing lists.

Users: Membership staff.

Individuals in Bank: Royal Ontario Museum members.

Retention Period: Duration of membership, then destroyed.

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS ST LAWRENCE PARKS COMMISSION

The St Lawrence Parks Commission, an agency of the Ontario Government, manages recreational areas known collectively as the "Parks of the St Lawrence." The Parks of the St Lawrence has become one of the largest tourism destinations in Eastern Ontario, extending 200 km from Kingston to the Province of Quebec. Facilities include thousands of hectares of park land and attractions on the St Lawrence Corridor that provide a major source of tourism and recreational opportunities for residents and visitors to Eastern Ontario. Parks of the St Lawrence attractions include Upper Canada Village, Fort Henry National Historic Site, Queen Elizabeth Gardens, Chrysler Park Marina, Upper Canada Golf Course, Upper Canada Migratory Bird Sanctuary, Long Sault Parkway and 1000 Island Parkway, a series of 12 riverside day-use area parks and campgrounds, recreational trails and several restaurants and gift stores.

Common Records

- CORPAY
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Identity/Employee Card
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- Program Operation and Delivery
- Operation and Maintenance
- Marketing and Promotion
- Historical and Research Files

Manuals

- Visitor Services Manual
- St. Lawrence Parks Commission Personnel Manual
- Financial and Administrative Policy and Procedure Manual
- Employee and Orientation Guide
- Commissioners' Manual
- Fort Henry Standard Operating Procedures

Personal Information Banks

Camping and Vehicle Permits and Reservations

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, as amended by S.O 1993, c16, s.4.
Info Maintained:	Name, address, vehicle licence number.
Uses:	Reserve campsites; authorize permit holders and members of party to occupy the designated campsite until the departure date; emergency or enforcement purposes.
Users:	Park workers, park superintendents, finance staff.
Individuals in Bank:	Individuals reserving or occupying campsites within the St. Lawrence Parks Commission.
Retention Period:	Seven years, then destroyed.

Ministry: TOURISM, CULTURE AND SPORT

Contracts and Agreements

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, as amended by S.O. 1993, c.16, s.4.
Info Maintained:	Name, address, personal and financial information related to contracts and agreements, telephone number.
Uses:	Maintain a record of contracts and agreements.
Users:	Management staff.
Individuals in Bank:	Concessionaires, land users, contractors, consultants.
Retention Period:	Eight years after termination, then destroyed.

Customer Comment Cards

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, s.5 as amended by S.O. 1993, Chapter 16, c.4.
Info Maintained:	Names, addresses and comments.
Uses:	Operational assessment.
Users:	Management, supervisory staff.
Individuals in Bank:	Individuals returning customer comment cards.
Retention Period:	One year, then destroyed.

Incident and Accident Records

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, as amended by S.O. 1993, c.16, s.4.
Info Maintained:	Name, address, lawyer's name and address, medical information insurance company name and address, telephone number.
Uses:	Record incidents and accidents involving Ontario government vehicles and facilities.
Users:	Managers, security and first-aid officers.
Individuals in Bank:	Commission employees, private citizens.
Retention Period:	Seven years after settlement, then destroyed.

Land Management

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, as amended by S.O. 1993, c.16, s.4.
Info Maintained:	Name, address, building permit number, easements, inspection reports, lease number, property description, telephone number, township bylaws.
Uses:	Maintain a record of all transactions and existing land ownership of commission.
Users:	Planning and Design Office.
Individuals in Bank:	Property owners, municipalities.
Retention Period:	Twenty-five years or on expiry date of permit, then destroyed.

Marina Boaters

Legal Authority:	St. Lawrence Parks Commission Act, R.S.O. 1990, c.24, as amended by S.O. 1993, c.16, s.4.
Info Maintained:	Name, address, insurance company and policy number, licence number, telephone number.

Uses: Collect fees; mail applications for docking and storage.
Users: Administrative and marina staff.
Individuals in Bank: Boaters renting space from the Chrysler Park Marina.
Retention Period: Two years, then destroyed.

Market Research Surveys/Focus Group Results

Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, as amended by S.O. 1993, Chapter 16, c.4.
Info Maintained: Survey responses, results from focus group sessions.
Uses: Possible follow-up research.
Users: Management, support staff.
Individuals in Bank: Names and addresses of voluntary respondents and/or participants.
Retention Period: Two years, then destroyed.

Ministry: TOURISM, CULTURE AND SPORT

Season Passes

Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.24, as amended by S.O. 1993, c.16, s.4.
Info Maintained: Name, address, driver's licence number, telephone number.
Uses: Authorize pass holders to use commission facilities.
Users: Commission staff.
Individuals in Bank: Pass holders.
Retention Period: One year, then destroyed.

OFFICE OF THE CHIEF INFORMATION OFFICER, COMMUNITY SERVICES I&IT CLUSTER CASE AND GRANTS MANAGEMENT SOLUTIONS

Common Records

- Career Planning/Training
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- IT Computer Hardware Inventory and Lease Records
- Data Systems Development and Management Records
- Computer Software Licences

ONTARIO INTERNAL AUDIT, CULTURE AND INNOVATION AUDIT SERVICE TEAM

Ontario Internal Audit, Culture and Innovation audit service team provides objective assurance and consulting services to the ministry. It assists the ministry and its related agencies in accomplishing their business objectives by evaluating and making recommendations to improve governance, risk management, control, accountability and compliance processes and to improve the effectiveness, efficiency and economy of ministry and agency operations. Internal audit services are provided under the direction of the Chief Internal Auditor.

Common Records

- Travel/Expense Accounts

General Records

- Audit Files

Personal Information Banks

Audit Files

Legal Authority:

Info Maintained: From time to time Ontario Internal Audit undertakes special and forensic investigations within the Ministry or of third party entities (e.g. transfer payment recipients). These investigations may be done by professional consulting firms. To complete the

Uses: Allow Ontario Internal Audit to conduct audits, make recommendations, and support corrective action.

Users: Deputy Minister, Ministry Client (e.g. ADM), possibly enforcement authorities.

Individuals in Bank:

Retention Period:

Ministry: TOURISM, CULTURE AND SPORT

SPORT, RECREATION AND COMMUNITY PROGRAMS

SPORT, RECREATION AND COMMUNITY PROGRAMS BRANCH

The Sport and Recreation Branch has a core business of advancing the sport and recreation sectors through excellence in policy leadership, program development and strategic funding for the health, social, and economic benefit of Ontarians and the prosperity of their communities. It engages and links stakeholders and other ministries to build a capable Sport and Recreation delivery system; encourages Ontarians to participate in innovative, safe and positive sport and recreation to a level of their interest and ability; contributes to a strong provincial sport system and the development of athletic excellence in Ontario; engages Ontarians to be regularly physically active, to enhance their quality of life and address risks associated with a sedentary lifestyle; and develops programs, strategies, and partnerships within the sport and recreation sectors that contribute to prosperous communities and the economic growth of the province.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Planning, Policy and Program Development Records
- Liaison - Sports, Active Living and Recreation Clients
- Grants - Sport Organizations, Active Living, and Recreation Organizations
- Historical Records Including Inventory of Movable Assets
- Marketing and Promotion Records
- Program Management and Delivery Records
- Sports, Recreation and Active Living Correspondence
- Recreation Services and Programs
- Administrative and Financial Records
- Workshops and Conferences

Manuals

- Management Board of Cabinet Human Resources Directives and Guidelines
- Employment Equity Manuals
- Internal Corporate Manual of Administration
- Management Board of Cabinet Directives and Guidelines
- Sports Awards Criteria
- Financial Assistance Guidelines

Personal Information Banks

Provincial Sport Programs

- Legal Authority:** Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4.
- Info Maintained:** Name, address, financial or technical assistance required
- Uses:** Document progress and results, record assistance requests, action taken, and follow-up.
- Users:** Selected division staff.
- Individuals in Bank:** None
- Retention Period:** Nine years, then transferred to archives.

Public Records

Ministry: TOURISM, CULTURE AND SPORT

Provincial Sport Organizations

- Purpose:** Provides consulting services and funding for the five priorities in the strategy for Amateur Sport (1996) - athlete development; - participation development; - leadership development; - safety and accessibility; - self-reliance.
- Legal Authority:** Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4.
- Info Maintained:** Organizational names, organizational funding, lists of Board and staff contacts
- Retrievability:** Name of organization.
- Retention Period:** Nine years, then transferred to archives. (TR-83-21).
- Access Procedures:** Requests through 701.

TOURISM PLANNING AND OPERATIONS DIVISION TOURISM AGENCIES BRANCH

The Tourism Agencies Branch is responsible for policy, financial and program liaison with the ministry's tourism agencies and attractions. In addition, it establishes and maintains an effective accountability relationship between each agency and the ministry within its scope of broader government policy. The tourism agencies and attractions are: Niagara Parks Commission, Metro Toronto Convention Centre Corporation, Ontario Place Corporation, Ottawa Convention Centre, St. Lawrence Parks Commission, Huronia Historical Parks, Fort William Historical Park and the Ontario Tourism Marketing Partnership Corporation.

General Records

- Agency Studies and Reports
- Agency Board Lists
- Cabinet Submissions and related Position Papers
- Agency Operations Files

TOURISM POLICY AND DEVELOPMENT DIVISION

The Tourism Policy and Development Division seeks to increase investment in Ontario's tourism industry by developing appropriate tools to foster the right business climate.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

EMPLOYMENT AND TRAINING DIVISION SERVICE STANDARDS AND MANAGEMENT BRANCH

The Service Standards and Management Branch sets the standard across Ontario for leading edge employment, training and adult literacy services that are proven to be valued by clients, employers and communities, and are results-based and cost-effective. The Branch operates the toll-free JobGrow Hotline that provides employment and training program information to the public. The Branch also administers literacy and employment services through an extensive network of local agencies across the province. Services offered to the public include: Literacy and Basic Skills, Job Connect, Summer Jobs Service and the JobGrow Hotline.

General Records

- Labour Market Statistics
- Youth Employment Counselling Centres Corporate Sponsors Mailing List
- Youth Employment Counselling Centres Directors Mailing List
- College Deans Mailing List
- College Presidents Mailing List
- College Managers Mailing List

EMPLOYMENT AND TRAINING DIVISION SERVICE STANDARDS AND MANAGEMENT BRANCH JOBGROW HOTLINE AND BRANCH SERVICES

The JobGrow Hotline connects individuals to Ontario's training and employment initiatives. Information Counsellors assess callers' needs, provide detailed information and direction to appropriate programs and services.

General Records

- Program Information - HOTLINE

Manuals

- Hotline Procedures Manual - Internal

EMPLOYMENT AND TRAINING DIVISION SERVICE STANDARDS AND MANAGEMENT BRANCH PROGRAM DESIGN

The Ministry of Training, Colleges and Universities funds community agencies, school boards, and Colleges of Applied Arts and Technology (CAATs) to deliver the Literacy and Basic Skills Program (LBS). The LBS program provides training to adults in reading, writing and math. Adults who wish to improve their literacy skills should contact their local LBS agency. LBS services are offered throughout the province to learners in four streams: Anglophone, Francophone, Native and Deaf. Information about literacy services in your community may be found in the Yellow Pages directory under "Learn". For more information about Francophone services, look under "Apprendre". You can also call the JobGrow Hotline at 1-888-562-4769; in Metro Toronto call 416-326-5656.

Common Records

- Ontario Basic Skills Program Trainees

General Records

- Literacy Section Grant Files
- Ontario Basic Skills Management Information System
- Literacy Section Programs Database Files

FRENCH-LANGUAGE, ABORIGINAL LEARNING AND RESEARCH DIVISION ABORIGINAL EDUCATION OFFICE

The Aboriginal Education Office provides ministry-wide coordination and leadership on Aboriginal educational issues and initiatives, working in collaboration with Aboriginal communities and organizations, Ontario school boards, post-secondary institutions, other ministries and the federal government.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

General Records

- Aboriginal Education and Training Strategy Guidelines

FRENCH-LANGUAGE, ABORIGINAL LEARNING AND RESEARCH DIVISION FRENCH LANGUAGE EDUCATION POLICY AND PROGRAMS BRANCH

French Language Education Policy and Programs Branch provides leadership in the development of policies, programs and procedures for French-language elementary, secondary and post secondary education thus supporting the quality education agenda for all Ontario French-language students. French-Language Education Policy and Program Branch is responsible for reviewing and developing a quality curriculum and supporting its implementation. It provides funding for the development of pedagogical resources in French, facilitates partnerships that expand the use of technology in French-language schools, coordinates liaison activities with the French-language community and administers funding programs including the Official Languages in Education Program and the Targeted Measures for French minority language in support of French-language elementary/secondary education.

General Records

- Ontario/Quebec Health Study Program
- French Language Incremental Funding Administration
- French Language College Support Fund Administration
- French Language College Initiative Administration
- FODEN Administration
- EDUC/ACTION Administration

POSTSECONDARY EDUCATION DIVISION POSTSECONDARY ACCOUNTABILITY BRANCH

General Records

- College Policy and Procedures Manual
- Special Needs Allocation Administration
- Program Proposals Administration and Approved Program Descriptions
- Ontario Management Development Program Administration
- Key Performance Indicators Project - Administration
- Graduate Employment Survey
- Contact North Administration

Personal Information Banks

University Research Incentive Fund Files

- Legal Authority:** Order-in-Council
- Info Maintained:** Project description, cv's of principal investigators and associates, miscellaneous corporate documents, contracts between universities and industrial partners, general documentation, financial documentation.
- Uses:** To assess research proposals and monitor research progress.
- Users:** Ministry and secretariat.
- Individuals in Bank:** Researchers and associated personnel.
- Retention Period:** As required, archived.

POSTSECONDARY EDUCATION DIVISION POSTSECONDARY FINANCE AND INFORMATION MANAGEMENT BRANCH

General Records

- Special Purpose Grants Administration
- Manuals/Guidelines Governing the Distribution of Operating Grants to Colleges in Ontario
- Manuals/Guidelines Governing the Administration of the Capital Support Program

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

- Instructional Equipment Fund Administration
- Formula Operating Grants Administration
- Financial Statements of Ontario Colleges
- College Lease Files
- College Foundations Administration
- College Financial Information System (CFIS)
- Capital Expenditure Multi-Year Forecast
- Capital Expenditure Administration
- Audit of Enrollment System

Manuals

- Manuals/Guidelines Governing the Administration of the Capital Support Program to Provincially Assist
- Manuals/Guidelines Governing the Administration of the Operating Grants to Universities in Ontario
- Essential Notes and Instructions for Enrolment Report

POSTSECONDARY EDUCATION DIVISION STUDENT FINANCIAL ASSISTANCE BRANCH

The Student Financial Assistance Branch focuses on the administration and delivery of student financial assistance programs in Ontario. Comprised of six units and 80 employees, the branch oversees the program delivery, financial administration, technological systems, policy development, and enforcement and investigative activities for the Ontario Student Assistance Program and other student assistance programs. These programs distribute nearly \$3 billion in support to over 300,000 students annually.

Personal Information Banks

Aird Scholarship

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.

Info Maintained: Name, address, career goals, citizenship, confidential letters of recommendation, education, extra-curricular activities and interests, medical certificate, nature of disability, physicians' letters., residence history, sex, social insurance number

Uses: Determine eligibility for scholarships.

Users: Staff and management of the Student Support Branch, selection committee members, Ministry of Intergovernmental Affairs staff and management.

Individuals in Bank: Physically disabled students seeking financial assistance for studies at a recognized postsecondary institution.

Retention Period: Four years, then destroyed.

POSTSECONDARY EDUCATION DIVISION STUDENT FINANCIAL ASSISTANCE BRANCH STUDENT FINANCIAL ASSISTANCE BRANCH - THUNDER BAY

Financial assistance in the form of loans, grants, scholarships and/or bursaries to Ontario postsecondary students to assist with educational costs (such as tuition fees, books, and supplies) and basic living expenses. The amount of financial assistance available is based on a student's financial needs as determined by OSAP (Ontario Student Assistance Program), Student Support Branch - Thunder Bay. Allowable educational costs and the expected financial resources of the student (and his or her family, if applicable) are taken into consideration when determining the amount and type of assistance. Further information, and an online web application is available directly on the OSAP Web site at osap.gov.on.ca.

Common Records

- CORPAY
- Career Planning/Training
- Co-op, Work Term, Final Job Placements

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

- Identity/Employee Card
- Library Users Lists
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Parking Records (Employee)
- Performance Management
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Travel/Expense Accounts
- Vocational Testing and Counselling
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

Manuals

- OSLP Interest Relief Plan
- Fellowship for Studying in French
- Ontario Graduate Scholarship
- Ontario Student Assistance Program - Policies and Procedures
- Queen Elizabeth II Scholarship
- Sir John A. Macdonald Graduate Fellowship in Canadian History
- Aird Scholarship
- Bursary Program for Teachers in French Language Instructional Units
- Ontario Special Bursary Plan
- Disaster Recovery Manual
- Ontario Student Assistance Program - Edit Manual
- Claims Processing
- OSLP Guidelines
- Image Section Manual
- Data Control Area Manual
- Systems Housekeeping Manual
- Ontario-Quebec Exchange Fellowship Program

Personal Information Banks

Ontario Student Loan Accounting

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, amount of loans, bank where loan resides., social insurance number
- Uses:** Accounting for loan guarantee, interest payments.
- Users:** Student Support Branch staff, banks.
- Individuals in Bank:** Students with Ontario Student Loans.
- Retention Period:** Ten years, then destroyed.

Ontario Special Bursary Plan

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, address, work history, date of birth, education, income, marital status, number of children, residence history, sex, social insurance number.
- Uses:** Determine eligibility for the Ontario Special Bursary Plan.
- Users:** Financial Aid Office staff at post secondary institutions.

Individuals in Bank: Students seeking financial assistance for academic upgrading programs or part-time courses at post secondary institutions.
Retention Period: Five years, then destroyed; select files to archives.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Ontario Work-Study Plan

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, citizenship, family income data, on-campus employment records, provincial residence, social insurance number, student number.
Uses: Payment for employment.
Users: Post secondary institution Financial Aid Office staff.
Individuals in Bank: Students seeking part-time employment while attending post secondary institutions.
Retention Period: Five years, then destroyed; select files to archives.

Revenue Recovery Reassessment (3R) Program

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: For applicant, parents, personal income data from Revenue Canada Taxation, social insurance numbers, sponsors, spouse.
Uses: Verify income data supporting applications for need-based assistance.
Users: Branch staff.
Individuals in Bank: Applicants, parents, sponsors, spouses.
Retention Period: Not determined.

Sir John A. Macdonald Graduate Fellowship in Canadian History

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, citizenship, date of birth, education, intended program of study, marital status, name of institution, residence history, resume of projected research, social insurance number, transcripts and confidential letters of recommendation.
Uses: Determine eligibility for financial assistance.
Users: Student Support Branch staff and management, head or officer representing the head of candidate's university, selection committee members.
Individuals in Bank: Students seeking financial assistance for studies at the doctoral level.
Retention Period: Four years, then transferred to archives.

Student Awards Investigators' Records

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Recommendations for prosecution, court decisions., investigation reports from other government agencies, police reports.
Uses: Prosecution of fraud and misrepresentation.
Users: Student Support Branch staff and management.
Individuals in Bank: Individuals charged under the Criminal Code or Canada Student Loans Act.
Retention Period: Added to student master file for ten years, then destroyed.

Student Awards Verification Data

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Miscellaneous correspondence, allegations of fraud or misrepresentation, assets, employment records and accuracy of application., information collected from other agencies and individuals to verify in, school attendance, telephone records
Uses: Determine correct entitlement; prosecution.
Users: Student Support Branch staff and management, police agencies.
Individuals in Bank: Students alleged to have committed fraud or misrepresentation.
Retention Period: Added to student master file for 10 years, then destroyed.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Summer Language Bursary Program

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, address, citizenship, date of birth, education, employment history, sex, social insurance number, special dietary needs, student's evaluation of course., telephone number, telephone number of student's parents
- Uses:** Determine eligibility for financial assistance.
- Users:** Student Support Branch staff, management and staff of accredited summer language bursary institutions.
- Individuals in Bank:** Students seeking financial assistance for second-language immersion courses.
- Retention Period:** Current only, then destroyed; select files to archives.

Aird Scholarship

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, address, career goals, citizenship, confidential letters of recommendation, education, extra-curricular activities and interests, medical certificate, nature of disability, physicians' letters., residence history, sex, social insurance number
- Uses:** Determine eligibility for scholarships.
- Users:** Staff and management of the Student Support Branch, selection committee members, Ministry of Intergovernmental Affairs staff and management.
- Individuals in Bank:** Physically disabled students seeking financial assistance for studies at a recognized post secondary institution.
- Retention Period:** Four years, then destroyed.

Fellowships for Studying in French

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, address, citizenship, date of birth, education, etc., language of instruction, mother tongue, name of institution, other financial assistance, preferred language of correspondence, proposed program of study, residence, travel.
- Uses:** Determine eligibility for the program and proper amount of bursary.
- Users:** Staff and management of Student Support Branch, selection committee members.
- Individuals in Bank:** Students seeking financial assistance for post secondary studies in French.
- Retention Period:** Two years, then to archives.

John Charles Polanyi Prizes

- Legal Authority:** Order-in-Council 3285/86.
- Info Maintained:** Name, address, discipline area, social insurance number, sponsoring university.

Uses: Provide award.
Users: Staff and management of Student Support Branch.
Individuals in Bank: Prize winners.
Retention Period: Four years, then destroyed.

Ontario Graduate Scholarship Selection Board

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, expenses of past and present board members., institution, telephone number
Uses: Select board and panel members.
Users: Student Support Branch staff and management, selection board members.
Individuals in Bank: Faculty members at Ontario universities seeking appointment to selection board or panels.
Retention Period: Not determined.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Ontario-Quebec Exchange Fellowship Program

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, citizenship, confidential letters of recommendation, date of birth, education, intended program of study, language of instruction, mother tongue, name of institution, other financial assistance, preferred language of correspondence, social
Uses: Determine eligibility for financial assistance.
Users: Student Support Branch staff and management, University Relations Branch staff and management, selection committee members.
Individuals in Bank: Students seeking financial assistance for graduate level studies at a university in Quebec.
Retention Period: Four years, then transferred to archives.

Ontario Restricted List (grant overpayments and loan defaults)

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, amount of default, date restriction placed, reason for restriction, social insurance number.
Uses: Determine eligibility for financial assistance.
Users: Student Support Branch staff.
Individuals in Bank: Students overpaid by student assistance programs or who have defaulted on loan repayments and grant overpayments.
Retention Period: Not determined.

Ontario Student Assistance Program

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, date of birth, education and employment history, income of applicant, marital status, parents, residency status., social insurance number, sponsors, spouse
Uses: Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Students Loans Plan.

Users: Branch staff.
Individuals in Bank: Students seeking financial assistance.
Retention Period: Ten years, then destroyed.

Ontario Student Assistance Program - Private Vocational and Out-of-Province Students

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, age, citizenship, education, employment history, income of applicant, marital status, parents, sex., social insurance number, sponsors, spouse
Uses: Determine eligibility for Ontario Study Grant Plan, the Canada Student Loans Plan or the Ontario Student Loans Plan.
Users: Branch staff.
Individuals in Bank: Students seeking financial assistance.
Retention Period: One year, then destroyed.

Ontario Student Assistance Program Appeal Board - Operational Files

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Board decisions on students, address, board members' oaths, board sittings., information on board members (name, social insurance number), telephone number
Uses: Document decisions made to provide advice to the Minister.
Users: Branch Staff
Individuals in Bank: Students and members of the board.
Retention Period: Students' information - 10 years, then destroyed; board members' files - duration of term, then destroyed.

STRATEGIC POLICY AND PROGRAMS DIVISION PROGRAMS BRANCH

General Records

- Manuals/Guidelines Governing the Development of Program Standards
- College Program Standards

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Ministry: TRANSPORTATION

Ministry: TRANSPORTATION

The Ministry of Transportation (MTO) strives to be a world leader in moving people and goods safely, efficiently and sustainably, to support a globally competitive economy and a high quality of life. MTO focuses its efforts on five key strategies: 1. Increase transit ridership by working with our partners to make transit an attractive, affordable alternative by expanding services and promoting integration. 2. Promote a multimodal transportation network to support the efficient movement of people and goods. 3. Promote road safety and remain among the safest jurisdictions in North America by improving safety and security for all road users through enforcement, education, legislation & regulation. 4. Improve Ontario's highway, bridge & border infrastructure through strategic investments. 5. Integrate the principle of sustainability into the ministry's decision making, programs, policies & operations by implementing the ministry's sustainability strategy & continuing to build awareness.

Manuals

- Security Records
- Equipment Specifications/Development
- Maintenance Records
- Operational Records
- Communications Records
- Incident Statistics

- Accounts Receivables
- Ticket Inventory and Sales Reports
- Parking Records
- Maintenance
- Rail Services
- Rail Operations

AGENCIES, BOARDS AND COMMISSIONS

METROLINX

Metrolinx, an agency of the Government of Ontario under the Metrolinx Act, 2006, was created to improve the coordination and integration of all modes of transportation in the Greater Toronto and Hamilton Area. The organization's mission is to champion, develop and implement an integrated transportation system for our region that enhances prosperity, sustainability and quality of life. Metrolinx launched The Big Move, a Regional Transportation Plan, in September 2008.

Personal Information Banks

Lost and Found Software Application

- Legal Authority:** Metrolinx Act, 2006, Chapter 16, s. 5
- Info Maintained:** Name, address, home phone, mobile phone (optional), station location/GO vehicle/trip, description of lost item may contain personal information, signature of claimant if item found and returned
- Uses:** To match up customers with their lost items left on GO Transit vehicles and/or property
- Users:** Lost & found staff in Station Services Central
- Individuals in Bank:** Go Transit customers
- Retention Period:** 60 days for both hardcopy and electronic data

Reserved Parking Software Application (including bike parking)

- Legal Authority:** Metrolinx Act, 2006, Chapter 16, s. 5
- Info Maintained:** Name, address, home phone, mobile phone (optional), email, second email (optional), preferred station location, banking information for use with monthly automatic debit payments (PADs), credit card information stored with IT service provider
- Uses:** To register customers who request to rent a reserved parking spot and to manage individual customer agreements. To track space assignments and payment records for all reserved parking customers
- Users:** Reserved parking staff, treasury officers in revenue accounting, transit safety officers, IT service provider
- Individuals in Bank:** Go Transit customers
- Retention Period:** Not determined

Ministry: TRANSPORTATION

Carpool Parking Permit Maintenance System - Smart Commute Program on Go database

- Legal Authority:** Metrolinx Act, 2006, Chapter 16, s. 5
- Info Maintained:** Name, address, home phone, mobile phone, permit location
- Uses:** To maintain database of all carpool users and assigned permits
- Users:** Station Services Central staff.
- Individuals in Bank:** Carpool customers
- Retention Period:** Not determined

Student Identification Card Software Application

- Legal Authority:** Metrolinx Act, 2006, By-Law No. 2(4) Student Fares

Info Maintained:	Name, Institution, Academic Period, Signature
Uses:	To approve enrollment in the Student Identification Card Program
Users:	Station services staff processing the manual application. Front line staff involved in checking fares.
Individuals in Bank:	Go Transit customers
Retention Period:	Only one student season/year is retained for both hard copy and electronic data.

AGENCIES, BOARDS AND COMMISSIONS

METROLINX

GO TRANSIT

Transportation Planning and Development develops strategic plans to meet market and business conditions, including fare and service coordination, and market research.

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- Job Application Inventory Files
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Library Users Lists
- Litigation Files
- Ombudsman/Human Rights Commission
- Workplace Safety and Insurance

Personal Information Banks

Customer Service Reports

Legal Authority:	GO Transit Act, 2001, S.O. 2001, c.23, Schedule A, s.9(1)
Info Maintained:	Name, address, complaint/comments and response, telephone number
Uses:	To record customer complaints, suggestions, investigations and responses
Users:	Authorized GO Transit staff
Individuals in Bank:	Customers who have called or written for customer service
Retention Period:	2 years

Ministry: TRANSPORTATION

AGENCIES, BOARDS AND COMMISSIONS

ONTARIO HIGHWAY TRANSPORT BOARD

The Ontario Highway Transport Board, an administrative tribunal, issues new and/or extensions to operating licences for public vehicles for-hire services, approval or rejection of transfers of operating licences and share transfers, and deals with application to suspend, cancel or impose conditions on operating licences under the Public Vehicles Act and part I of the Motor Vehicle Transport Act, 1987. These two Acts require that for-hire bus operators hold an appropriate operating licence. The Ontario Highway Transport Board operates as a quasi-judicial administrative tribunal. Under the Public Vehicles Act and the Motor Vehicle Transport Act, the Board controls entry and maintains an orderly development in the business of transporting passengers for compensation in public vehicles, both within Ontario and to other jurisdictions.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Tariffs and Bus-Fare Rate Schedules
- Transportation Demand (land use/demographic computer files)
- Transportation Energy Efficiency (operations, projects)
- Vehicle Safety and Fuel Economy (16mm films)
- Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the P
- Strategy Development and Policy Planning (SPS)
- Slides and Negatives (various ministry-related subjects)
- Technological Developments, Including Surveys of the Public

CORPORATE SERVICES DIVISION FINANCE BRANCH

The Finance Branch provides the ministry with financial direction, planning, management and financial quality assurance services, and serves as financial liaison with Management Board, Ministry of Finance, Ministry of Energy and Infrastructure and other Ontario government ministries and agencies. The branch is organized into three main functional areas: Budget, Financial Strategies, and Controllership.

Manuals

- Finance

Personal Information Banks

Home-Owner Employee Relocation Plan

- Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.4, s.24(d); R.R.O. 1990, Reg. 977, s.4(1)
- Info Maintained:** Name, address, position, relocation date.
- Uses:** Record of employee is entering the program and the guaranteed purchase price of his/her property.
- Users:** Ministry Relocation Coordinator
- Individuals in Bank:** Ministry employees being relocated.
- Retention Period:** Not determined.

CORPORATE SERVICES DIVISION FLEET, ACCOMMODATIONS AND CUSTOMER SERVICES BRANCH FLEET MANAGEMENT CENTRE

The Government Garage provides fleet services to senior government officials.

General Records

- Vehicles and Equipment (operations and history)

Ministry: TRANSPORTATION

CORPORATE SERVICES DIVISION FREEDOM OF INFORMATION AND PRIVACY OFFICE

The FOI and Privacy Office coordinates requests for access to Ministry of Transportation (MTO) information under the Freedom of Information and Protection of Privacy (FOIPP) Act, MTO's participation in appeals, inquiries and investigations by the Ontario Information and Privacy Commissioner and Ombudsman Ontario. The Office is the focal point for privacy policy matters in the Ministry. In addition, the Office ensures processing of Ministerial Appointments to Agencies, Boards and Commissions.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Freedom of Information and Privacy Office

Manuals

- Freedom of Information and Protection of Privacy

CORPORATE SERVICES DIVISION STRATEGIC HUMAN RESOURCES BRANCH

Strategic Human Resources Branch provides corporate leadership and strategic human resources planning and consulting services in the development of human resources plans, practices, and systems to support the ministry's priorities and business plans. Branch staff provide consulting services to executives, MTO's Human Resources community, line managers and staff on human resources management issues. The branch works in partnership with staff and their organized representatives to provide a safe, healthy and responsive workplace environment. The branch's functions include consulting and technical services on Labour Relations, Occupational Health and Safety, Equal Opportunity, French Language Services, Service Management and Modern Controllership, Human Resources Consulting Services, and Human Resources Strategic and Business Planning.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Performance Management
- Student Applications
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Policies and Procedures
- Staffing/Redeployment
- French Language Services
- Occupational Health and Safety
- Labour Relations
- Employment Opportunity Program

Manuals

- Delegation of Authority
- Contractor Liability Guidelines for non-construction work/services

Ministry: TRANSPORTATION

DEPUTY MINISTER'S OFFICE COMMUNICATIONS BRANCH

The Communications Branch provides strategic communications advice, advertising, planning and support, corporate communications, marketing products and services. It also coordinates, identifies and manages contentious issues, and prepares Minister's correspondence. The Communications Branch has four sections: Issues and Media Office, Strategic Communications Office, Editorial and Corporate Services Office, and Corporate Correspondence Unit. A Windsor communications team of four also reports to this branch as well as Provincial Highways Management.

General Records

- Communication Strategies/Plans
- Marketing/Advertising Campaigns
- Minister's Correspondence
- Briefing Notes

Manuals

- MTO Correspondence

Public Records

Fact Sheets

- Purpose:** To impart education and information. To serve as a general publicity medium for announcing changes, additions or deletions to Ministry plans, policies, processes and products.
- Legal Authority:** Subject to Cabinet Office Approval.
- Info Maintained:** Diverse
- Retrievability:**
- Retention Period:** Three years in branch, then archived to Records Office
- Access Procedures:** Call Branch for copy or submit request to Records Office.

Articles

- Purpose:** To impart education and information. To serve as a general publicity medium for announcing changes, additions or deletions to Ministry plans, policies, processes and products.
- Legal Authority:** Subject to Cabinet Office Approval.
- Info Maintained:** Diverse
- Retrievability:**
- Retention Period:** Three years in branch, then archived to Records Office
- Access Procedures:** Call Branch for copy or submit request to Records Office.

Speeches/Speaking Notes

- Purpose:** Is to establish policies on important issues, crystallize a situation to inaugurate action, to introduce or commemorate an event.
- Legal Authority:** Minister's Office
- Info Maintained:** Diverse
- Retrievability:**
- Retention Period:** Three years in branch, then archived to Records Office
- Access Procedures:** Call Branch for copy or submit request to Records Office.

News Releases

- Purpose:** To impart education and information. To serve as a general publicity medium for announcing changes, additions or deletions to Ministry plans, policies, processes and products.
- Legal Authority:** Subject to Cabinet Office Approval.
- Info Maintained:** Diverse
- Retrievability:**
- Retention Period:** Three years in branch, then archived to Records Office
- Access Procedures:** Call Branch for copy or submit request to Records Office.

Ministry: TRANSPORTATION

Publications

- Purpose:** To supply necessary information about the Ministry or its products and services to specific groups of interested people.
- Legal Authority:** Subject to Cabinet Office Approval.
- Info Maintained:** Diverse
- Retrievability:**
- Retention Period:** Three years in branch, then archived to Records Office

Access Procedures: Call Branch for copy or submit request to Records Office.

**LABOUR AND TRANSPORTATION I&IT CLUSTER
ARCHITECTURE, INFORMATION MANAGEMENT AND LABOUR SOLUTIONS BRANCH
ARCHITECTURE AND INFORMATION MANAGEMENT OFFICE**

The Cluster Information Management Office provides leadership in managing the information assets of the Cluster and client ministries. Services include: IM, Leadership and Promotion, IM Policies, Methods and Standards, ECM Implementation Support, Cluster I&IT Planning Support, BCS/RCS Guidance, Development and Support, Project IM Support, IM Tool and Repository Service, IM Awareness and Training and MTO Recorded Information Management (RIM) Services.

Common Records

- Library Users Lists

POLICY AND PLANNING DIVISION

The primary focus of the Policy and Planning Division is to plan and promote a safe, efficient and sustainable transportation system. The Division undertakes long-range transportation planning to ensure that all of the elements of the province's transportation system (air, rail, roads, marine and transit) work together effectively. The Division is also responsible for regulating the areas of Ontario's transportation system that are run by the province, including the management of GO Transit and managing the province's relationship with Metrolinx. Additionally, the Policy and Planning Division represents Ontario's interests in the regulation and development of transportation in consultation with key federal and municipal partners and stakeholders in the air, rail and marine sectors, municipal transit and the municipal road system.

**POLICY AND PLANNING DIVISION
DIVISION SERVICES AND PROGRAM MANAGEMENT OFFICE**

The office is responsible for divisional leadership in fiscal controllership, corporate business administration, procurement, strategic human resources, and the administration of transfer payment programs including Gas Tax. DSPMO provides support and guidance to ensure the division is adhering to ministry and OPS practices and procedures. The office is also responsible for providing support to the ministry's executive team through the SMT Dashboard.

DSPMO works in partnership with staff within the Division and ministry to lead, manage and coordinate divisional and corporate administrative, financial/controllership, strategic human resources, procurement and information technology functions. The office also manages the administration of transfer payment programs

General Records

- Division's Consultant Assignments
- Division's Computer Inventory Database
- Human Resources Staffing & Policy Procedures
- Human Resources General

**POLICY AND PLANNING DIVISION
STRATEGIC POLICY AND TRANSPORTATION ECONOMICS BRANCH**

The Strategic Policy and Transportation Economics Branch leads macro-economic analysis and research capacity to support policy and program development and infrastructure investments. The branch coordinates emerging policy, regulatory and legislative initiatives and strategic plans on behalf of the ministry. It also advances Ontario's transportation priorities and interests through development of strong federal and provincial working relationships.

Ministry: TRANSPORTATION

**POLICY AND PLANNING DIVISION
TRANSIT POLICY BRANCH**

The Transit Policy Branch develops policies and programs to support public transit across the province, and supports the oversight and administration of major transit funding to municipalities and agencies. It also manages the relationship between the ministry and its agency Metrolinx, municipal transit systems, industry associations, and federal and municipal governments. The policies, initiatives and funding strategies developed support both current and long-term municipal and inter-regional transit needs, including commuter rail and bus, municipal rapid and light rail transit, conventional bus and specialized transit.

General Records

- Transportation of Goods (polices and projects)

POLICY AND PLANNING DIVISION TRANSPORTATION PLANNING BRANCH

The Transportation Planning Branch develops transportation planning policy and transport-related environmental policy; advocates transportation interests in broader environmental and land use planning policy creation; leads the development of long-range multi-modal forecasts, models and plans; and co-ordinates transportation data collection and analysis to support plans and policy development.

POLICY AND PLANNING DIVISION TRANSPORTATION PLANNING BRANCH ENVIRONMENTAL POLICY OFFICE

Environmental Policy Office leads the development of transportation-related environmental policy and guidelines for MTO, and advocates transportation interests in broader environmental policy creation.

Manuals

- Corridor Control (Chapter 5)

POLICY AND PLANNING DIVISION TRANSPORTATION PLANNING BRANCH SYSTEMS ANALYSIS AND FORECASTING OFFICE

Systems Analysis and Forecasting Office develops provincial multi-modal travel demand forecasts, co-ordinates transportation data collection and analysis, undertakes major transportation surveys, develops system-wide transportation models, and establishes demand modeling best practices.

PROVINCIAL HIGHWAYS MANAGEMENT DIVISION

The Provincial Highways Management Division is responsible for the design, construction, maintenance and operation of the provincial highway system. It also supports access to local communities through its remote airport and ferry programs. These responsibilities are carried out through the Contract Management and Operations Branch and the Investment Strategies Branch at head office and through five regions. These regional functions are described in separate entries.

General Records

- Geotechnical Soils, Aggregates, Data
- Ministry Agreements (re: permits, property, maintenance, utilities)
- Maintenance Work Orders
- Maintenance Inspectors' Reports
- Long-Term Municipal Transportation
- Land/Transfer/Acquisition
- Highway Strip, Country Site and Militia Maps
- Compass, Contracts, Tenders
- Highway Pavement Conditions, Drainage and Hydrology
- Road Needs
- Engineering Services
- Employees' Training Plan
- Electrical Design

Ministry: TRANSPORTATION

- Driver Examination Centres (operations and production)
- Corridor Control Reviews and Activities
- Construction Tenders, Work Orders, Plans, Schedules and Reports
- Highway Planning and Design
- Staff Safety
- Structural Reports and Inventory

- Traffic Management Records (signs, signals, and traffic count data)
- Vehicle Inspection
- Winter Maintenance and Sanding/Salting Reports
- Remote Airports Construction and Maintenance
- Municipal Roads Subsidies

Manuals

- Equipment
- Supply and Services
- Procedure
- Personnel
- Ministry of Transportation Directives
- Maintenance
- Highway Geometric Design
- Finances
- Drivers & Vehicles
- Traffic
- General Administration

PROVINCIAL HIGHWAYS MANAGEMENT DIVISION EXECUTIVE DIRECTOR ASSET MANAGEMENT CONTRACT MANAGEMENT AND OPERATIONS BRANCH

The Contract Management Office is responsible for policies and procedures related to the acquisition, as well as the administration of the associated contractual agreements, with service providers for the design, construction and maintenance of the provincial highway network. The office pre-qualifies contractors for bidding on construction and maintenance projects, finalizes and distributes the contract documents to potential bidders, prepares estimates for the work, receives the bids and awards the work. In addition, the office develops contract administration guidelines and automated tools for the effective management of planning, design and contract administration consultant assignments, as well as for the oversight of construction and maintenance contracts. The office also assesses and negotiates claims that may result from consultant, construction or maintenance contract work.

General Records

- Maintenance Management Master File
- Ministry Equipment Specifications and Design Files
- MTO Designated and Manufactured Equipment
- Gasoline, Diesel Fuels and Motor Oil receipts and Issues
- Garage Equipment Work Orders
- Equipment Inventory Master Files
- Various Maintenance Expenditures

Manuals

- Equipment

Ministry: TRANSPORTATION

PROVINCIAL HIGHWAYS MANAGEMENT DIVISION EXECUTIVE DIRECTOR ASSET MANAGEMENT HIGHWAY STANDARDS BRANCH

The Design and Contract Standards Office provides the ministry with policies, standards, guidelines and procedures for civil engineering, highway design and drainage design related to provincial roads. It deals with the development of standards for highway geometrics, construction, design, drainage, hydrology, safety and new products.

The office develops and maintains the Ontario Provincial Standards, which reflect construction and material requirements for highways, watermains and sewers. Responsibilities include developing, monitoring and providing technical expertise on highway design processes, highway design policy and standards, design documentation and design quality assurance. The office produces a number of highway design publications and manuals.

General Records

- Permanent Counting Station Reports
- Provincial Highways Traffic Volumes Report
- 24-Hour Vehicle Classification
- Annual Accident Rates

Manuals

- Remote Airport Lighting
- Electrical Engineering

PROVINCIAL HIGHWAYS MANAGEMENT DIVISION EXECUTIVE DIRECTOR ASSET MANAGEMENT INVESTMENT STRATEGIES BRANCH

The Investment Strategies Branch develops investment strategies and controls expenditures for the Provincial Highways Management Program. ISB supports the highway program through leading the Results Based Planning process, developing multi-year highway investment plans, providing consolidated financial management and coordinating information management.

General Records

- Capital Construction Management System

PROVINCIAL HIGHWAYS MANAGEMENT DIVISION REGIONAL OFFICES REGIONAL DIRECTORS

Northwestern Region's boundaries are from the Manitoba border, easterly to 4.7 kms east of Pic Moberg Road South. The regional office is responsible for the planning, design, construction and maintenance of provincial highways and the Remote Northern Airports Program.

Common Records

- CORPAY
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Identity/Employee Card
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- CORPAY
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory

Ministry: TRANSPORTATION

- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Medical Information (Personnel)
- Professional Development
- Travel/Expense Accounts

General Records

- Design of illumination systems

ROAD USER SAFETY DIVISION

The Road User Safety Division contributes to Ontario's successful safety record by improving road safety and mobility through the promotion and regulation of responsible driving behavior. The key objective is to reduce death and injury on our roads by developing, promoting and participating in road user safety programs. It also promotes the customer responsiveness, effectiveness and cost efficiency in the delivery of its programs including driver and vehicle products. The Assistant Deputy Minister, Road User Safety Division, is responsible for the coordination of all road user safety activities for the province, and acts as the Registrar of Motor Vehicles for Ontario.

ROAD USER SAFETY DIVISION REGIONAL OPERATIONS BRANCH

The Regional Operations Branch directs and manages the delivery of driver, vehicle and carrier services across the province, including: motor carrier enforcement, commercial vehicle licensing through the International Registration Plan, regulating the movement of over-dimensional and over-weight commodities by permit, enhancing driver behaviour through beginner driver education, certification and driver improvement counseling, and promotion of road safety through education and outreach.

Common Records

- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Performance Management
- Professional Development

General Records

- Driver and Vehicle Licence Office

Manuals

- Issuer Administration
- DABS
- Oversize / Overweight
- Enforcement Procedures
- Driver Examination - Outside

Personal Information Banks

Ministry: TRANSPORTATION

Permits - Application

Legal Authority:	Highway Traffic Act, R.S.O. 1990, c.H.8
Info Maintained:	Name, address, conditions or endorsements, date of birth, height, sex.
Uses:	Maintain records of all class G1 and M1 licences; record dates of road tests.
Users:	Drivers and Vehicles Office staff.

Individuals in Bank: Individuals applying for a driver's licence

Retention Period: One year, then destroyed.

Vision Test Results

Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32(14); R.R.O. 1990, Reg. 585, s. 12.

Info Maintained: Name, address, vision test results.

Uses: Ensure that individuals applying for driver's licences have adequate vision.

Users: Drivers and Vehicles staff.

Individuals in Bank: Individuals applying for driver's licences.

Retention Period: Passed certificates, not determined; failed certificates destroyed after 1 year.

Driver Improvement Counselling - Interview Records

Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32(12); O. Reg.359/81, s.4.

Info Maintained: Name, address, copy of driving record and driver's interview results, date of birth, driver's licence number

Uses: Review results of demerit point interviews and make recommendation.

Users: Driver Review and Control staff, manager, deputy registrar and registrar.

Individuals in Bank: Individuals whose driving record is under review due to demerit point accumulation.

Retention Period: Paper retained several months; microfilm retained indefinitely.

Driver Improvement Counselling - Interview Records

Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32(12); O. Reg. 359/81, s.4

Info Maintained: Name, address, copy of driving record and driver's interview results, date of birth, driver's licence number

Uses: Review results of demerit point interviews and make recommendations.

Users: Driver Review and Control Staff.

Individuals in Bank: Individuals whose driving record is under review due to demerit point accumulation.

Retention Period: Paper retained until file closed.

Correspondence Files

Legal Authority: Voluntary.

Info Maintained: Name, address

Uses: Provides information for enquiries.

Users: Branch Staff.

Individuals in Bank: Individuals making enquiries regarding drivers' or vehicle licences, customer service at Drivers and Vehicles offices, or their road tests.

Retention Period: Paper retained 5 years then destroyed.

ROAD USER SAFETY DIVISION REGIONAL OPERATIONS BRANCH REGIONAL OPERATIONS - NORTH

The Regional Operations - North Office delivers the ministry's programs in the areas of Driver Improvement, International Registration, Overdimensional Permits and Commercial Vehicle Inspection; and enforces the statutes and regulations related to the operation of commercial motor vehicles on the highways of Ontario.

Common Records

- Tests, Examinations and Assessments

Ministry: TRANSPORTATION

ROAD USER SAFETY DIVISION SERVICE DELIVERY PARTNERSHIPS BRANCH DRIVER EXAMINATION SERVICES OFFICE

The Driver Examination Services Office is responsible for oversight and compliance monitoring related to the delivery of Driver Examination Services by Serco DES. The office provides contract oversight, issues management capability and supports the ongoing improvement of Driver Examination Services.

Personal Information Banks

Internet Road Test Booking System

Legal Authority:	Highway Traffic Act - The Ministry has the authority to collect personal information for the purposes of the issuance of driver's licences. Section 38 (2) of FIPPA, authorizes the collection of personal information where necessary to the proper administration.
Info Maintained:	Driver's Licence Number, Driver's Licence Expiry Date, Postal Code, Phone Number (optional), Client IP Address.
Uses:	Schedule a road test, process payments, view road test booking(s) and cancel road test booking(s).
Users:	Labour and Transportation Cluster (Government Services Cluster), Net Centre of Excellence, Serco DES Inc.
Individuals in Bank:	Anyone who holds a valid Ontario driver's licence and is eligible for a road test.
Retention Period:	The internet road test booking (iRTB) system will collect information directly from the customer interfacing with the iRTB system via their internet connection. Once the transaction is complete the information is not retained in iRTB.

UNIVERSITIES AND COMMUNITY COLLEGES

UNIVERSITIES AND COMMUNITY COLLEGES

ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governor's appointed by the Ontario Council of Regents, oversees the operation of the college, establishes policies and evaluates college operations and effectiveness. The board is assisted by standing committees and a number of program advisory committees.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes
- Bylaws

ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, ACADEMIC SERVICES

The Vice-President, Academic Services is responsible for the development, operation and evaluation of all academic programs and continuing education courses and liaison with various facilities, such as hospitals, day care centres, correctional institutions where college students in several programs obtain clinical, practical and field experience. The Area is also responsible for the Learning Resource Centre, Instructional Technology, Planning Department and a dental clinic, a flower shop and a restaurant.

Common Records

- Day Care Registrants
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments

General Records

- Advisory Committee Minutes
- Community Sponsors Information
- Continuing Education Program Submissions
- Contracts and Letters of Agreement
- Employers Files
- Professional Training Mailing List
- Vice-Presidents Executive Committee
- Client Files
- Admissions Criteria
- Vice President Academic Services Management Committee Minutes
- Canadian Job Strategy Committee Minutes
- Directors Management Committee Minutes
- Directors Council Minutes
- Program Council Minutes
- Senior Adult Training Plans
- Student Retention Committee Minutes
- Academic Council Minutes

UNIVERSITIES AND COMMUNITY COLLEGES

ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, FINANCE AND ADMINISTRATION

The Vice-President, Finance and Administration is responsible for all matters relating to the financial and general administration of the college, such as the departments of Physical Resources, Finance, Registrar, Admissions, Ancillary Operations, Computer Services, Internal Audit and other support services.

Common Records

- Parking Records (Employee)
- Student Registration and Academic History
- Travel/Expense Accounts

General Records

- Survey of Withdrawn-Application Students
- Survey of First-Year New Entrants
- Survey of Continuing Education Students
- Director's Committee Minutes
- College Budgets

ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, STUDENT LIFE AND HUMAN RESOURCES

The Vice-President, Student Life and Human Resources is responsible for the Human Resources and Student Services, comprising Health Services, Financial Aid, Test Centre, Counselling, Placement, Centre for Students with Disabilities, Aboriginal Centre and the Ombudsperson.

Common Records

- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Health and Medical Records
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Counselling

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Cambrian College of Applied Arts and Technology is a vocationally oriented college of applied arts and technology that serves the Sudbury and Manitoulin/North Shore districts. It provides high quality and diverse educational opportunities to young persons and adults with varying needs and abilities. Cambrian College also provides a comprehensive range of programs and services to the First Nations people. In addition to postsecondary programs, the college offers a wide range of opportunities for employee renewal and upgrading and adult retraining. The Cambrian Foundation and Northern Ontario Research Centre for Advanced Technology (NORCAT) are independent organizations associated with the college. The college is governed by a Board of Governors that includes the college's President as a member. The College is organized into three divisions: Academic, Strategic Development, and Education and Corporate Support. Campuses are located in Sudbury, Espanola and Manitoulin Island.

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The Vice President, Academic heads the division. Academic programs are delivered in the schools of: Anishnaabe Studies - Wabnode Institute, Creative Arts and Open Learning, Business, Applied Arts and Athletics, Health and Human Services, Technology, Skills and Research, and Continuing Education.

Common Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- Graduate and Alumni Records
- Ontario Basic Skills Program Trainees
- Student Athletics and Fitness Programs
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Employer Directories

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is comprised of members appointed by the Council of Regents: 12 voting members from nominations representative of the geographic and demographic aspects of the region, as well as voting members elected from the college's student body, academic, administrative and support staff group. It is responsible for establishing college goals, policies and processes for evaluation of the operation of the college. The Board has five standing committees: the Executive Committee, the Anishnaabe Affairs Committee, the Education and Planning Committee, the Finance and Administration Committee and the Membership Committee.

Common Records

- Board of Governors Membership

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY EDUCATION AND CORPORATE SUPPORT

The division is headed by the Vice-President, Education and Corporate Support and provides the college and all campuses with support services, including human resources management, physical resources and safety, campuses administration, finance and accounting, researching and planning, information systems, staff development and employment and education equity, childcare services, hospitality and conference services, residence and library.

Common Records

- Day Care Registrants
- Employee Personnel, Payroll and Benefits Records

- Employment Application Inventory
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Graduate and Alumni Records
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- Litigation Files
- Ombudsman/Human Rights Commission
- Parking Records (Employee)
- Performance Management
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

UNIVERSITIES AND COMMUNITY COLLEGES

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Reporting to the Board of Governors, the President is the Chief Executive Officer with full authority to manage and direct the business and affairs of the college. Registrar/Student Affairs and Marketing and Institutional Relations reports directly to the President. Student Affairs provides services in the Counselling Centre, Career Services and RAFTERS and Registrar's Office/Financial Aid.

Common Records

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY STRATEGIC DEVELOPMENT

This division is headed by the Vice-President, Strategic Development and is responsible for strengthening and expanding Cambrian's linkages and educational partnerships with the business, industrial, professional and international communities; for the delivery of contract and employer based education and training programs, courses and seminars, and part-time credit and non-credit courses at the Espanola and Manitoulin Island campuses. The division is responsible for the administration of provincial/federal programs such as Job Connect. It provides special services to students with learning disabilities through the Special Needs Regional Resource Centre. The division coordinates activities in Sudbury, Espanola and Manitoulin Island.

Common Records

- Career Planning/Training

Personal Information Banks

Special Needs Students Files

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, R.R.O. 1990, Reg. 770
Info Maintained:	Name, address, application and intake records, assessment reports, date of birth, documentation of disability, medical documentation, telephone number.
Uses:	Assist in providing appropriate accommodation to students with special needs; assist in administering the program.
Users:	Special Needs Unit staff.

Individuals in Bank: Students and potential students with special needs due to disabilities.

Retention Period: Three years.

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC DIVISION

The Vice President, Academic is responsible for the development and delivery of all academic programs: Business, Computer/Technology, Aviation and Engineering, Applied and Secretarial Arts, General Studies, Health Sciences and Part-Time Studies. In addition, this division delivers special services such as the Canadore School of Hospitality Dining Room and the Dental Clinic. Computer Services, Instructional Development and Media Services, Counselling and Health Services are also in this division.

Common Records

- Board of Governors Membership
- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Health and Medical Records
- Library Users Lists

UNIVERSITIES AND COMMUNITY COLLEGES

- Medical Information (Personnel)
- Ontario Basic Skills Program Trainees
- Performance Management
- Student Appeals (disciplinary, administrative, academic)
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Workshop and Conference Files
- Community-Based Training Program Evaluation File

Manuals

- Policy and Procedures Manual
- Health Sciences Accreditation Procedures

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATIVE DIVISION

The Vice President, College Operations and the Program and Process Leader provide the college with a variety of support services, including the Campus Shop, finance and accounting, purchasing, human resources, plant and property management, the student residence, security, professional development, athletics, community and secondary liaison public relations and information, financial aid for students, job placement, registration and student records.

Common Records

- Career Planning/Training
- Day Care Registrants
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information

- Grievances and Applications
- Identity/Employee Card
- Litigation Files
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Parking Records (Employee)
- Performance Management
- Professional Development
- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

Manuals

- Policy and Procedures Manual

UNIVERSITIES AND COMMUNITY COLLEGES

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors, appointed by the Council of Regents and area municipalities, establishes college goals and policies.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

Manuals

- Policy and Procedures Manual

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY CORPORATE AND INTERNATIONAL DEVELOPMENT DIVISION

Under the direction of the Vice President, Corporate and International Development, the division is responsible for establishing partnerships with business and industry, labour organizations, educational institutions, government ministries, public agencies, municipal and Aboriginal communities, community based groups and associations and with other partners as may be appropriate. Partnerships may address a range of activities from short-term project-specific activities to long-term strategic alliances.

General Records

- Training Initiatives and Development
- Workshop and Conference Files

Manuals

- Policy and Procedures Manual

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY EXTERNAL RELATIONS DIVISION

The Vice President, External Relations Division has a mandate to negotiate partnerships, business arrangements and contacts with business and industry, labour organizations, educational institutions, government ministries, public agencies, municipal and Aboriginal communities, community based groups and associations and with other partners as may be appropriate. Partnerships may address a range of activities from short term project-specific activities to long term strategic alliances.

General Records

- Training Initiatives and Development
- Workshop and Conference Files
- Human Resource Development Business Plan
- Corporate and International Business Plan

Manuals

- Policy and Procedures Manual

UNIVERSITIES AND COMMUNITY COLLEGES

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the operations of the college.

The Canadore Foundation, established to provide an avenue for contributions, bequests, grants and gifts to support activities and programs, reports to the President.

Common Records

- Board of Governors Membership
- Graduate and Alumni Records

Manuals

- Policy and Procedures Manual

CENTENNIAL COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Centennial College is governed by a 17-member board of governors including the President who is an ex-officio member and secretary-treasurer. The college is organized into the Office of the President and five main areas: Academic, Administration and Finance, Student Services and Community Relations, Human Resources and Information Services. There are three major teaching campuses in Scarborough and one in East York. Progress Campus, 941 Progress Avenue, Scarborough; Warden Woods Campus, 651 Warden Avenue, Scarborough; Ashtonbee Campus, 75 Ashtonbee Road, Scarborough; and The Bell Centre for Creative Communications, 951 Carlaw Avenue, East York. One non-teaching location housing the Bibliocentre and a number of smaller training satellites are situated in the east end of Scarborough.

Common Records

- Board of Governors Membership
- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests

- General Employment History and Payroll Information
- Graduate and Alumni Records
- Grievances and Applications
- Litigation Files
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Parking Records (Employee)
- Performance Management
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Vocational Testing and Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

- Workforce Information Network (WIN)
- Workplace Safety and Insurance

General Records

- Purchasing
- Child Care Registrants
- Centre for Students with Disabilities
- Accounting

COLLÈGE BORÉAL BOARD OF GOVERNORS

Collège Boréal Board of Governors has 17 members representing the entire territory served by the college. The Board of Governors is responsible for establishing the college's mandate, vision, values, beliefs and policies. It has four standing committees: the Administration and Finance Committee, the Nomination Committee, the President's Performance Appraisal Committee and the Ad Hoc Committee on General Policies.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes
- College Archives
- By-laws

COLLÈGE BORÉAL ENTREPRISES "BORÉAL" DIVISION

The Entreprises "Boréal" Division is responsible for vocational training, customized training apprenticeship programs and federally and provincially sponsored programs as well as international affairs. This division is responsible for delivering the following programs: Job Connect, Student Connection Program, Summer Job Services Program and the Literacy and Basic

Skills Program. It also operates a business centre and a conference centre.

Common Records

- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees

General Records

- Division Minutes
- Information on Sponsoring Organizations
- Employer Records
- Contracts and Letters of Agreement
- Clients Records

COLLÈGE BORÉAL HUMAN RESOURCES

The Human Resources Division is responsible for planning human resources, professional development, labour relations, benefits and the delivery of a variety of user services.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests

UNIVERSITIES AND COMMUNITY COLLEGES

- Ombudsman/Human Rights Commission
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

COLLÈGE BORÉAL PRESIDENT'S OFFICE

Appointed by the Board of Governors, the President is responsible for managing the college's operations. The President's management team consists of five positions that report to her: Executive Dean, Entreprises<<Boréal>>; Executive Director, Public Affairs; Executive Director, Strategies and Partnerships; Executive Dean, Quality of Programs and Services; and Executive Director, Human Resources.

General Records

- Minutes

COLLÈGE BORÉAL PUBLIC AFFAIRS

The Public Affairs Division is responsible for internal and outgoing communications, public relations, marketing services, public relations and research, and writing and editing support services. The Division is also responsible for national affairs, student admissions, student athletics, student awards and placement as well as the community fitness centre.

Common Records

- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records
- Ontario Student Assistance Program
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs

- Student Registration and Academic History
- Workforce Information Network (WIN)

General Records

- Minutes
- Community Organizations
- Contracts and Letters of Agreement
- Minutes
- Lists of National and International Organizations

COLLÈGE BORÉAL QUALITY OF PROGRAMS AND SERVICES

The Quality of Programs and Services Division is responsible for the planning and management of instruction for all full-time study programs. The programs offer a combination of core courses in five program areas: Health Sciences; Social Studies; Environmental Science, Technology and Trades; Business and Office Administration; and Academic Support.

Common Records

- Day Care Registrants
- Dental Clinic Patients
- Library Users Lists
- Medical Information (Personnel)
- Student Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Minutes of Unit Meetings

COLLÈGE BORÉAL STRATEGIES AND PARTNERSHIPS

The Strategies and Partnerships Division is responsible for strategic planning and partnerships and for the management of the financial affairs of the College. The Division provides accounting, purchasing and auditing services and is responsible for all physical resources services.

Common Records

- Parking Records (Employee)
- Travel/Expense Accounts

General Records

- Occupational health and safety
- Supplier Records
- Minutes
- Contracts/Agreements and Leases

COLLÈGE DES GRANDS LACS D'ARTS APPLIQUÉS ET DE TECHNOLOGIE

Le Collège des Grands Lacs is the first francophone postsecondary distance education institution in Ontario. The college has three campuses in Toronto, Welland and Windsor, and three access sites located in Hamilton, Penetanguishene and London.

Using a unique distance education concept, all the Collège des Grands Lacs' campuses and access sites are linked by enhanced audioconferencing, interactive videoconferencing, audiographics and computer systems. In this way, each campus and site can broadcast and receive information interactively. Students can receive quality instruction at the Collège des Grands Lacs, whether they are located in Hamilton, Penetanguishene, Toronto, London, Welland or Windsor. Students can thus pursue their secondary and postsecondary education in French without leaving their own cities. The various campuses and access sites provide services for adults seeking special training and job services such as Job Connect and Literacy and Basic Skills.

Common Records

- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling

General Records

- Training Plans

UNIVERSITIES AND COMMUNITY COLLEGES

COLLÈGE DES GRANDS LACS D'ARTS APPLIQUÉS ET DE TECHNOLOGIE ACADEMIC

Academic is responsible for planning, negotiating, coordinating and administering academic activities as a whole, including postsecondary education and part-time studies. Postsecondary education activities come under families of programs such as Health Sciences and Community Services and Administration and Technology. Academic is responsible for liaison with the college's different partners who will help provide its students with practical on-the-job experience such as in hospitals, day care centres, or public sector businesses. Academic must also apply provincial standards in general education and generic skills.

Common Records

- Library Users Lists
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

General Records

- Resource Guides

COLLÈGE DES GRANDS LACS D'ARTS APPLIQUÉS ET DE TECHNOLOGIE FINANCE AND ADMINISTRATION

The Director of Finance and Administration is responsible for issues relating to the college's overall financial administration such as material, financial, purchasing, internal audit and other operational activities of the campuses and access sites.

Common Records

- Travel/Expense Accounts

General Records

- Tenders and Proposals
- Requests for Proposals
- Community Information (Sponsors)

COLLÈGE DES GRANDS LACS D'ARTS APPLIQUÉS ET DE TECHNOLOGIE PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President administers the college's teaching and administrative activities including Human Resources and Registrar, directs strategic planning activities and is fully responsible for the management of college operations and personnel. In addition, the President provides administrative support to the Board of Governors.

Common Records

- Board of Governors Membership
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Medical Information (Personnel)
- Ontario Student Assistance Program
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Registration and Academic History
- Workforce Information Network (WIN)
- Workplace Safety and Insurance

UNIVERSITIES AND COMMUNITY COLLEGES

General Records

- Policies
- Minutes
- By-laws
- Rooms, Course Timetables
- Procedures
- Mailing lists of College partners such as Community Organizations
- Class Timetables
- Minutes of Program Committee and Resource Committee Meetings
- Admission Requirements

Manuals

- President' Office procedures manual
- Procedures

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The President is responsible for the academic affairs, including planning, development, delivery and evaluation, of full- and part-time programs and courses in the Schools of Applied Arts and Access, Business, Health Sciences and Community Services, Engineering Technology and Trades and Apprenticeship, and in the divisions of Continuing Education and Training and Development. The schools and divisions are administered by Deans or Vice Presidents.

Common Records

- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- FUTURES Program Applicants and Participants
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is responsible for establishing directions, policies and goals for the college, and evaluating college operations and effectiveness. The board has five standing committees: Executive, Finance and Audit, Academic and Student

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes of Board and Standby Committees
- Bylaws

Manuals

- College Policy Manual

UNIVERSITIES AND COMMUNITY COLLEGES

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY CONTINUING EDUCATION

The Vice President, Training and Development and Continuing Education is responsible for the cross-college support and coordination of Continuing Education and for the centralized functions within the Continuing Education Division. The Deans and academic vice presidents are responsible for academic affairs, including planning, development, delivery and evaluation of programs and courses for adult part-time learners within their division/schools. Activities occur at five campuses and numerous community locations.

Common Records

- Tests, Examinations and Assessments

Manuals

- Continuing Education Policies and Procedures for Associate Faculty
- Continuing Education On-Line Systems Manual

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND ADMINISTRATIVE OPERATIONS

The Vice President, Finance and Administrative Operations is responsible for financial planning and services, accounting services, audit, material services, computer services, physical resources, ancillary services, and the Registrar's Office and Student Services. The Vice President is also secretary-treasurer of the Board of Governors.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Parking Records (Employee)

Manuals

- Student Fees Schedule
- Budget Guidelines

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES

The Manager, Human Resources is responsible for the college human resources plan, which includes the coordination of staff recruitment, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, the interpretation and implementation of the collective agreements, grievance procedures and pay equity, employment equity, occupational health and safety, and protection of human rights policy.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Grievances and Applications
- Health and Medical Records
- Ombudsman/Human Rights Commission
- Professional Development
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

Manuals

- Health Services Procedures Manual
- College Human Resources Information Manual
- Emergency and Safety Procedures

UNIVERSITIES AND COMMUNITY COLLEGES

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SERVICES

The Vice President, Finance and Administrative Operations is responsible for providing a variety of student services and community-related activities for the college. Included are the Registrar's Office, admissions and awards, admissions testing, counselling, student retention, peer services, financial aid, special needs, student recruitment and information services. The Vice President is also responsible for the finance and administrative operations functions as described above.

Common Records

- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Vocational Testing and Counselling

Manuals

- Student Handbook
- Peer Tutoring Manual
- Peer Helper Manual
- Intramural Sports Practices Manual
- Faculty/Student Handbook - Special Needs
- Conestoga Centre Practices Manual
- Conestoga Centre - Emergency Fire Safety Plan Manual
- College Calendar
- Student Practices Manual

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY THE PRESIDENT'S OFFICE

The President is Chief Executive Officer, appointed by the Board of Governors, with full authority to manage and direct the business and academic affairs of the college. Staff in the President's Office coordinate long-range planning, advisory committees, college archives, international education, freedom of information, alumni and fundraising.

Common Records

- Co-op, Work Term, Final Job Placements
- Freedom of Information and Protection of Privacy Act Requests
- Graduate and Alumni Records

Manuals

- Strategic Plan
- Program Advisory Committee Guidelines
- College Procedures

Personal Information Banks

UNIVERSITIES AND COMMUNITY COLLEGES

Fundraising

Legal Authority:	Ministry of Colleges & Universities Act, R.S.O. 1990, c.M.19, R.R.O. 1990, Reg.770.
Info Maintained:	Information related to donors
Uses:	Administration of fundraising process
Users:	Funding administration staff
Individuals in Bank:	Donors
Retention Period:	Not determined

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY TRAINING AND DEVELOPMENT

The Vice President Training and Development and Continuing Education is responsible for academic affairs including planning, development, promotion, and evaluation of programs and courses for contract training and the administration of government-sponsored programs such as Human Resources Development Canada activity. The activity occurs primarily in the workplace and at college locations.

Common Records

- Student Applications
- Student Registration and Academic History
- Tests, Examinations and Assessments

Manuals

- Training and Development Practices

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Confederation College provides post-secondary, adult and continuing education and training in technology, applied arts, business, health sciences, and aboriginal studies directed to the vocational, social and cultural realities of northwestern Ontario.

The college is governed by a Board of Governors to which the President reports as Chief Executive Officer. The college is organized into four divisions with campuses located in Thunder Bay, Kenora, Fort Frances, Dryden, Geraldton and Marathon.

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC PROGRAMS

The Dean, Academic Programs; the Dean, Student and Human Services and the Dean, Business and Ventures are responsible for the development and delivery of academic programs and courses in their areas.

Common Records

- Day Care Registrants
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Student Appeals (disciplinary, administrative, academic)
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

General Records

- Northwest Enterprise Centre Project Files

Manuals

- Guidelines for Subject Outline Preparation
- Academic Policies and Procedures Manual

UNIVERSITIES AND COMMUNITY COLLEGES

Personal Information Banks

Northwest Enterprise Centre Client Files

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
- Info Maintained:** Name, address, business details of clients, progress reports, telephone number.
- Uses:** Documentation of client progress.
- Users:** Program advisors.
- Individuals in Bank:** Clients of programs offered by the Northwest Enterprise Centre.
- Retention Period:** Not determined.

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is comprised of Council of Regents appointees and elected representatives of students and employees of the college. The board establishes college goals and policies.

Common Records

- Student Appeals (disciplinary, administrative, academic)

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND ADMINISTRATION DIVISION

The Executive Director, Finance and Administration, is responsible for the financial management of the college and a variety of support services. The units that report to this position are the Director, Finance; Director, Physical Resources; and Director, Information Technology.

Manuals

- Policy and Procedure Manual
- Emergency Procedure Manual

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

Reporting to the Board of Governors, the President is responsible for the overall management of the college. The following functions report directly to the President: The Dean, Academic Programs; the Dean, Student and Human Services; the Dean, Business and Ventures; the Executive Director, Finance and Administration and Administrative Assistant.

Common Records

- Board of Governors Membership

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SERVICES AND HUMAN RESOURCES DIVISION

The Dean, Student and Human Services is responsible for the human resource management of the college and provision of student services. The units that report to this position are Registrar; Associate Dean, Health and Human Services; Director, Community and Media Relations; Administrative Assistant; Director, Student Life; and Director, Human Resources.

Common Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Parking Records (Employee)
- Professional Development
- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Vocational Testing and Counselling
- Workplace Safety and Insurance

General Records

- Staff Training Workshop and Conference Files

Manuals

- Student Handbook

Personal Information Banks

Non-Traditional Occupations Project Client Files

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained:	Name, address, application forms, health forms, telephone number, test results.
Uses:	Longitudinal study of education and career choices of students.
Users:	Program evaluator
Individuals in Bank:	Students participating in program.
Retention Period:	Not determined.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Durham College provides educational services to students and trainees in the areas of post-secondary and continuing education, apprenticeship and skills training.

Durham College is governed by a Board of Governors appointed by the Ontario Council of Regents, and is organized into the following divisions: Business and Skills Development, Communications and Development, Continuous Learning, Finance and Administrative Services, Post-Secondary Programming, President's Office and Staff Services and Student Services.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BUSINESS AND SKILLS DEVELOPMENT

The division is responsible for offering government sponsored programs, college and career preparation programs, the Productivity Improvement Centre (which focuses on ISO 9000 programs), Industrial Training, the College Management Centre (which focuses on improving the operational efficiency in small business) and Apprenticeship Programs.

Common Records

- Career Planning/Training
- FUTURES Program Applicants and Participants

UNIVERSITIES AND COMMUNITY COLLEGES

- Innovation Centre Clients, Registrants and Users
- Ontario Basic Skills Program Trainees
- Tests, Examinations and Assessments

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY COMMUNICATIONS AND DEVELOPMENT

The division is responsible for communications, development, marketing and alumni.

Common Records

- Graduate and Alumni Records

General Records

- Press Releases
- Fundraising
- College Archives

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY CONTINUOUS LEARNING

The division is responsible for International Training and Night School Programming.

Common Records

- Tests, Examinations and Assessments

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND ADMINISTRATIVE SERVICES

The division administers and controls all financial matters, cafeterias and facilities. Reporting to the Administrator are Financial Services, Payroll, Bookstore, Administrative Services, Computer Information Services, Physical Resources and Food Services.

Common Records

- Employee Personnel, Payroll and Benefits Records

Manuals

- Durham College Procedures Manual

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY POSTSECONDARY PROGRAMMING

The division is responsible for offering programming in Journalism; Public Relations; Advertising Administration; Interior Design; Graphic Arts; Early Childhood Education; Food and Beverage Management; General Studies; Business Administration; Legal Administration; Office Systems; Retail Management; Office Administration; Secretarial Studies; Engineering Technology; Industrial, Chemical, Electronic, Mechanical, Food and Drug Technologies; Practical Nursing; Dental Assistant; Nursing; and Dental Hygiene.

This division is also responsible for library and media services.

Common Records

- Day Care Registrants
- Dental Clinic Patients
- Health and Medical Records
- Library Users Lists
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

UNIVERSITIES AND COMMUNITY COLLEGES

Manuals

- Student Handbook
- Instructor's Handbook
- Extension Handbook
- Director's Handbook
- Continuing Education Director's Handbook

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business affairs of the college.

Manuals

- Durham College Policies Manual

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY STAFF SERVICES

The division coordinates the recruitment of staff; maintains employee records; coordinates staff promotions, transfers and terminations; and interprets and implements the collective agreements, grievance procedures and pay equity.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records

- Library Users Lists
- Ombudsman/Human Rights Commission
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SERVICES

The division is responsible for job placement services, the operations of the fitness complex, financial aid, counselling and health services, vocational assessment, admissions, and registration.

Common Records

- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Registration and Academic History

UNIVERSITIES AND COMMUNITY COLLEGES

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY THE BOARD OF GOVERNORS

The board establishes goals and policies for the college and evaluates the results. The board is comprised of 12 external and four internal members. One external member serves as Chairperson.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The Vice President, Academic is responsible for the policy, planning, operation and direction of academic programs within Fanshawe College, and the operation of committees appropriate to the development and monitoring of programs.

Common Records

- Dental Clinic Patients
- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors establishes college goals, priorities and policies, and evaluates progress achieved on these activities and policy directions. The Board of Governors is comprised of 17 members, which includes the college's President as an ex-officio member, one member from each of the three employee groups of the college, and one member of the student body.

Common Records

- Board of Governors Membership

Manuals

- Board Policy Manual

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY BUSINESS DEVELOPMENT (COMMUNITY SERVICES)

The Vice President, Business Development is responsible for the policy, planning, operation and direction of educational programs and services offered through the School of Continuing Education, the Cooperative and Career Education Department, Marketing and Communications Department, Partnerships, Area Campuses as well as coordination of fundraising activities.

Common Records

- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Ontario Basic Skills Program Trainees
- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

Personal Information Banks

Fundraising

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M. 19; R.R.O. 1990, Reg. 770.
Info Maintained:	Information related to donors.
Uses:	Administration of fundraising process.
Users:	Partnerships staff.
Individuals in Bank:	Donors.
Retention Period:	Not Determined

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

The President is appointed by and responsible to the Board of Governors as the Chief Executive Officer with responsibility for the day-to-day operation of the college. Common records under the responsibility of the Director, Finance and Administration and the Director, Audit and Corporate Services are included in this section.

Common Records

- Day Care Registrants
- Freedom of Information and Protection of Privacy Act Requests
- Health and Medical Records
- Litigation Files
- Ombudsman/Human Rights Commission
- Parking Records (Employee)
- Travel/Expense Accounts

Manuals

- College Administrative Policy Manual

Personal Information Banks

Occupational Health and Safety Training Records

Legal Authority:	Occupational Health and Safety Act, 1990, R.S.O. 1990, c.0.7.
Info Maintained:	Name, WHIMIS training details, employee number, name of division or department.
Uses:	To maintain a record of employee safety training.
Users:	Occupational Health and Safety Services employees.
Individuals in Bank:	College employees
Retention Period:	Not determined

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT AND STAFF SERVICES

The Director, Student and Staff Services is responsible for administrative support services in non-academic areas such as Human Resources, educational resources, student admissions, student athletics, health services, student awards and counselling as well as the community fitness centre.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Library Users Lists
- Ontario Student Assistance Program
- Professional Development

UNIVERSITIES AND COMMUNITY COLLEGES

- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

Personal Information Banks

Special Needs Students Files

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, R.R.O. 1990, Reg. 770.
Info Maintained:	Name, address, application and intake records, assessment reports, date of birth, documentation of disability, medical documentation, telephone number.
Uses:	Assist in providing appropriate accommodation to students with special needs; assist in administering the program.
Users:	Special Needs Unit staff.
Individuals in Bank:	Students and potential students with special needs due to disabilities.
Retention Period:	Three years, then destroy.

Community Fitness Centre Membership Records

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990 c.M. 19; R.R.O. 1990, Reg. 770
Info Maintained:	Name, address, telephone numbers and personal statistics such as age, weight, height, fitness level
Uses:	Administration of the Community Fitness Centre
Users:	Staff in the Community Fitness Centre
Individuals in Bank:	Members of the Community Fitness Centre

Retention Period: Not determined

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

George Brown College is a student-oriented, highly diversified, innovative centre of learning in multicultural central Metropolitan Toronto, providing high-quality education, training, research, development and social services with integrity, professionalism and a sense of caring. George Brown College is governed by a 17-member Board of Governors that includes the college's President in an ex-officio capacity as secretary-treasurer. The college has three Vice Presidents, each responsible for an area of the College operations as follows: Academic and Student Affairs, Corporate Services and External Relations, and Human Resources.

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC AND STUDENT AFFAIRS

Under the direction of the Vice President, Academic and Student Affairs, this area is comprised of all academic units and departments providing services to students of the college. Reporting to the Vice President, are the Centre for Hospitality and Tourism and the faculties of Health Science and Community Services, Business and Creative Arts and Technology. It also includes the Student Affairs Department, the Centre for Learning Innovation and Academic Development, the Learning Resources Department and Continuing Education.

Common Records

- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- FUTURES Program Applicants and Participants
- Library Users Lists
- Ontario Basic Skills Program Trainees

UNIVERSITIES AND COMMUNITY COLLEGES

- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

Personal Information Banks

Deaf and Hard-of-Hearing and Special Needs Student/Client Files

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, date of birth, social insurance number, academic and medical history, academic transcripts, academic, medical and/or psycho-educational assessment reports, application and intake records, educational and/or psycho-educational tests, release
Uses: Assist in providing appropriate accommodation to students with special needs; assist in administering the program; assist anonymized research into the program's effectiveness.
Users: Department staff, referring or sponsoring agencies on the student's written request.
Individuals in Bank: Students and potential students with special needs due to handicapping conditions, and others referred for assessment.
Retention Period: Not determined.

Redirection Through Education Program Student Files

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained: Name, address, date of birth, social insurance number, academic, medical, mental health, psychiatric and personal history, application and intake records, functional level tests, psychiatric and psycho-social assessment reports if available, sponsorship a
Uses: Assist in providing appropriate rehabilitation services to people with psychiatric disabilities in a classroom setting and on an individual counselling basis; assist in administering the program;

- assist anonymized research into the program's effectiveness
- Users:** Department staff, referring or sponsoring agencies on the student's written request.
- Individuals in Bank:** Students and potential students with psychiatric and mental health problems who are referred to the program.
- Retention Period:** Five years, then destroyed.

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

Appointed by the Council of Regents, the Board of Governors has responsibility for establishing college goals and policies and evaluating results. It is comprised of three standing committees: Finance and Property, Strategic Planning, Academic and Student Affairs.

Common Records

- Board of Governors Membership

General Records

- Minutes of Board and Standing Committees
- Bylaws and Policies

UNIVERSITIES AND COMMUNITY COLLEGES

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY CORPORATE SERVICES AND EXTERNAL RELATIONS

Under the direction of the Vice President, Corporate Services and External Relations, the division provides the college with a variety of administrative and support services as well as international education programs and services; marketing and business ventures. Reporting to the Vice President, Corporate Services and External Relations, are the following departments: Ontario Skills Development, International Centre, Training Services, Marketing, Controller, Facilities Management, Student Management and Information Systems and Registrar.

Common Records

- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Parking Records (Employee)
- Student Applications
- Student Registration and Academic History

General Records

- Financial Statements
- Financial Records
- Budget Records

Manuals

- Physical Resources Manual
- Human Resources Manual
- General Manual
- Administrative Manual
- Academic Manual

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES

Under the direction of the Vice President, Human Resources, this department provides the college with administrative and support services. Reporting to the Vice President are the following: Employment Services, Employment Equity, Occupational

Common Records

- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Health and Medical Records
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Professional Development
- Workplace Safety and Insurance

UNIVERSITIES AND COMMUNITY COLLEGES

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Georgian College, serving the areas of Bruce, Grey, Dufferin and Simcoe and the districts of Muskoka and Parry Sound, provides full-and part-time post-secondary, cooperative, continuous learning, apprenticeship and skills education to secondary school graduates, mature, academic upgrading and foreign students, and corporate clients. Georgian offers general programs in applied arts, business, health sciences and technology, and specializes in such programs as automotive marketing, civil aviation, dispensing optician, marine engineering and tourism. The College is governed by a Board of Governors and is organized into three divisions: Academic and Student Services, Administrative Services, and Business and Community Services, each headed by a Vice President reporting to the President. There are three main campuses in Barrie (also the administrative headquarters), Orillia and Owen Sound, with satellite campuses in Parry Sound, Midland, Collingwood, Orangeville and Walkerton.

Common Records

- Career Planning/Training
- Dental Clinic Patients
- Ontario Basic Skills Program Trainees
- Tests, Examinations and Assessments

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC AND STUDENT SERVICES DIVISION

This division provides full-time and part-time diploma, certificate and continuing education programs. This includes the operation of the Canadian Automotive Institute, the Civil Aviation Institute, the Great Lakes School of Marine Technology, international education, cooperative education, contract training programs, through The Georgian Source, skills development programs and the Learning Resource Centres.

This division is responsible for the campus directors' offices, counselling, athletics and recreational services, Students' Administrative Council, Alumni Office, human resources development and organizational planning and development. This includes pay equity, employment equity, operational review and the annual report.

Common Records

- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- Dental Clinic Patients
- Graduate and Alumni Records
- Ontario Basic Skills Program Trainees
- Student Athletics and Fitness Programs
- Student Counselling
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Trades Updating Program
- Skills Program
- Independent Learning Centre
- CAD/CAM Project

Manuals

- Program Evaluation Process Booklet
- Operational Plan
- Instructor Handbooks
- Industrial Research Assistance Program
- Georgian's Ontario Skills Development Office
- Course Outlines/Program Descriptions
- Advisory Committee Guidelines

UNIVERSITIES AND COMMUNITY COLLEGES

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATIVE SERVICES DIVISION

This division is responsible for financial planning and budget control, financial services, Kempenfelt Conference Centre, computer services, registrar's office, financial aid, scheduling and statistics, space allocation, student records, switchboard and physical resources. Included in these responsibilities are accounting, printing, purchasing, shipping/receiving, furniture and equipment, contracts, ground maintenance and cleaning.

Common Records

- Ontario Student Assistance Program
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Travel/Expense Accounts

General Records

- Georgian's Press Operations

Manuals

- Printing Services Manual
- College Equipment Maintenance System

Personal Information Banks

Kempenfelt Conference Centre Client Files

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19
Info Maintained:	Guest registration card with name, address, car licences, length of stay and room number, telephone.
Uses:	Community Development Division
Users:	General Manager and administrative office staff
Individuals in Bank:	Clients of the centre
Retention Period:	Five years, then destroyed

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors, appointed by the Ontario Council of Regents, is a corporation responsible for establishing the college's purpose and direction, ensuring that the college is effectively and efficiently managed, establishing general policies

and promoting effective communication with the college community. The board has two standing committees: Executive, and Finance and Audit.

General Records

- Official Ceremonies
- Minutes of Board and Committees
- Master Plan
- Leases
- History/Profile of College
- Contracts/Agreements
- Bylaws
- Building and Property-Original Documents
- Board of Governors' Awards

UNIVERSITIES AND COMMUNITY COLLEGES

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES SERVICES DIVISION

This division is responsible for human resources, payroll and benefits, human resources development, and organizational planning and development. This includes pay equity, employment equity, operational review and the annual report.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Ombudsman/Human Rights Commission
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

Manuals

- Human Resources Practices and Procedures
- HRD Funding Guidelines
- Georgian College Procedures Manual
- Georgian College Policy Manual
- Freedom of Information

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

The President is appointed by the Board of Governors and is an ex-officio member of the board, responsible for the day-to day operation of the college, advising the board of the development, and promotion and implementation of objectives and policies and the Georgian Foundation.

Common Records

- Board of Governors Membership
- Scholarships and Awards

General Records

- Theatre Advisory Committee
- Official Ceremonies
- Georgian Foundation Records
- Canadian Automotive Institute Fundraising Records

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

ACADEMIC

This division provides full- and part-time diploma, certificate and continuing education programs. The following departments report to the Vice President, Academic: School of Business, School of Health Sciences, School for the Built Environment, School of Media Studies, School of Hospitality, Recreation and Tourism (HRT Alliance), Continuing Education, and Liberal Arts and Sciences Division. The division administers academic upgrading programs such as Literacy and Basic Skills.

Common Records

- Day Care Registrants
- Ontario Basic Skills Program Trainees

UNIVERSITIES AND COMMUNITY COLLEGES

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATION

This division is responsible for the effective management and delivery of support services for the administration of the college. The following departments report to the Vice President, Administration: Human Resources, Financial Services and Planning, Physical Resources, Registrarial Services, Computer and Network Services, Systems Development, Customer Relations, Ancillary Services, Public Safety and Student Residences.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Graduate and Alumni Records
- Ombudsman/Human Rights Commission
- Scholarships and Awards
- Student Applications
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

Manuals

- Humber College Administrative Policies and Procedures

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors sets policy and corporate objectives for the college and provides direction for the interpretation of objectives and policies.

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY BUSINESS DEVELOPMENT

This division provides training, consulting and skills development services to corporate clients in the private and public sectors and to organized labour on a fee-for-service basis. The following departments report to the Vice-President, Business Development: Business and Industry Services, Sector Ventures including CPTC, TLI and Health Ind. Inst., School of Manufacturing Technology and Design, School of Information Technology, Electronics and Accounting, Government and Community Relations (including Job Connect), Centre for Employee Benefits, NRC/IRAP, and College Development.

Common Records

- FUTURES Program Applicants and Participants

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

Reporting to the Board of Governors, the President is responsible for overall policy development, strategic direction and administration of the college. The Executive Assistant; Vice-President of Academic; Administration; Business Development; and Emeritus; the Principal of Lakeshore; Dean of Planning International; and the Director of Corporate Communications report to the President.

Common Records

- Board of Governors Membership

UNIVERSITIES AND COMMUNITY COLLEGES

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT DEAN, PLANNING INTERNATIONAL

This division is responsible for Information Technology, Planning, including Program and Operational Reviews, I.T. Coordination, International Projects, and Learner Support Services; Student Services, including Counselling, Peer Tutoring, Special Needs, Placement, Financial Aid, Health Services, Libraries, Humber Awards and Recognition, Media Centres, Student Orientation, Student Governance, Student Discipline, Athletics, Articulation, Prior Learning Assessment and Intercultural Centre.

Common Records

- Co-op, Work Term, Final Job Placements
- Health and Medical Records
- Library Users Lists
- Ontario Student Assistance Program
- Student Athletics and Fitness Programs
- Student Counselling

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE ACADEMIC

The Vice President, Academic is responsible for the postsecondary education activities at La Cité collégiale. These activities are divided into five program families: Commerce, Communications, Hotel Trade, Technology, Health Sciences, Social Studies and Legal Services.

The Academic sector is responsible for developing and delivering full-time academic programs and for maintaining contact with the various establishments where the college's students can gain practical experience or on-the-job training such as hospitals, day care centres, correctional facilities and public and private businesses.

The Vice-President, Academic oversees as well the entire sector responsible for providing academic support services. Among these services are Distance Education, Counselling, Special Needs, Program Development and Faculty Evaluation and Development. The Resource Centre and learning centres also fall under the Vice-President, Academic.

Common Records

- Co-op, Work Term, Final Job Placements
- Library Users Lists
- Student Appeals (disciplinary, administrative, academic)

General Records

- Minutes of the President's Executive Committee Meetings
- Minutes of the Executive Committee Meetings for Each Division
- Client Files

Personal Information Banks

Graduate Placement Questionnaires

Legal Authority:	Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.
Info Maintained:	Employment history following graduation.
Uses:	Compile statistics for evaluating the program; supply data for the College Data System in accordance with the requirements of the Ministry of Colleges and Universities.
Users:	Placement personnel, academic services, planning personnel.
Individuals in Bank:	Graduates of the college
Retention Period:	The records are kept for three years after the student graduates, then destroyed.

UNIVERSITIES AND COMMUNITY COLLEGES

Description of Services for Students with Special Needs

Legal Authority:	Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.
Info Maintained:	Name, address, date of birth, medical history, nature of disability, records on diagnosis and treatment, technical aids (devices required).
Uses:	Evaluate the special needs of students; prepare statistical reports.
Users:	College personnel, exucators of secondary school students with special needs.
Individuals in Bank:	Students with special needs physical, sensory, medical, psychiatric, learning difficulties, developmental disorders.
Retention Period:	Not determined.

Tutoring Records

Legal Authority:	Minsitry of Colleges and Universities Act. R.S.O. 1990, c.M.19.
Info Maintained:	Name, address and telephone number of tutors and students receiving tutoring, faculty recommendations regarding tutors, number of sessions, payments made by the students or financial assistance, receipts for paymnet, subjects in which tutoring is availabl
Uses:	Maintain financial records for the students' association as well as financial assistance reports; produce statistics.
Users:	Counsellors, financial assistance personnel and students' association personnel.
Individuals in Bank:	Graduates of the college.
Retention Period:	The records are kept for two years, then destroyed.

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE ADMINISTRATION AND FINANCE

The Vice President, Administration et finances (Administration and Finance) is responsible for all matters relating to the overall financial administration of the college, such as physical and financial resources, supplies, purchasing, internal auditing, Registrar and Admissions, Health and Safety, Student Services, Ancillary Services, Manager of Information Technology, additional undertakings and other support activities. The Vice President is also responsible for the Admissions and Registrar's offices and the Computer Services Department.

Common Records

- Ontario Student Assistance Program
- Student Registration and Academic History

General Records

- Rooms, Course Timetables
- Ontario Student Assistance Program

- Curricula
- Course Quotas
- Conditions of Admission

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE BOARD OF GOVERNORS

The Board of Governors comprises 17 members representing the entire area served by the college. The board has a broad array of responsibilities. It establishes the educational policies, objectives and goals of the college. In addition, it evaluates the activities of the college and ensures that it is efficiently operated.

The Board of Governors has five standing committees. It also has the support of various advisory committees which are responsible for ensuring that the courses and programs offered at La Cité collégiale remain relevant.

General Records

- Minutes of meetings of the Board of Governors
- By-laws

UNIVERSITIES AND COMMUNITY COLLEGES

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE HUMAN RESOURCES

Human Resources provides a number of services including the welcoming and orientation of personnel, staffing, classification, labour relations, administering social benefits, identifying professional development needs, career planning, pay equity, employment equity and all other aspects of human resource management at the college. The Human Resources Division also deals with requests submitted under the Freedom of Information and Protection of Privacy Act.

Common Records

- Medical Information (Personnel)
- Teacher Workload Records (Standard Workload Form)

Personal Information Banks

Staff Professional Development

Legal Authority:	Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.
Info Maintained:	Name, address, courses taken, evaluation, results of tests, telephone number.
Uses:	Administer and monitor courses.
Users:	Course instructors.
Individuals in Bank:	College personnel.
Retention Period:	Not determined.

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE INNOVATION AND BUSINESS VENTURES

The Vice-President, Innovation and Business Ventures is responsible for negotiating, coordinating, administering and planning non-traditional educational activities.

Innovation and Business Ventures offers programs and services for adults who wish to receive specialized and fast track training and for job seekers who are preparing to re-enter the work force. It also provides regional businesses with consulting, training and financing services in the area of vocational training and oversees the Professional Development Service, the Job Search Centre Continuing Education, special projects, apprenticeship programs, Ontario Basic Skills, Job Connect, Summer Employment and Return to Work programs. The Vice-President is also responsible for the college's placement and cooperative practicum services.

Common Records

- Ontario Basic Skills Program Trainees

General Records

- Employer Files
- Contracts and Memoranda of Understanding
- Continuing Education Description of Programs, Mailing Lists
- Community Information (sponsoring individuals or organizations)

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE PRESIDENT'S OFFICE

Appointed by and accountable to the Board of Governors, the President manages the college's academic and administrative affairs and directs its strategic planning. The President's Office also provides administrative services to the Board of Governors.

Manuals

- Regulations and Procedures

UNIVERSITIES AND COMMUNITY COLLEGES

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE PUBLIC AFFAIRS

The Public Affairs Division provides corporate services to the President and oversees the college's communications, marketing, public affairs and community relations. In addition, Public Affairs makes sure the Fondation de La Cité collégiale runs smoothly as well as college programs on the campus, across Ontario and nationwide. The division also provides professional services such as editing, revision, translation, graphic design and production of instructional materials and planning and holding of community and corporate events, etc. to the President and the college's administrative divisions. Public Affairs carries out promotional activities that reach more than 100,000 individuals and corporate clients annually, of whom approximately 10,000 sign up for the college's postsecondary or non-traditional activities.

General Records

- Public Lists of Individuals and Organizations Used For Promotional Purposes
- Promotional Flyers for Programs and Services
- Postsecondary Calendars by Subject
- Health Sciences, Social Studies and Legal Services
- General Calendar of Courses, Programs and Services
- Continuing Education Semester Calendar
- College's Annual Report to the Ministry of Education and Training

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Lambton College provides high-quality education and training in technology, applied arts, business, health sciences, and general arts and science, with a flexible learning environment for adults who wish to find meaningful work and self-fulfilment in a changing society.

Lambton College is governed by a Board of Governors and is organized into four divisions reporting to the President. The college's primary campus and administrative headquarters are on London Road in Sarnia with a secondary site in Sarnia.

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The division is headed by the Vice President, Academic and is responsible for all educational offerings. It has eight departments: Information Technology Education; Student Success; School of Technology and Applied Science; School of Business and Law; School of Health, Hospitality and Community Services; School of Applied and General Arts; Business and Industry Centre; and Institutional Development.

Common Records

- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Teacher Workload Records (Standard Workload Form)

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATION

The division provides administrative support services for the college and is headed by a Vice President. The division is organized into four departments: Finance, Human Resources, Facilities Management and Registrar's Office.

Common Records

- Board of Governors Membership
- Employee Personnel, Payroll and Benefits Records

UNIVERSITIES AND COMMUNITY COLLEGES

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies, allocating resources and for the general overview of college operations. The President is an ex-officio member of the board.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes
- Membership Register
- Committee Records
- Bylaws
- Appointment Records to Board and Advisory Committees

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES

The division is headed by a Director and is responsible for employee relations, employment equity, performance evaluation, salary administration, benefits administration, HRIS, position descriptions, human resource development, collective agreement interpretation and labour relations.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records
- Ombudsman/Human Rights Commission
- Workplace Safety and Insurance

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY INTERNATIONAL EDUCATION

This office is responsible for the recruitment of international students, faculty and student foreign exchanges, and contract work involving other countries.

General Records

- International Student Recruitment
- Foreign Contracts
- Faculty/Student Exchanges

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for planning and for managing the business affairs of the college.

Common Records

- Board of Governors Membership

UNIVERSITIES AND COMMUNITY COLLEGES

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SUCCESS TEAM

The division is headed by a Director and provides a variety of support and enrolment services for students. The division has five departments: Placement and Career Services, Financial Aid and Housing, Health Services, Recruitment and Counselling.

Common Records

- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ontario Student Assistance Program
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Vocational Testing and Counselling

General Records

- International Student Recruitment
- Faculty/Student Exchanges
- Foreign Contracts

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Loyalist College offers full and part-time programs in the field of science and technology, business and computer studies, health and community services, media and tourism, occupational upgrading, apprenticeship and continuing education. Loyalist College is governed by a 17-member Board of Governors, which includes the President as ex-officio member and secretary-treasurer. The college is organized into three administrative divisions (Finance and Corporate Services, Staff and Student Services and Development and Community Affairs) and an Academic Division (Business and Computer Technology, Media Services and Tourism, Human Studies, Health and Community Studies, Continuing Education and Government-sponsored Skills/Academic Upgrading. The main campus is located in Belleville, with other teaching locations throughout the counties of Hastings, Lennox and Addington, Northumberland and Prince Edward.

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC DIVISION

Managers in this division are responsible for the delivery of full-time academic programs within the Schools of Business and Computer Studies, Applied Science and Technology, Media Studies and Tourism, Human Studies and Health and Community Services. The division also administers student admissions and registration, part-time Continuing Education programs, government-sponsored skills/academic upgrading programs such as CEPP, Job Connect, and Literacy and Basic Skills, as well as Training and Development Departments.

Common Records

- Career Planning/Training
- FUTURES Program Applicants and Participants
- Student Applications
- Student Registration and Academic History
- Tests, Examinations and Assessments

- Workforce Information Network (WIN)

UNIVERSITIES AND COMMUNITY COLLEGES

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors consists of 12 appointed members chosen from the external community, four elected members chosen from the college, and President in an ex-officio capacity. The board's function is to establish goals and policies, and to monitor and evaluate operational and educational results. The board has two standing committees: Academic and Student Affairs, and Finance, Property and Personnel.

Common Records

- Board of Governors Membership

General Records

- Minutes of Board and Standing Committees
- Membership Register
- Bylaws

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY DEVELOPMENT AND COMMUNITY AFFAIRS

This division administers job placement and graduate and alumni records.

Common Records

- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND ADMINISTRATION DIVISION

The Vice-President of Finance and Administration provides the college with a variety of administrative support services, including finance and accounting, plant and property management, library and audio-visual services, purchasing and data centre services.

Common Records

- Library Users Lists
- Ontario Student Assistance Program

Manuals

- Policy and Procedures Manual

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY STAFF SERVICES DIVISION

This division provides human resources and personnel management functions for the college, as well as administering the college cafeteria.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Workplace Safety and Insurance

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY

STUDENT SERVICES DIVISION

This division administers student services such as counselling, athletic and fitness programs, student health services, residence and student centre.

UNIVERSITIES AND COMMUNITY COLLEGES

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC DIVISION

The Vice President, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College Learning Resources; and the operation of committees and task forces as appropriate to the development and monitoring of programs.

Common Records

- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- Teacher Workload Records (Standard Workload Form)

General Records

- Motor Vehicle Repair - Client Services

Personal Information Banks

College Services Clients

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5.

Info Maintained: Name of client, account and fee paid, address, details of work done, service supplied, special services/arrangements, telephone number, type of service required.

Uses: Maintain a record of clients and work performed; asses progress of students performing services.

Users: Manager and staff of department offering services as part of academic program.

Individuals in Bank: Clients of academic program.

Retention Period: Not determined.

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is appointed by the Ontario Council of Regents, and is responsible for setting and controlling overall policy for Mohawk College, for the evaluation of the college mission and direction, for the setting of corporate goals and for the development and maintenance of appropriate corporate controls.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

The President's Office, with the full authority of the Board of Governors, directs the business and academic affairs of Mohawk College. The Mohawk College Foundation is an independent organization that operates at the direction of the college's Board of Governors.

Common Records

- Board of Governors Membership
- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Vocational Testing and Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

Manuals

- Policy and Procedures

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT AFFAIRS

The Vice-President, Student Affairs is responsible for policy and administrative support services in all matters affecting students outside the classroom, laboratory and field trip involvement. These are counselling and career development, athletics, medical services, student council and social activities.

Common Records

- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History

Personal Information Banks

Special Needs Students Files

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, R.R.O. 1990, Reg. 770.
- Info Maintained:** Name, address, application and intake records, assessment reports, date of birth, documentation of disability, medical documentation, telephone number.
- Uses:** Assist in providing appropriate accommodation to students with special needs; assist in administering the program.
- Users:** Special Needs Unit staff.
- Individuals in Bank:** Students and potential students with special needs due to disabilities.
- Retention Period:** Three years, then destroy.

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The college is governed by a Board of Governors comprised of 12 appointed external members, Treasurer, four elected internal members, the President (ex-officio) and a Board Secretary. The board is responsible for corporate management and direction.

Common Records

- Board of Governors Membership

General Records

- Operational Reviews
- Minutes of the Board and Standing Committee
- College Annual Report to the Minister
- Bylaws

Manuals

- Guidelines for Advisory Committee Members
- Governor's Handbook
- College Policy and Procedure

UNIVERSITIES AND COMMUNITY COLLEGES

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

The President is responsible for the overall administration of Niagara College. The Vice-President, Academic, the Vice-President, Administrative Services, the Vice-President, Enterprise and Service Development and the Executive Director of Marketing and Communications & Niagara College Foundation report directly to the President.

Common Records

- Health and Medical Records
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

General Records

- Program Review Reports
- Minutes - Management Committees
- Annual Numbered Memoranda
- Advisory Committee Membership
- Program Approval Records

Manuals

- College Policy and Procedures Manual
- Annual Report to the Minister

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE VICE-PRESIDENT, ACADEMIC

The Vice-President, Academic is responsible for the development and delivery of full-time academic programs and courses in the areas of Business, Environment, Horticulture, General Education, Health and Community Studies, Hospitality, Radio, T.V. & Film, Computer Engineering, Engineering Technology, Apprenticeship and Skill Training. Reporting directly to the Vice-President, Academic are the Directors of Administrative and Justice Studies, Business and Entrepreneurship, Communications and Information Technology, Environment, Horticulture and Agribusiness, Health and Community Studies, Hospitality and Tourism, Integrated Manufacturing and Skills Training, New Product Development and also reporting to the Vice-President is the Dean, Foundations Studies. Major program areas are business, communications, law and security, community studies, health studies, computer, electrical, horticulture, environment, tourism and hospitality, media and design and apprenticeship and skills training.

Common Records

- Day Care Registrants
- Dental Clinic Patients
- Health and Medical Records
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

UNIVERSITIES AND COMMUNITY COLLEGES

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

OFFICE OF THE VICE-PRESIDENT, ADMINISTRATIVE SERVICES

The Vice-President, Administrative Services is responsible for the financial management and a variety of support services within the college and also serves as the Treasurer of the Board of Governors. Reporting directly to the Vice-President, Administrative Services are the Directors of Facilities Management, Financial Services, Human Resources, Information Services, the Manager of the Learning Resource Centres and the Manager of Ancillary Services. The division's functions include the management of financial matters (budget, audit, revenue, college and student insurance) and the provision of support services (purchasing, receiving, inventory control, early childhood centre, print centre), computer services, and the telephone system, human resources management (payroll, health, safety and security, pay equity and freedom of information) and facilities management.

Common Records

- Day Care Registrants
- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Health and Medical Records
- Library Users Lists
- Ombudsman/Human Rights Commission
- Professional Development
- Travel/Expense Accounts
- Workplace Safety and Insurance

General Records

- Child Care Direct Operating Grants Data

Manuals

- Support Staff Classification Manual
- Pay Equity Manuals
- Hiring Procedures
- Freedom of Information Manuals
- Collective Agreements
- Benefit Guide

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE VICE-PRESIDENT, ENTERPRISE AND SERVICE DEVELOPMENT

The Vice-President, Enterprise and Service Development is responsible for the overall administration of Student Services at the college. The Directors of Student Services, Continuing Education and Distance Learning, Enrolment and Registration Services, International Education and Development and Ventures-Employment and Training Services report directly to the Vice-President. The division's functions include athletics, health services, counselling, special needs, job placement, cooperative education placements, student enrolment, records and registration functions, admissions, financial aid and prior learning assessment and awards for students, continuing education, international education and contract training.

Common Records

- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Health and Medical Records
- Ontario Basic Skills Program Trainees
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Labour Market Studies

Manuals

- Program Policies and Guidelines
- OSDO Guidelines
- OCAS Guidelines
- MET Policies and Guidelines

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is appointed by the Council of Regents and establishes colleges goals and policies, and oversees college operations. The board has three standing committees: Executive; Finance, Administration and Properties; and Staff/Student/Academic Affairs. The college auditor and the James Bay Education Centre Advisory Board report directly to the Board of Governors.

Common Records

- Board of Governors Membership

General Records

- James Bay Education Centre Advisory Board Minutes
- Board of Governors and Standing Committee Minutes
- Board of Governors Bylaws

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES

The division provides personnel and human resource management services for the college.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Health and Medical Records
- Ombudsman/Human Rights Commission
- Professional Development
- Workplace Safety and Insurance

General Records

- Special Reports on Early Retirement and Manpower Planning
- Professional Development Records

Manuals

- Personnel Manual
- Human Resources Procedures

UNIVERSITIES AND COMMUNITY COLLEGES

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the business affairs of the college.

Manuals

- College Administrative Procedures
- Board of Governors Policy Manuals

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY PROGRAMS DIVISION

The division provides educational programs to full-time students in the fields of Business, Health Sciences, Technology and Applied Arts. It also administers the Porcupine, Kirkland Lake and Kapuskasing sites, as well as the Haileybury School of Mines and the James Bay Education Centre.

Common Records

- Co-op, Work Term, Final Job Placements

Manuals

- Student Handbook

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SERVICES

The Registrar administers student admissions and enrolment, student affairs and counselling, and marketing of the college's programs. The division also manages the student record information system for the college.

Common Records

- Graduate and Alumni Records
- Health and Medical Records
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Tests, Examinations and Assessments

Manuals

- Student Services Handbook

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY TRAINING AND DEVELOPMENT

The division is responsible for the negotiation and administration of all federal government direct - and indirect- seat purchase programs, continuing education, Ontario government-sponsored programs such as Job Connect and Literacy Basic Skills, all Community Services programs, special projects and the Computer/Management Centre.

Common Records

- Day Care Registrants

UNIVERSITIES AND COMMUNITY COLLEGES

- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees

Personal Information Banks

Community Services Program Clients

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained:	Name, address, telephone number.
Uses:	Placement of clients.
Users:	Training and Development Division staff.
Individuals in Bank:	Clients participating in the program.
Retention Period:	One year, then destroyed.

Computer/Management Centre Clients

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Info Maintained:	Name, address, name of trainee and/or name, sex of trainee, telephone number, telephone number of company.
Uses:	Administer and operate Computer/Management Centre.
Users:	Community Development and Training Division staff.
Individuals in Bank:	Individuals trained in computer and management courses through the centre.
Retention Period:	Permanent.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

The mission of Sault College is to meet the educational needs of adults in the District of Algoma through career-oriented programs and courses at the certificate and diploma levels that provide the knowledge and skill for immediate employment in the career area of study.

Sault College is governed by a Board of Governors and is organized into three divisions: Academic; Administration and Information Technology; Human Resources, Student Services, and Community Ventures/Contract Training. Head office is located in Sault Ste. Marie.

Common Records

- Board of Governors Membership
- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Graduate and Alumni Records
- Grievances and Applications
- Library Users Lists
- Litigation Files
- Medical Information (Personnel)
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Parking Records (Employee)
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs

UNIVERSITIES AND COMMUNITY COLLEGES

- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Vocational Testing and Counselling

Manuals

- Student Handbook
- Policy and Procedures Manual
- Health and Safety Manual
- Freedom of Information Manual
- College Calendar
- Budget Process Manual

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC DIVISION

The division is headed by the Vice President, Academic and is responsible for developing and delivering educational programs in the following areas: Arts, Liberal Studies and Native Studies; Business, Hospitality and Natural Resources; Health, Human Services and Criminal Justice; Technology, Engineering and Technical Trade Programs. This division also provides academic services, educational productions and information services, and administers provincial/federal programs.

General Records

- Records Relating to Government-Sponsored Programs
- Records Relating to Ancillary Services
- Program Course Files
- Program Approval Files
- Program Advisory Committee Records
- Program Accreditation and Evaluation Records
- Development and Delivery Files - Academic Programs
- Academic Program Submissions

Manuals

- College Calendar

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATION/INFORMATION TECHNOLOGY

Headed by the Vice President, Administration/Information Technology, this division provides administrative support functions for the college. Reporting to the Vice President are the following departments: Director, Budget and Financial Planning; Director, Financial Services; Director, Computer Services; Director, Educational Technology; Director, Physical Resources; and Director, Ancillary Services.

This division also provides information technology services, software, hardware, and professional development to the college community.

General Records

- Records Relating to Ancillary Services
- Planning and Management Records
- Financial Records
- Corporate Planning, Management and Development Records
- Capital Project Files
- Administrative Support Records

Manuals

- Various Technical Manuals

UNIVERSITIES AND COMMUNITY COLLEGES

- College Policies and Procedures Manual

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES, STUDENT SERVICES AND COMMUNITY VENTURES/CONTRACT TRAINING

Headed by the Vice President, this division provides a variety of administrative support functions in three broad areas: student services, human resources and community ventures/contract training. Student services include admissions and records, alumni records, marketing, financial aid, co-op, student life centre, placement, athletics, student residence, health services, student government, food services and secondary school liaison. Human Resource Services include employee relations, recruitment, professional development, benefits and payroll.

Community Ventures and Contract Training provide a link between the college and its major training partners, including the Ministry of Education and Training, Human Resource Development Canada, local employers and various government offices, providing training and employer services to Algoma District residents and employers, as well as sharing labour market information with external agencies as well as internal college divisions.

Common Records

- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Graduate and Alumni Records
- Health and Medical Records
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling

General Records

- Third Party Training Contracts
- Government Sponsored Programs
- Government Relations
- Student Services Records
- Special Bursaries
- Residence Student Records
- Ontario Work Study Program
- Human Resources Management Records

Manuals

- Student Handbook
- Residence Handbook
- Health and Safety Procedures Manual
- College Policies and Procedures Manual
- College Calendar
- Career Paths

Personal Information Banks

UNIVERSITIES AND COMMUNITY COLLEGES

Student Emergency Loans

Legal Authority:	While Cabinet did table these amendments, further action is expected in the future.
Info Maintained:	Name, student number, social insurance number, address, telephone number, program, age, marital status, health card number, driver's licence number, bank account number, credit card number, income and assets of applicant, parents, sponsors, spouse, student
Uses:	Determine eligibility for short-term emergency loan.
Users:	Financial Aid and Accounting staff.
Individuals in Bank:	Students seeking financial assistance.
Retention Period:	Ten years, then destroyed.

Students Assist Students Program

Legal Authority:	External linkages/sources: Other provincial ministries.
Info Maintained:	Name, address, telephone number of assistants and students, nature of assistance required, program courses and schedule.
Uses:	Arrange assistance for student requests.
Users:	Special Needs staff.
Individuals in Bank:	Students with special needs, assistants.
Retention Period:	Not determined.

Students With Special Needs

Legal Authority:	N/A.
Info Maintained:	Name, address, telephone number, assessment of accommodation needs, correspondence, diagnostic information, intake data.
Uses:	Assess accommodation needs; make referrals; prepare statistical reports.
Users:	Special Needs staff.
Individuals in Bank:	Students with special needs -- physical learning, sensory, development, psychiatric or multiple impairments.
Retention Period:	Three years after leaving the college, then destroyed.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

Appointed by and responsible to the Board of Governors, the President manages the business affairs of the college. Both the Director of Planning and Institutional Development and the Director of Corporate and Public Affairs report to the President.

Common Records

- Freedom of Information and Protection of Privacy Act Requests
- Litigation Files

General Records

- Program Review Report
- Planning and Management Records
- Operational Review Report
- Internal Audit Records
- Communications Records
- Academic Council Records

Manuals

- Freedom of Information Manual

UNIVERSITIES AND COMMUNITY COLLEGES

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Seneca College is responsible for providing courses of types and levels beyond or not suited to the secondary school setting, meeting the needs of graduates from secondary schools seeking an alternative to university, meeting the needs of university graduates seeking career/skill specific training, meeting the educational needs of adults and out-of-school youth whether or not they are secondary school graduates, enhancing effectiveness in the workplace and quality of life for students, and meeting the relevant needs of the college's communities. The college is governed by a Board of Governors and organized into six areas encompassing 15 campuses and office locations. The areas consist of the Office of the President, Vice President of Academic, Vice President of Human Resources and Student Services, and Vice President of Finance and Administration.

Common Records

- Board of Governors Membership
- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- Employee Personnel, Payroll and Benefits Records
- Graduate and Alumni Records
- Health and Medical Records
- Ontario Student Assistance Program
- Parking Records (Employee)
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is comprised of Council of Regents appointees, municipal appointees, local union appointees and elected representatives of students and employees of the college. There are three subcommittees: Plant and Property, Human Resources, and Student and Academic Affairs.

General Records

- Minutes of Board and Subcommittees
- College Goals and Policies
- Bylaws

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY OFFICE OF THE PRESIDENT

The Office of the President provides management and direction for both the academic and administrative affairs of the college, provides administrative support to the Board of Governors and the President, enhances government relations, organizes corporate fundraising and directs college marketing and public relations and for the development, implementation and administration of the college strategic plan.

General Records

- College Policy, Procedure and Guidelines

- Strategic Plan
- Relations with Provincial and Federal Governments
- Fundraising Activities

UNIVERSITIES AND COMMUNITY COLLEGES

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, ACADEMIC

This area provides the overall planning, organization, direction, standards, content and delivery of all college academic activities, organized into four Faculties (Faculty of Business, Faculty of Applied Arts and Health Sciences, Faculty of Applied Science and Engineering Technology, and the Faculty of Continuing Education and Contract Training), College Theatres/Planetarium, the Management Development Centre and the College Library Resource Centre.

Common Records

- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Student Appeals (disciplinary, administrative, academic)
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Workplace Discrimination and Harrassment prevention - Advisor Files

General Records

- Academic Programs and Ancillary Operations

Manuals

- Administrative Policies, Procedures and Guidelines
- Academic Policies, Procedures and Guidelines

Personal Information Banks

Student Feedback Questionnaires

- Legal Authority:** N/A
- Info Maintained:** Student opinions or views of teaching performance.
- Uses:** Assists in determining performance and development of faculty.
- Users:** Academic Chairs and reporting faculty.
- Individuals in Bank:** Full-time professors.
- Retention Period:** Three years.

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, FINANCE AND ADMINISTRATION

The area provides overall administrative services for the college. It includes three main areas with the following departments reporting to each: College Services includes Transportation, Health and Safety, Printing, Mail and Stationery, Security, and Plant and Property. Computer Services includes Computer Operations, Information Systems and Telecommunications. Financial Services includes Accounts Payable, Payroll, Cash Office, Budget, General Accounting, Internal Auditing and Purchasing, the College Registrar and College Bookstores.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Parking Records (Employee)
- Scholarships and Awards
- Student Applications

- Student Registration and Academic History

UNIVERSITIES AND COMMUNITY COLLEGES

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY VICE-PRESIDENT, HUMAN RESOURCES AND STUDENT SERVICES

This area provides the overall service and administration of collective agreements; planning and development for all college human resources. The area consists of The Centre for Equity and Human Rights, Employee Relations, Professional Development, English Language Institute and International Development. The area also provides the overall planning and administration of student services. This includes: Liaison and Program Marketing; Student Advisement and Counselling; Student Employment Services; and Athletics and Recreation.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records
- Professional Development
- Student Athletics and Fitness Programs
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Professional Development Program Offerings
- Personnel Policy and Procedures

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Sheridan College will meet the growing and diverse educational needs of our communities through the provision of flexible and innovative learning opportunities, enabling students and employees to build productive careers and to excel in a changing society.

In achieving this mission, Sheridan College commits itself to the service values explicit in our Assurance of Commitment and Performance. Sheridan College is governed by a 17-member Board of Governors, which includes four members from the college's constituent groups (faculty, staff, student, administration), and the college President as an ex-officio member. Reporting to the President are four major divisions and two support areas. The college operates three campuses in Brampton and Oakville, with college administrative headquarters in Oakville.

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC DIVISION

The Vice President, Academic is responsible for full-time programs in the following schools: Animation, Arts and Design, Community Services, Access Educational Services, Business, Science and Technology and Computing and Information Management as well as Arts Sheridan and part-time programs operated through the School of Continuing and Part time Studies. Each school is administered by a Dean or Director. The division operates day care centres, the Sports Injury Clinic, a student newspaper, a performance theatre and the Esthetician Clinic. The division is also responsible for the Registrar's Office which includes financial aid (OSAP).

Common Records

- Day Care Registrants
- Ontario Student Assistance Program
- Student Applications
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

General Records

- Teacher Training Program Files

Manuals

- Student Handbook

UNIVERSITIES AND COMMUNITY COLLEGES

- Professional Development Leave for Administrators: Policies and Procedures
- Guide to Proposal Preparation
- Developing Printed Materials: An Author's Guide

Personal Information Banks

Esthetician Clinic Clients

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640.
- Info Maintained:** Name, address, general health information, name of family physician, telephone number.
- Uses:** Background for treatment of Esthetician Clinic clients.
- Users:** Program staff and students.
- Individuals in Bank:** Clinic clients.
- Retention Period:** Three years, then shred.

Theatre Sheridan Patrons

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.
- Info Maintained:** Name, address, telephone number.
- Uses:** Inform patrons of theatre productions and mail season tickets.
- Users:** Staff.
- Individuals in Bank:** Theatre Sheridan patrons.
- Retention Period:** Six years, then shred.

Sports Injury Clinic

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4.
- Info Maintained:** Name, address, assessment of injury, O.H.I.P number, record of injury/surgery, referring physician, sport, telephone number, treatment program.
- Uses:** Treat clinic patients; maintain a record of treatment performed.
- Users:** Clinic staff.
- Individuals in Bank:** Patients.
- Retention Period:** Twenty years, then shred.

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors, appointed by the Council of Regents and the local municipality, establishes college goals and policies, and oversees college operations. The board has established three standing committees: Administration and Finance, Academic/Operations and Student/Staff Affairs.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY DEVELOPMENT OFFICE

The Development Office is responsible for private source fund raising programs and the alumni office.

Common Records

- Graduate and Alumni Records

UNIVERSITIES AND COMMUNITY COLLEGES

Personal Information Banks

Fundraising Contact Information

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1990, Reg. 770.
Info Maintained:	Name, address, telephone number.
Uses:	Conduct fund raising activity.
Users:	Staff.
Individuals in Bank:	Contributors.
Retention Period:	Current plus 5 years, then shred.

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND CORPORATE SERVICES

The Vice President, Finance and Corporate Services is responsible for Physical Resources and Financial Services. The division is also responsible for the Internal Auditor and cafeteria services.

Common Records

- Parking Records (Employee)

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN RESOURCES AND STUDENT AFFAIRS

This area provides services and administration of collective agreements and terms and conditions of employment and human resources planning. The Student Services division is also responsible for Targeted Wage Subsidy, Job Connect (formerly FUTURES) and Placement Plus programs, Cooperative Education and Student Employment, Athletics, Counselling, Financial Aid and Student Government.

Common Records

- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Freedom of Information and Protection of Privacy Act Requests
- Health and Medical Records
- Ombudsman/Human Rights Commission
- Professional Development
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Workplace Safety and Insurance

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The Vice President, Academic, is responsible for all academic affairs, including planning, development, delivery and evaluation of full- and part-time programs in the six Academic Centres of Specialization; Training and Development Services Department; 2 Learning Resource Centres and Academic operations at the two main campus locations - the Sutherland Campus, Peterborough and the Frost Campus, Lindsay as well as two satellite campus operations at Haliburton and Cobourg.

Common Records

- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- FUTURES Program Applicants and Participants
- Innovation Centre Clients, Registrants and Users
- Ontario Basic Skills Program Trainees

UNIVERSITIES AND COMMUNITY COLLEGES

- Professional Development
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is appointed by the Council of Regents and establishes college policies and provides corporate direction. The board is organized into five standing committees: Executive, Academic and Student Affairs, Audit and Operational Review, Steering Committee, Finance, Property and Administration.

General Records

- Policies
- Minutes of Board and Standing Committees
- Bylaws

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE AND FACILITIES

This area provides financial services, including budget administration, accounting, auditing and planning support. The division is also responsible for the college's Physical Resources, Purchasing and other ancillary services such as Bookstore, Printing, Shipping and Receiving.

Common Records

- Parking Records (Employee)
- Travel/Expense Accounts

General Records

- Business Contracts; Agreements; Leases
- Accounts Payable/Receivable

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY HUMAN AND ORGANIZATIONAL DEVELOPMENT

This division provides services to leaders and employees of the college in the areas of: human resource management; labour relations; employment equity; professional development; freedom of information and protection of privacy; organizational development; internal and external communications.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory

- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Litigation Files
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development

UNIVERSITIES AND COMMUNITY COLLEGES

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Workplace Safety and Insurance

General Records

- Media Releases
- Annual Report

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY INFORMATION TECHNOLOGY SERVICES

Information Technology Services has responsibility for providing to all students and staff including required hardware, software and operating systems.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Student Registration and Academic History

General Records

- Programming and system documentation
- Financial transactions

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY LEARNING RESOURCE CENTRES

The Learning Resource Centres are responsible for college-wide coordination of all distance education initiatives for the entire college population by providing flexible and accessible learning opportunities for students, staff and the communities we serve.

Common Records

- Graduate and Alumni Records
- Library Users Lists
- Student Counselling
- Vocational Testing and Counselling

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the business affairs of the college. The President's Office provides administrative support to the Board of Governors and the President, and directs strategic planning activities and operational reviews. Reporting to the President is the Director of Fundraising and Community Relations which supports the Friends of Sir Sandford Fleming College fundraising organization.

Common Records

- Board of Governors Membership

- Graduate and Alumni Records
- Ontario Student Assistance Program
- Scholarships and Awards

General Records

- Minutes of President's Executive Committee

Manuals

- College Policy Manual

UNIVERSITIES AND COMMUNITY COLLEGES

Personal Information Banks

Friends Donor Records

Legal Authority:	Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5.
Info Maintained:	Name, address and amount of donation.
Uses:	Maintain a record of donors to the college, generate tax receipts, generate mailing lists.
Users:	Fundraising staff of the college.
Individuals in Bank:	Donors
Retention Period:	Not determined.

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY STUDENT SERVICES AND REGISTRAR'S OFFICE

This area has responsibility for providing a full range of services to students, including admissions, registrations, placement, counselling, financial aid, awards, bursaries and student life.

Common Records

- Graduate and Alumni Records
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The College is governed by a Board of Governors, which is appointed by the Ontario Council of Regents. The board consists of 12 appointed external members, four elected internal members and the President. The board is responsible for setting and controlling overall policy for St. Clair College, for the evaluation of the college's mission and direction, for setting of strategic corporate goals and for the development and maintenance of appropriate corporate controls. The board has one standing committee: Audit.

Common Records

- Board of Governors Membership

General Records

- Building and Property Documents
- Board of Governors Minutes

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY GENERAL STUDIES AND STUDENT SERVICES

The Vice President, General Studies and Student Services is responsible for the development and administration of the following: pre-college education and training, including St. Michael's Alternate School and Job Connect; human services programs, aboriginal programs and language and humanities courses; physical plant resources; international development; Child Care Services; Student Services and the Registrar's Office.

Common Records

- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- FUTURES Program Applicants and Participants

UNIVERSITIES AND COMMUNITY COLLEGES

- Graduate and Alumni Records
- Health and Medical Records
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Parking Records (Employee)
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

General Records

- Day Care Centre
- Student Success and Retention
- Health and Safety
- Dining Lounge

Manuals

- Student Complaint Procedures
- Language and Culture Training Centre

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY INFORMATION AND ADMINISTRATIVE SERVICES

The Vice President, Information and Administrative Services is responsible for the development and administration of the following areas: financial operations, human resources, organizational development and information technology systems and services.

Common Records

- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card

- Library Users Lists
- Ombudsman/Human Rights Commission
- Professional Development
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts
- Workplace Safety and Insurance

General Records

- Position Description Forms - support staff union
- Staff Training Workshop and Conference Files
- Job fact sheets - non-bargaining unit

UNIVERSITIES AND COMMUNITY COLLEGES

Manuals

- Fixed Assets Inventory
- Budget Process, Benefit Guide, Employment Equity, Hiring Practices
- Acceptable Use Policies for Internet and Computer Systems
- Telephone and Voice Mail Manual
- Policies and Procedures for Scheduling
- Pay Equity, Personnel Policies
- Guidelines on Operations, Finance, Payroll, and Property

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY INSTRUCTION AND PARTNERSHIPS

The Vice President, Instruction and Partnerships Sector, is responsible for the creation of a network of partnerships with industry, labour, education and other community groups for the purpose of developing and delivering all technology and trades, public safety, health sciences and business and hospitality academic programs and allied services in the following areas: apprenticeship, post secondary project development, Contract Training, Continuing Education, Self Employment Assistance Program.

Common Records

- Dental Clinic Patients
- Health and Medical Records
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Travel/Expense Accounts
- Vocational Testing and Counselling

General Records

- Student Placements

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

The President, as Chief Executive Officer, is appointed by and responsible to the Board of Governors and, with full authority, directs and manages the business and educational affairs of St. Clair College. The St. Clair College Alumni Association, Inc., the Student Athletic Association, the St. Clair Colleges Student Representative Council, Inc. (Windsor Campus), and the

Thames Students Inc. (Chatham Campus) are independent organizations that operate under the auspices of the college's Board of Governors. The following report to the President: the Vice President, General Studies and Student Services; the Vice President, Information and Administrative Services; the Vice President, Instruction and Partnerships and the Principal, Thames Campus. The President's Office is also responsible for marketing and public relations, freedom of information and protection of privacy and policies and procedures.

Common Records

- Board of Governors Membership
- Freedom of Information and Protection of Privacy Act Requests

Manuals

- Policy and Procedures

UNIVERSITIES AND COMMUNITY COLLEGES

ST CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY THAMES CAMPUS

The Principal, Thames Campus (Chatham) is responsible for coordinating campus operations to facilitate the development and delivery of academic programs by the accountable sectors in the following areas: applied arts, health services, business, trades and technology. The Principal is responsible for the coordination and administration of the following services and activities: academic resources, counselling, recruitment, health services, student records, Career Employment Preparation Programs, Job Connect, YECC, EASL, student housing, student job placement, student government, scheduling and statistics, and convocation. The focus is on addressing the needs of the student, community and college within Kent County with the philosophy of the organizational structure. The Principal, Thames Campus is also responsible for the College's Strategic Plan and for coordinating departmental plans for implementation of the Plan.

Common Records

- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

General Records

- Student Placement
- Staff Health and Medical Information

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

The mission of St. Lawrence College is to provide valued learning experiences which make a difference to the quality of human resources and to the social and economic development of our communities. St. Lawrence College is governed by a Board of Governors and is organized into five divisions. There are four Vice-Presidents who report directly to the President: Vice-President, Academic Division, Vice-President, Administration and Human Resources, Vice-President, Business, Industry and Community Services, Vice-President, Education and Information Technologies, Executive Director, Finance. In addition, the total quality facilitator reports to the President. Administrative Offices are located in Brockville.

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY ACADEMIC

The six academic schools are responsible for all academic functions of the college. The college has three campuses, which are located in Brockville, Cornwall and Kingston. The Academic Directors report to the Vice President, Academic Division and have tri-campus responsibilities for their respective schools, i.e., Applied Arts, Business, Continuing Education, Human Studies, Health Sciences, and Engineering Technology and Trades. These divisions also administer such government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills. In addition, the Director of Quality Instruction and Program Development, the Director of Student Services, Learning Resource Centres and Director of International Education and Institutional Development report to the Vice President, Academic Division.

Common Records

- Day Care Registrants
- Graduate and Alumni Records
- Health and Medical Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Library Users Lists
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments

General Records

- Trades Updating Programs

Manuals

- Advisory Committee Guidelines
- Academic Policy Manuals

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY ADMINISTRATION AND HUMAN RESOURCES

The Vice-President, Administration and Human Resources is responsible for the college human resources plan, which includes the coordination of staff retirement, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, grievance procedures and pay equity, and occupational health and safety. In addition, the College Registrar (which includes Registration, Admissions, and Liaison) and the Director of Physical Plant report directly to the Vice-President, Administration and Human Resources.

Common Records

- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Grievances and Applications
- Health and Medical Records
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Professional Development

- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling
- Workplace Safety and Insurance

Personal Information Banks

UNIVERSITIES AND COMMUNITY COLLEGES

Graduate Student Questionnaires

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. c.M.19.
- Info Maintained:** Name, address, post-graduate employment history.
- Uses:** Compile statistical information for program evaluation; report to Ontario College Information System per Ministry of Education and Training requirement.
- Users:** Placement staff, academic departments.
- Individuals in Bank:** All college graduates.
- Retention Period:** Three years after graduation of student, then destroyed.

Special Needs Services Profiles

- Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. c.M.19.
- Info Maintained:** Name, address, date of birth, medical and psychosocial data, nature of special needs, assistive devices required, diagnostic treatment records.
- Uses:** Assess special needs and determine accommodations and educational strategies for students; prepare statistical reports and referrals.
- Users:** Special Needs counsellors.
- Individuals in Bank:** Students with special needs - physical, sensory, learning, psychiatric or developmental.
- Retention Period:** Not determined; by shredding and deleting from computer.

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies and overseeing college operations. The board has one standing Audit Committee which meets on an as-required basis.

General Records

- Minutes of Board and Standing Committees
- Bylaws

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY EDUCATION AND INFORMATION TECHNOLOGIES

The Vice-President, Education and Information Technologies is responsible for all College Education Technology. This division will also have responsibility for coordinating the strategic development and application of Technology for the Learning Resource Centres, and the Centre for Quality Instruction.

Common Records

- Career Planning/Training
- Co-op, Work Term, Final Job Placements
- Employee Personnel, Payroll and Benefits Records
- Graduate and Alumni Records
- Grievances and Applications
- Health and Medical Records
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Professional Development
- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Vocational Testing and Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

- Workplace Safety and Insurance

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY FINANCE

The Executive Director of Finance is responsible for budget administration, accounting, auditing and planning support. The division also provides purchasing services to the entire college. The Executive Director also has responsibility for the on-line Student Information System as well as the Audited Student Enrolment Report and Freedom of Information. The Executive Director has responsibilities to the Board of Governors in the role of Treasurer of the Board.

Common Records

- Travel/Expense Accounts

ST LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the college's business affairs. The Office of the President provides administrative support to the Board of Governors and President, and directs strategic planning activities and operational reviews.

Common Records

- Board of Governors Membership

General Records

- Policies
- Minutes - College Management Committee
- Bylaws
- Advisory Committee Guidelines