Ministry of Government and Consumer Services
Freedom of Information
Directory of Records

Ministry: ABORIGINAL AFFAIRS

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

Ministry: AGRICULTURE, FOOD AND RURAL AFFAIRS

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

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

Manual

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

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 apeal 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.

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
- Litigation Files

Ministry: AGRICULTURE, FOOD AND RURAL AFFAIRS

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

General Records

- Legal Opinions
- Contracts and Agreements
- 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.

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

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

Manual

- IT Technical Manuals

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 Controllership 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

Ministry: AGRICULTURE, FOOD AND RURAL AFFAIRS

General Records

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

Manual

- Policy and Procedures Manual

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
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Ministry: ATTORNEY GENERAL

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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 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.

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

- Tests, Examinations and Assessments
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Library Users Lists
- Travel/Expense Accounts

Ministry: ATTORNEY GENERAL

- Workforce Information Network (WIN)

General Records

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

Manual

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

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

- Career Planning/Training

Ministry: ATTORNEY GENERAL

- 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
- Health and Medical Records
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Student Applications
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Manual

- 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

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

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

General Records

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

Ministry: ATTORNEY GENERAL

Manual

- Prosecutor's Handbook
- Crown Policy Manual

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.

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, fiancee'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

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, natrue and circumstances of current changes., 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.

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.

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 histroy, 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.

Ministry: ATTORNEY GENERAL

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.

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

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.

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

Ministry: ATTORNEY GENERAL

- 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

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

Ministry: ATTORNEY GENERAL

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, financialinformation, 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.

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

- Revised Statutes of Ontario
- Regulations
- Regulations Translation Files
- Consolidations
- Motions

- General Correspondence Files
- Bills
- Revised Regulations of Ontario

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

The Office of the Children's Lawyer is an independent law office in the Ministry of the Attorney General that delivers services on behalf of children in the administration of justice with respect to their personal and property rights, including child protection, custody/access, and civil and estate/trust cases. The legislation under which services are provided includes the Courts of Justice Act, the Rules of Civil Procedure, and the Child and Family Services Act.

Common Records

- Freedom of Information and Protection of Privacy Act Requests
- Grievances and Applications
- Identity/Employee Card
- Travel/Expense Accounts
- Corporate Personnel/Employee Information
- Workplace Safety and Insurance
- Employment Application Inventory

Ministry: ATTORNEY GENERAL

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

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, IMMIGRATION AND INTERNATIONAL TRADE

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

- Workforce Information Network (WIN)

General Records

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

Manual

- Program Operational Manuals

Personal Information Banks

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

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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.

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

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

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

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

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

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

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 Elibigility 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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

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

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

Manual

- None.

Personal Information Banks

GEO Client Database

Legal Authority: Fair Access to Regulated Professions Act, 2006

Info Maintained: Name, Telehone 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, IMMIGRATION AND INTERNATIONAL TRADE

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)
- Performance Management
- Professional Development
- Job Competitions

General Records

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

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

General Records

- Grant files under the Language Interpreter Services Program
- 2005-06 and 2006-07 grant files
- Administrative and Financial Records
- Grant files under Pay Equity
- Briefing Materials
- Grant files under the Newcomer Settlement Program
- Minister's Correspondence (electronic files)

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

Manual

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

Personal Information Banks

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

Manual

- 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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

- News Releases
- Speeches
- Minister's Biography
- Media Advisories
- Letters of Greeting
- Correspondence
- Statements in the Legislature
- Briefing Materials
- Distribution Plans
- Fact Sheets

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 MGCS.

Common Records

- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

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

Manual

- 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 etablir 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 qualfies 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)
- Programme de stages dans la fonction publique de l'Ontario pour les professionels formes a l'etranger: Une opportunite

Personal Information Banks

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

MINISTER'S OFFICE
PARLIAMENTARY ASSISTANT

Common Records

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

General Records

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

General Records

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

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

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

- Travel/Expense Accounts

General Records

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

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

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

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

Common Records

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

General Records

- Emergency Management Plans
- Supplies
- Business Continuity Planning Requirements
- Business Continuity Planning Tools and Resources
- Emergency Management Program

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

- Emergency Operations Centre Information
- Training and Awareness
- Business Continuity Plans
- Committees
- Templates
- Security
- Emergency Management Contacts

Manual

- Business Continuity Plan for Ministry

Personal Information Banks

Emergency Management Contact Lists

Legal Authority: Emergency Management and Civil Protection Act

Info Maintained:	Office, cell, home phone numbers for Ministry Action Group members
Uses:	Used to notify members of an emergency and provide them with direction.
Users:	Available to Ministry Action Group members and Emergency Management Program Committee members
Individuals in Bank:	Ministry Action Group members - Core and Expanded group
Retention Period:	Kept continually on file as part of the emergency response plan with quarterly review and update of membership and contact information

Public Records

Business Continuity Plans

Purpose:	Created to provide information to public on ministry emergency readiness
Legal Authority:	Emergency Management and Civil Protection Act
Info Maintained:	Overview of the Ministry's emergency management program and business continuity planning strategy
Retrievability:	Search on Ministry website for emergency management program
Retention Period:	Existing records remains in place and is revised as updates are required
Access Procedures:	Posted on the Ministry internet and intranet sites for retrieval and public viewing

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
- Directory of Records
- INFO/GO data collection files
- Consultation Files
- Delegation of Authority
- Annual Reports
- Request Files
- Transfer lists - Retention Schedules

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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

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

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

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

Personal Information Banks

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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, disci

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 Partner

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

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

General Records

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

Personal Information Banks

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

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.

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

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

REGIONAL AND CORPORATE SERVICES DIVISION
REGIONAL SERVICES BRANCH
CENTRAL REGION

Common Records

- Employee Travel Expense Claim (ETEC)
- 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)
- Job Competitions

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

General Records

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

REGIONAL AND CORPORATE SERVICES DIVISION
REGIONAL SERVICES BRANCH
EAST REGION

Common Records

- Employee Travel Expense Claim (ETEC)
- 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)
- Job Competitions

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

- Employee Travel Expense Claim (ETEC)
- 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)
- Job Competitions

General Records

- Summer Experience
- Communities in Action Fund
- Cultural Strategic Investment

Ministry: CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

- Ontario's Community Builders Program

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

Common Records

- Employee Travel Expense Claim (ETEC)
- 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)
- Job Competitions

General Records

- Corporate Information Management System (CIMS)

REGIONAL AND CORPORATE SERVICES DIVISION
REGIONAL SERVICES BRANCH
WEST REGION

Common Records

- Employee Travel Expense Claim (ETEC)
- 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)
- Job Competitions

General Records

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

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

- Career Planning/Training
- Freedom of Information and Protection of Privacy Act Requests
- CORPAY
- 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 Accomodation 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

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

Ministry: COMMUNITY AND SOCIAL SERVICES

Manual

- Human Resources Guide - (Electronic - on EMMA)
- Integrated Records - Family Benefits (FBA)
- Legal Aid Assessment
- Parental Support Workers (PSWs) - Operating Guidelines
- Private Home Daycare - (French version also maintained)
- Residential Services - Senior Citizens
- Special Needs and Services
- Vocational Rehabilitation Services (VRS) - Volumes 1 and 2
- Young Offenders Services - (French version also maintained)
- Search Warrant Training
- Eligibility Review Social Assistance Monitoring Resource Guide
- Family Support Worker
- Capital Projects
- First Nations Social Assistance
- Special Services at Home
- Freedom of Information and Protection of Privacy - MBS and MCSS
- Legislation - Adults, Children, Income Maintenance (MCSS legislation - on EMMA)
- 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)
- Comprehensive Income Maintenance System (CIMS) - Caseworker Volumes 1 2 and 3
- 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
- General Welfare Assistance (GWA) - Policy Guidelines
- EMMA - Electronic Manuals-Ministry Administration
- Standards for Food Services
- Ministry Administration Manual - (Electronic - on EMMA)
- Purchase of Counselling Services

- Support Services for the Physically Disabled

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

Ministry: COMMUNITY AND SOCIAL SERVICES

- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Manual

- Human Resources Guide

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

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

Manual

- 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 Responsibilit

Users: Director, Family Responsibility Office staff, and counsel acting on behalf of the director of the Family Resposibility Office.
Individuals in Bank: Payors, recipients and dependants, employers and other garnishees.
Retention Period: Not determined

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

- 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
- CORPAY
- Workforce Information Network (WIN)

General Records

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

Personal Information Banks

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

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

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 Ontario Board of Parole.

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

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.

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.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

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

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

General Records

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

Manual

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

Personal Information Banks

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 Resouces staff
Individuals in Bank: Individuals occupying positions deszignated as billingual
Retention Period: non-current lists destroyed within five years

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 servicesof 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

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

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 Resouces planning; prepares reports to Office of Francophone Affairs
Users: Branch staff, Human resources Branch
Individuals in Bank: Individuals occuping positions designated as bilingual
Retention Period: Non-current lists destroyed after 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

- 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
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Staff Training Material

Manual

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

Personal Information Banks

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.

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

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 suitablility 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.

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

Manual

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

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 Forecsic Science and Animal Welfare.

Common Records

- FUTURES Program Applicants and Participants

Ministry: COMMUNITY SAFETY AND CORRECTIONAL SERVICES

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

Manual

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

Personal Information Banks

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.

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 archieved.

Ministry: ECONOMIC DEVELOPMENT, EMPLOYMENT AND INFRASTRUCTURE

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

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

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

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

General Records

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

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

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

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

Manual

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

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

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

Ministry: EDUCATION

Manual

- Library Catalogue
- Mail Distribution Files
- Procurement and Contract Management Files
- Records Management Handbook
- Records Schedule Index
- Serials Database
- Tenders and Associated Files

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

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

General Records

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

Manual

- 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

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

Ministry: EDUCATION

- Workforce Information Network (WIN)

General Records

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

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
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- OPS Religious Holidays Schedule
- Staff Relations - Grievance Files
- Health and Safety - Site Visit/Inspection Reports
- Redeployment - Surplus & Redeployment Reports
- 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

Ministry: EDUCATION

Manual

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

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, senority 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

- Board Reports
- Stakeholder/Client Lists
- Listing of Publications, Brochures and Pamphlets

Ministry: EDUCATION

- Programs, Services and Initiatives Guide
- Briefing Notes
- News Clips
- Annual Reports
- Staff News
- Alternative Formats for Program Info: Braille, Cassettes, Large Print
- Newsletters
- Mail House Databases
- News Releases
- Speeches by the CEO and Co-Chairs

- Training Standards for Specific Trades
- Fact Sheets
- Marketing Plan/Strategy
- Media Lists

FINANCIAL POLICY AND BUSINESS 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)

FINANCIAL POLICY AND BUSINESS 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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Enrolment Data for School Boards
- Municipal Assessment Data for School Boards
- Graduate Employment Survey (Colleges)
- School Board Capital Files
- College Lease Files
- Audited Financial Statements of School Boards

Ministry: EDUCATION

- Formula Operating Grants Administration
- Annual Estimates and Revised Estimates of School Boards
- Pupil Transportation Data for School Boards
- Capital Expenditure Multi-Year Forecast
- Briefing Notes

Manual

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

Personal Information Banks

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.

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.

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.

Common Records

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

General Records

Ministry: EDUCATION

- Ministry of Education and Training Regional Directory
- Financial Files - School Boards
- Private School Files
- District Office Responsibility List

Manual

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

Personal Information Banks

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.

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.

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

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.

Ministry: EDUCATION

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.

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.

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

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

General Records

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

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- 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
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts

General Records

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

Ministry: EDUCATION

Manual

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

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 elegibility 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

- Business Case Files
- Educational Computing Network of Ontario (ECNO)
- Acquisition Files

Ministry: EDUCATION

- Audit-Related Files

Manual

- System Standards
- ITM Software Manuals

Ministry: ENVIRONMENT AND CLIMATE CHANGE

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

Manual

- Administrative Policy Manual

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: FINANCE

AGENCIES, BOARDS AND COMMISSIONS
LIQUOR CONTROL BOARD OF ONTARIO
PRESIDENT AND CHIEF EXECUTIVE OFFICER

The Finance & Administration Division provides support and control services to the LCBO in the functional areas of finance, financial controls, financial planning and analysis, treasury, financial systems, administrative services, internal audit and Executive Sponsorship to the Supply Chain Project.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Parking Records (Employee)

- Workplace Safety and Insurance

General Records

- Human Resource Planning (research and comparative information)
- Training and Development (programs and schedules)
- Special Studies/Projects (attitude surveys, French language proficiency)
- Tuition Assistance (applications, reimbursements)
- Business Proposals/Plans
- Compensation (staff and management information)
- Benefits (staff and management)
- Budgets and Financial Statements
- Recruitment and Selection
- Committee Meetings - Minutes and Recommendations
- Job Classification (systems, surveys)

Personal Information Banks

Health Centre Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, telephone number, date of birth, sex, correspondence concerning health problems, current physical condition, disability, employment history, family doctor, general medical information, job classification, marital status, medical history, pa
Uses: Record medical history, present physical and mental condition, ability to perform assigned duties; document disability and absence due to illness or injury; authorize sick leave payments.
Users: Health Centre staff.
Individuals in Bank: Permanent, part-time and casual LCBO employees.
Retention Period: Fifty years after termination, then destroyed.

Recruitment/Selection Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, telephone number, application for employment, application for posted competition, character references, correspondence, date of birth, education, employment history, employment references, job classification, job competition criteria (quali
Uses: Identify candidates for employment opportunities; document recruitment/selection procedure.
Users: Human Resources Services staff, line managers, selection panels, senior employees.
Individuals in Bank: Applicants, LCBO employees.
Retention Period: Applications - 18 months, then destroyed; competition files - current plus 2 years, then destroyed.

Ministry: FINANCE

Training and Development Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, work location, work telephone number, certificate, diploma, degree, completion results, test scores, correspondence, course locations, job classification, length of service, reimbursement information, smoker/non-smoker, social insurance num
Uses: Record employee's training history; provide information for course eligibility and reimbursement of expenses; develop additional training programs.
Users: Human Resources training staff.
Individuals in Bank: Full-time, part-time and casual employees.
Retention Period: Not determined.

Security Clearance Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, conviction(s), date and particulars of offence(s), date of birth, sentence, social insurance number, trial date and location
Uses: Determine suitability for employment.
Users: Vice-President, Human Resource Division.
Individuals in Bank: Applicants seeking permanent or temporary employment with the LCBO.
Retention Period: Eighteen months, then destroyed.

Workers' Compensation Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, appeal information, correspondence, details of accidents/injuries, disposition of claims, documentation, employment history, medical information, name of family doctor, names of medical practitioners consulted, names of witnesses,pay rate,
Uses: Document accidents and injuries; supply information for disposition of claims; authorize leave; record eligibility to resume work.
Users: Health Centre and Human Resources staff.
Individuals in Bank: Permanent and temporary LCBO employees.
Retention Period: Fifty years after termination, then destroyed.

Employee Records, Benefits and Compensation (Personnel Files)

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, beneficiaries, correspondence, date of birth, sex, discipline reports, education, employment and remuneration history, employment contracts, information release consent forms, injury claims, job applications, marital status, memos, merit in
Uses: Administer benefits and compensation; prepare payroll; document current employment status; general personnel management administration; record career objectives and development as well as work history.
Users: Human Resources staff, line and senior managers, Audit staff, executive offices, LCBO employees. Select information to Payroll Department, Ministry of Government Services (Employee Benefits and Data Services), employees' union, insurance companies.
Individuals in Bank: Full-time, part-time, casual and contract LCBO employees.
Retention Period: Fifty years after termination, then destroyed.

Corporate Human Resources Initiatives

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: French language proficiency level, Name, career development plans, date of birth, education and training, employment history, performance appraisal summaries, remuneration, social insurance number, succession data, work location.
Uses: Identify employee skills, interests and qualifications for possible development, promotion and work assignment; compile statistical information.
Users: Human Resources Planning and Development staff, line and senior managers, Succession Planning Committee.
Individuals in Bank: Full-time, part-time, contract and casual LCBO employees.
Retention Period: Current plus five years, then destroyed.

Ministry: FINANCE

Human Rights Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Details of discrimination, Ombudsman's investigation material; names of complainant(s), correspondence, harassment or other human rights complaints, manager, minutes of meetings, recommendations for resolution, respondent(s), statements, supervisor, witne
Uses: Document incidents; investigate and resolve complaints.
Users: Human Rights staff, senior management.
Individuals in Bank: LCBO employees who have lodged complaints.
Retention Period: Not determined.

Attendance Recording System

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, attendance history, date of birth, social insurance number
Uses: Record absences and/or hours worked.
Users: Line managers, department staff.
Individuals in Bank: All permanent, permanent part-time and contract employees.
Retention Period: Fifty years from date of termination, then destroyed.

Employee Relations Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, address, telephone number, correspondence, employment history, work location, final disposition of grievance, grievance forms, job classification, negotiations, notices, records of meetings, relevant documentation, resolution proposals, responses
Uses: Document the process and resolution of grievances; identify differences in interpretation/administration of the collective agreement; identify area of disagreement between employer, employees and the union.
Users: Staff Relations and senior Human Resources and management staff, legal counsel.
Individuals in Bank: LCBO employees submitting grievances under the collective agreement.
Retention Period: Fifty years, then destroyed.

Formal Complaint Information

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Name, action taken, correspondence, department, investigation documents, job classification, start date, legal consultation advice, name of respondent(s), name of witness(es), notice of formal complaint, recommendations, statement of complaint, summary re
Uses: Record complaints, investigation and action taken.
Users: Directors, vice-presidents, LCBO legal counsel, executive offices.
Individuals in Bank: Permanent management and excluded staff who have had a formal complaint.
Retention Period: Not determined.

Equal Opportunity

Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3.
Info Maintained: Social insurance number, Employee number, disability/impairment, ethnic origin, language(s) spoken, sex.
Uses: Assess Equal Opportunity Program; compile demographic and other statistical analyses.
Users: Equal Opportunity staff, Vice-Presidents, Executive Vice-President.
Individuals in Bank: Full- and part-time LCBO employees.
Retention Period: Six years minimum for any reports prepared from this information.

Ministry: FINANCE

CORPORATE & 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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- CORPAY
- Medical Information (Personnel)
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

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.

INCOME SECURITY AND PENSION POLICY 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

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

Ministry: FINANCE

- Employee Personnel, Payroll and Benefits Records

- Litigation Files
- Ombudsman/Human Rights Commission
- Travel/Expense Accounts

TAX AND BENEFITS ADMINISTRATION
TAX COMPLIANCE AND BENEFITS DIVISION
ADVISORY AND COMPLIANCE BRANCH

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
- Legislation Files
- Policy Files

Manual

- Special Investigations - Investigations - Policies and procedures related to the conduct of quasi-criminal investigations -
- Special Investigations - Prosecutions - Policies and procedures related to the preparation of Crown Briefs, laying of cha

Personal Information Banks

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.

Ministry: FRANCOPHONE AFFAIRS

Common Records

- Freedom of Information and Protection of Privacy Act Requests

General Records

- Franco-Ontarian Directory
- Francophone Media List
- French-Language Services Coordinators

Manual

- French-language services Guidelines
- Posting jobs ads with Francophone organizations
- French-language services self-assessment tool
- Guide to the Canada-Ontario Agreement on French-Language Services
- Staffing and managing designated positions: a practical guide for managers
- Statistical profiles of the Francophone community
- Guide to French-Language Communications
- Best practices/tips for providing quality services in French
- Description of Ontario Government Standards for French-Language Proficiency Levels
- Bilingual Communicators List

Personal Information Banks

Complaints about French-language services

Legal Authority: French Language Services Act
Info Maintained: Names and adresses 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
- Franco-Ontarian Directory
- Francophone Media List

Manual

- Best practices/tips for providing quality services in French Description of Ontario Government Standards for Frdnch-La

Ministry: FRANCOPHONE AFFAIRS

Personal Information Banks

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 AND CONSUMER SERVICES

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
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

- General Administration Records
- Archives Accession Records (legal authority for ownership)
- Conservation Treatment Reports
- Master Control Register
- Reading Room Off-Site Order Log
- Inventories and Finding Aids to Archives Holdings
- Subject Authority Files
- Name Authority Files
- Recorded Information Schedules Archives' Copies
- Operational Program Records
- Microfilm Master Negatives Location Card File
- Archival Project Grant Files
- Access Unit Policy, Liaison, Training and Operations Resource Files
- Conservation Survey Forms
- Exhibitions Facility Declaration Forms
- Planning and Policy Development Files
- Cabinet submissions

Manual

- Access Policy and Procedures Manual
- Administrative Policy and Procedures Manual
- Manual of Archival Policy and Procedures

Personal Information Banks

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.

Ministry: GOVERNMENT AND CONSUMER 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.

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.

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER 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 corrspondence.
Uses: Research.
Users: Researchers.
Individuals in Bank: Patients in the chest clinic.
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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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 Hopsital.
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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

Ministry of Labour Adjudicatio 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 Haealth and Safety Act and the Employment Standardsa Act. Documentation within the files includes the order issued under the pertinent legisl
Uses: Research
Users: Researchers
Individuals in Bank: Appellants
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.

Ministry: GOVERNMENT AND CONSUMER 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 admisssion/discharge/death.
Uses: Research
Users: Researchers
Individuals in Bank: Patients in psychiatric hospital.
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: Permananent.

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 (lettere, 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: Permanant.

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, affadavits 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: Permananet.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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 form 1900-1950.
Uses: Research.
Users: Researchers.
Individuals in Bank: Farmens.
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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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: Permanant.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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' Cerificates by the Department of Education.
Retention Period: Permanent.

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:

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

Penetaguishene Mental Health Centre Patientys' 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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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: Permananent.

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.

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.

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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, treatement 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.

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.

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.

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.

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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.

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.

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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.

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.

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.

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.

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

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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 - Freeport 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.

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.

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.

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.

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

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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

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.

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.

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.

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, cerificate 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.

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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.

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.

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.

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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.

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.

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.

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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 cerificate.
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.

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.

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.

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 repsorts, 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.

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.

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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.

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.

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.

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.

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.

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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.

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)

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.

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: Patieints of Ministry of health miners clinics.
Retention Period: Permananent

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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.

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.

Case Books of the Victoria Industrial School, 1887-1929(RG8-51-7)

Legal Authority: Archives Act, R.S.O. 1990, c.A27
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

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.

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.

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.

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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.

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.

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.

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.

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.

Huronia 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.

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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.

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.

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.

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.

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.

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

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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.

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.

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.

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 lo
Users: Archives staff.
Individuals in Bank: Archives researchers.
Retention Period: Five years, then destroyed. (Under review).

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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.

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.

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.

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.

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.

Goderich Psychiactric 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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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.

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.

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.

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.

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.

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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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.

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.

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.

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.

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.

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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.

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.

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.

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.

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.

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.

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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.

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.

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).

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.

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.

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.

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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.

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.

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.

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.

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.

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.

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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.

Drug Control Records, 1951-1992 (RG20-Various 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.

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.

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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.

Jail Surgeons Registers, 1858-1975 (RG20-Various 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.

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.

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.

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.

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.

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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.

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.

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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, affadavits, 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.

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.

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.

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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.

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.

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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 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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

Rights Adviser Case Files, 1986-1989 (RG10-341)

Legal Authority: Archives Act, R.S.O. 1990, c.A.27.
Info Maintained: Name of ptient, 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

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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.

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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/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/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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

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.

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.

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, 1975-1977 (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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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 intende
Uses: Research.
Users: Researchers.
Individuals in Bank: Individual consumers registering complaints against companies.
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.

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 ca
Uses: Research.
Users: Researchers.
Individuals in Bank: Commercial fishermen.
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.

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.

Ministry: GOVERNMENT AND CONSUMER 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.

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.

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 punishements meted out to, boys at the school. Records include daily entries listing the name of the boy, initials of the person reporting the infraction,
Uses: Research.
Users: Researchers.
Individuals in Bank: Wards of school.
Retention Period: Permanent.

Public Records

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

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.

Ministry: GOVERNMENT AND CONSUMER SERVICES

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.

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
INFORMATION, PRIVACY AND ARCHIVES DIVISION
OFFICE OF THE CHIEF PRIVACY OFFICER AND ARCHIVIST OF ONTARIO

The Customer Service and Preservation Services (CS/PS) unit provides the general public and government users with frontline reference service to the Archives¿ collections. This unit manages the retrieval and circulation of archival materials. It also ensures that archival materials are preserved and protected.

Common Records

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

General Records

- Circulation, Retrievals and Interloan
- Reading Room Forms and Templates Development
- Database Administration
- Container Tracking System
- Condition and Conservation Treatment Reports
- IT/Systems Contract Management
- Customer Service Projects
- Preservation Services Operations and Storage Facilities

Ministry: GOVERNMENT AND CONSUMER SERVICES

- Reading Room Customer Handouts
- Inventories and Finding Aids to Archives Holdings

Manual

- Certification - Policy and Procedure
- Operation of the Reading Room - Policy and Procedure
- Preservation Services - Policies and Procedures
- Staff Training Manuals

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 complie statistics about these activities. Included are modules related to Preservatio
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.

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
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

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
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
- Career Planning/Training
- Career Planning/Training
- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employee Personnel, Payroll and Benefits Records

Ministry: GOVERNMENT AND CONSUMER SERVICES

- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Litigation Files
- Performance Management
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Advisory Services research & information files
- Insurance policies, underwriting and policy managment information

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, ministires 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

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
ONTARIO SHARED SERVICES
ENTERPRISE FINANCIAL SERVICES AND SYSTEMS

The Expenditure Management Unit provides financial transactional services to ministries including: vendor payments, transfer payments, travel expense claim reimbursements, accounting adjustments and record retention of source documents. This unit serves the following ministries: Ministry of Government Services; Economic Development; Intergovernmental Affairs; Municipal Affairs and Housing; Training, Colleges and Universities; Education; Energy and Infrastructure; Cabinet Office; Citizenship and Immigration; Culture; Environment; Finance; Office of the Premier; Research and Innovation; and Tourism.

Common Records

- Employee Travel Expense Claim (ETEC)
- General Employment History and Payroll Information
- Performance Management
- Travel/Expense Accounts

General Records

- Business Operations
- Financial Management

Manual

- I-Procurment Business Processes

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
ONTARIO SHARED SERVICES
PAY AND BENEFITS SERVICES DIVISION

Payroll and Benefits provide integrated payroll management, benefits administration and service delivery to the OPS.

Common Records

- Employee Personnel, Payroll and Benefits Records
- CORPAY

Ministry: GOVERNMENT AND CONSUMER SERVICES

- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Personal Information Banks

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, ansence, 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, ansence, 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, ansence, 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, ansence, 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 AND CONSUMER SERVICES

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.

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, ansence, 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

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.

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 AND CONSUMER SERVICES

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

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.

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
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

- Performance Management
- Professional Development
- Professional Development

General Records

- Modern Controllership Records:includes assets inventory, accommodations layouts, compliance reviews, consultant trac
- Billing Database: includes Branch expenditure/Revenue Forecasts, cabinet submissions
- Financial Management Records
- Staffing plans
- Administrative Records
- Job description

Ministry: GOVERNMENT AND CONSUMER SERVICES

DEPUTY MINISTER - GOVERNMENT SERVICES, MANAGEMENT BOARD OF CABINET
ONTARIO SHARED SERVICES
SUPPLY CHAIN ONTARIO

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 Travel Expense Claim (ETEC)
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- Identity/Employee Card
- Performance Management
- Performance Management
- Workforce Information Network (WIN)

General Records

- Corporate Software Volume Licensing Agreements
- Requests for Proposals
- Requests for Information
- Master Agreements/ Contracts for Corporate I & IT Vendor of Record arrangements
- Vendor of Record arrangements (Services, Hardware & Software)
- Vendor Profiles

Manual

- Procurement Directive for Consulting Services
- Procurement Directive for Goods & Services
- MBC Procurement Approval Guide
- Guidelines for Implementing the Procurement Provisions of the Ontarians with Disabilities Act
- Common Purpose Procurement Guide
- Guide to Service Management
- Risk Assessment Tool
- Procurement Directive for Information Technology

DEPUTY MINISTER AND CHIEF EXECUTIVE OFFICER - 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

Ministry: GOVERNMENT AND CONSUMER SERVICES

- Service Level Agreements Project Planning Files
- Remittance Processing Records
- Revenue Accounting Records Call Centre Statistical Reports

Manual

- CM - Support Services Group - Refunds (RST Permanently Physically Disabled, Alternative Fuel and Appliance Rebate

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.OP. 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: HEALTH AND LONG-TERM CARE

DEPUTY MINISTER'S OFFICE

Common Records

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

General Records

- Minister's Transition Binder

- Deputy Minister's Transition Binder
- Deputy Minister's Correspondence
- Senior Management Human Resource Files
- Legal Opinions and Advisory Files
- Personal Health Information Protection Act Appeal Files

Personal Information Banks

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
CORPORATE SERVICES DIVISION
CORPORATE MANAGEMENT BRANCH

The Access, Privacy and Corporate Coordination Unit is made up of two teams.

The Access and Privacy Office (APO) has offices at 5700 Yonge Street, and ensures the ministry is fully compliant with the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA), and the Personal Health Information Protection Act (PHIPA).

The Corporate Coordination Office (CCO) has a downtown Queen's Park office, and is responsible for coordinating the ministry's Cabinet submission process, corporate projects, and a variety of initiatives requiring ministry-wide responses. CCO provides a one-window access point with Cabinet Office, central agencies and ministry executive offices.

Common Records

- Freedom of Information and Protection of Privacy Act Requests

Ministry: HEALTH AND LONG-TERM CARE

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
- Performance Management

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

General Records

- Freedom of Information and Protection of Privacy Act Appeal Files
- Ministry Legislation
- Litigation Files

Personal Information Banks

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

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

Ministry: LABOUR

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- CORPAY
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission

- Parking Records (Employee)
- Performance Management
- Travel/Expense Accounts
- Workplace Safety and Insurance

General Records

- Decision Summaries
- Released Decisions
- Medical Discussion Papers
- WSIAT Medical Reports

Manual

- Code of Conduct for Representatives
- Tribunal Practice Directions
- Tribunal Information Policy Manual
- Training Manuals for New OIC Appointees
- Information Technology Security Guidelines
- Members Code of Professional Responsibility
- Guidebook to Use of Case Management System
- WSIAT Procedure Manual for Records

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.

INTERNAL ADMINISTRATIVE SERVICES DIVISION
BUSINESS INNOVATION OFFICE
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

- Recorded Information Management Records
- Freedom of Information and Privacy Office General Files

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Career Planning/Training
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- CORPAY
- Medical Information (Personnel)

Ministry: LABOUR

- Performance Management
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Director's Subject Files

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

- ADM's office correspondence and Briefing Material
- Audit Committee
- MOU and SLA's
- Office Budget Files
- Senior Management Committees meeting materials (Resources Planning Committee, Division Management Team, Minis
- Business Continuity Plans

BUSINESS MANAGEMENT DIVISION
CORPORATE SERVICES 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

Ministry: MUNICIPAL AFFAIRS AND HOUSING

General Records

- General office files (office purchases, bill payments, general correspondence, etc.)
- IEU Procedures Manual
- Prosecution files

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 activites 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

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
- Ombudsman/Human Rights Commission
- Performance Management
- Workforce Information Network (WIN)
- Job Competitions

Manual

- Management Board Directives and Guidelines (Online)
- Collective Agreements - AMAPCEO/PEGO/OPSEU
- Human Resources Procedures/Guidelines
- Delegation of Authority, Ministry

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

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Professional Development
- Travel/Expense Accounts

General Records

- Advice and Opinions
- Minister's Zoning Orders
- Government and Private Legislation and Regulations
- Statutes, Publications and Bulletins
- Consultants and Other Agreements (including agreements with municipalities)
- Computer Contracts
- Litigation
- Amendments Committee Meetings

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

- Computer Contracts
- Statutes, Publications and Bulletins
- Payment Records
- Consultants and Other Agreements
- Government and Private Legislation and Regulations
- Administration & Contribution Agreements, Conditionals Letter of Commitment, software & Database licence agreements

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 Managrs 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

- Program Instructions, Handbooks and Templates
- Performance Management
- Service Delivery Guides
- Briefing Notes - Information supporting intergovernmental relations and partnership development
- Contact Lists
- Correspondence
- Municipal Performance Measurement Program (MPMP) Results (2000-Present)

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

- Background information on local government organization
- Briefing notes, correspondence, research papers, data related to policy development.

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

- Annual Repayment Limits
- Manuals - OPTA, FIR, OMERS
- Briefing Notes
- Correspondence
- Data - Relating to property tax and assessment
- Financial Information Returns

Ministry: MUNICIPAL AFFAIRS AND HOUSING

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

- Briefing notes
- Publication materials for Ontario's land use planning system
- Consultation from municipalities and stakeholder
- 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
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

- 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
- Municipal Property Administration System (MPAS) Payment Files
- Ontario Disaster Relief Program (ODRAP) Manual

Personal Information Banks

Ministry: MUNICIPAL AFFAIRS AND HOUSING

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

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

Ministry: MUNICIPAL AFFAIRS AND HOUSING

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

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

- General and Municipality Specific Local Government and Local Government Finance Files
- Association and Conference Files
- Aboriginal Issues Files
- Presentation Files relating to Municipal Education and Training for Community Planning and Local Government
- Office Operation and Fiscal Expenditure Files
- Committees & Meetings Files
- General and Municipality Specific Planning Files
- Emergency Plans and Procedures Files
- Business Plan Files
- Information Management Files
- Issue Note/Briefing Note/Information/Integrated Community Profile Note 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
- Ontario Eastern Municipal Conference Files
- Community Improvement Plans
- Emergency Contact Information Manuals
- Planning Act Files
- Bell Canada Calling Cards

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Telephone Contract
- Ontario Disaster Relief Assistance Program Manual
- Local Government Municipal/Financial Files
- Photocopier/Fax Contracts

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

- Bell Canada Calling Cards
- Financial Tax Incentive Files
- Telephone Contract
- Photocopier/Fax Contracts
- FONOM/MMAH Municipal Conference Files
- Emergency Contact Information Manuals
- Community Improvement Plans
- Local Government Municipal/Financial Files
- Planning Act Files
- Ontario Disaster Relief Assistance Program Manual

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
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Job Competitions

General Records

- Local Government Finance & Grant Files
- Office Budget, Variance & Expenditure Files
- Delegation of Authority Files
- Emergency Response & Business Continuity Plans
- Community Planning Files

- Office Business Plan Files
- Aboriginal Issues Files
- Local Government Restructuring Files
- Ontario Disaster Relief Assistance Program Files
- Health & Safety Files
- Community Improvement Plans Financial Tax Incentive Files
- Office Procurement & Administration Files
- Local Government Administration, Management & Governance Files

Ministry: MUNICIPAL AFFAIRS AND HOUSING

- Municipal, Planning & Housing Training Event Files
- Records from Meetings with Housing Providers
- Building, Access & Parking Files
- Housing Technical Assessments
- Briefing Notes
- 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
- Freedom of Information and Protection of Privacy Act Requests
- Travel/Expense Accounts

General Records

- Issue Note/Briefing Note/Information/Integrated Community Profile Note Files
- General and Municipality Specific Local Government and Local Government Finance Files
- Aboriginal Issues Files
- Association and Conference Files
- Information Management Files
- Presentation Files relating to Municipal Education and Training for Community Planning and Local Government
- Emergency Plans and Procedures Files
- Committees & Meetings Files
- Business Plan Files
- Office Operation and Fiscal Expenditure Files
- General and Municipality Specific Planning Files

Ministry: NATURAL RESOURCES AND FORESTRY

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

- Annual Cut Surveys of Areas Harvested
- Five-Year Operating Plans
- Maps (various scales, covering topography and forest conditions)
- Silvicultural Records (covering tree planting and tree marking)
- Twenty-Year Forest Management Plan
- Aerial Photographs of Algonquin Park
- Annual Plans of Forest Operations

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

- Inventory of Parks, Buildings and Facilities
- Regulations and Legislation for Acts Administered by MNR
- Purchasing, Tenders and Proposals
- Asset Inventories
- Rehabilitation Security Deposits (pits and quarries, timber, mines)
- Facilities Portfolio
- Facilities Project Management
- MNR "Building Green" Initiative
- Information Technology Project
- Litigation (accident claims, claims by the Crown (MNR) proceedings against the Crown)
- Inventory of Sewer Systems in Provincial Parks
- List of Land Sales and Purchases
- Inventory of Water Quality (Ground Water in Selected Provincial Parks)
- Government-Provided Employee Accommodation
- Movable Assets
- Coroner's Inquests
- Patents, Trademarks, Copyright
- Treasury Board/Management Board Submissions/Minutes
- Youth Employment Programs
- Suppliers' Contracts and Agreements
- MNR Facilities Data Base

Ministry: NATURAL RESOURCES AND FORESTRY

- Project Design in Provincial Parks

Manual

- Communications Design Manual (includes A/V, publications and signs)
- Computer-Aided Drafting and Design (CADD) Standards and Guidelines
- Hazardous Materials and Safety
- Information Technology
- Main Office Facilities Program Manual
- Manual of Fire Financial Operations
- Park Permit Accounting Manual
- Payroll User's Manual
- Records and Information Management
- Staff Suggestion System Policy and Operating Manual
- Work Program Planning and Procedures
- Occupational Health and Safety
- Improvement Act
- Learning Resources Catalogue
- List of Environmental and Design Services for Provincial Parks System
- Parks Development Standard
- Performance Measures Systems User's Guide
- Revenue Receiving System User's Manual
- Terms of Reference for Flood Plain Mapping
- Unclassified IPPEBS User's Manual
- Communications Services Policies, Procedures and Guidelines
- Design Criteria for Park Facilities

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Ministry: NATURAL RESOURCES AND FORESTRY

General Records

- Personnel
- Government-Provided Employee Accommodation
- Surplus Employee Records

Manual

- Learning Resource Catalogue
- Stake Management Manuals
- French Language Services Policies, Procedures and Guidelines/Strategies Manual
- Occupational Health and Safety
- Communications Design Manual (includes A/V, publications and signs)
- Performance Measures System User's Guide
- Hazardous Materials and Safety
- Direction for Managing Human Resources
- Ontario Ranger Manual
- Personnel Policies and Procedures
- Unclassified Staff Policy Manual

Personal Information Banks

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 emloyee offsets.
Retention Period: Continually updated; retention and disposal of outdated lists undetermined

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.

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.

Ministry: NATURAL RESOURCES AND FORESTRY

Conflict of Interest

Legal Authority:	Public Service Act, R.S.0. 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.

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Performance Management
- Professional Development
- Travel/Expense Accounts

General Records

- Requests for Inquiry Under The Lakes And Rivers Improvement Act
- Aggregate Resource Act Appeals
- Mining Act Appeals/Applications
- Conservation Land Act Appeals
- Conservation Authorities Act Appeals

Ministry: NORTHERN DEVELOPMENT AND MINES

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Grievances and Applications
- Workplace Safety and Insurance

General Records

- Performance Management (Contracts & Training Plans)
- Joint Union/Management Committee Minutes
- Student Applications (Summer Experience Prgm)
- Redeployment
- Staff Development
- Occupational Health and Safety

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.

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

- Student Registration and Academic History
- Tests, Examinations and Assessments
- Performance Management
- Travel/Expense Accounts

General Records

- Inactive Mines Database (NODA)
- Incentive Database
- OMIP Application Files
- Industry Questionnaires
- Abandoned Mine Site Assessment Reports
- AMIS (Abandoned Mines Information System) Database
- OPAP Application Files
- Compilation Statistics OPAP and OMIP Program
- OMIP Final Report Files
- Mineral Commodities
- Financial Assurance Database
- Inspection Reports and Database
- OPAP Final Report Files

Manual

- Guidelines for Public Notice and Consultation for Exploration and Mining
- Rehabilitation of Mines Guidelines for Proponents

Ministry: TOURISM, CULTURE AND SPORT

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Police Files (permits, operational records)
- Horticultural Practices and Procedures
- Capital Works Projects and Major Maintenance
- School of Horticulture (curriculum, plant records, practical training resources)
- Land Rentals (Power Companies)
- Local Municipalities, Bylaws, Zoning, Grants in Lieu of Taxes

- Special Events (tours, band concerts, film productions)
- Niagara Falls Illumination Board
- Heritage Resources
- Marketing
- Transportation, Parking and Traffic
- Revenue Generating Facilities (reports, statistics, operational data)
- Occupational Health and Safety (inspections, training)
- Applications for Privileges

Manual

- Employee Manual

Personal Information Banks

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

Ministry: TOURISM, CULTURE AND SPORT

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

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

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

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

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.

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.

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.

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

Niagara Parks Police Service Occurence 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 occurences. (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

Ministry: TOURISM, CULTURE AND SPORT

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

General Records

- Niagara Escarpment Program
- Board of Directors' Records
- Property Restoration and Management Records
- OHF Owned Properties
- Heritage Conservation Easements
- Cultural Property Records

Personal Information Banks

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

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.

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.

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.

Ministry: TOURISM, CULTURE AND SPORT

AGENCIES, BOARDS AND COMMISSIONS
ONTARIO MEDIA DEVELOPMENT CORPORATION

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- CORPAY
- Performance Management

- Professional Development
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

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- H20 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

- Career Planning/Training
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Concessions
- Programs and Entertainment
- Maintenance and Construction

Ministry: TOURISM, CULTURE AND SPORT

- Finance and Administration

Personal Information Banks

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.

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.

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.

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.

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.

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

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- Grievances and Applications
- CORPAY
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Group Bookings
- Facility Bookings
- Copyrights/Trademarks
- Exhibit Research and Development
- School Group and Education Program 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.

Ministry: TOURISM, CULTURE AND SPORT

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

- Contractors
- Correspondence with Board of Directors
- Correspondence with Government
- Energy Consumption
- Suppliers
- Legal and Auditing Correspondence
- Equipment

- Service Contracts
- Preventive Maintenance
- Building Projects

Manual

- Association Memberships
- Client
- Events
- Marketing Plans and Strategy

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
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, Crysler 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

- 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
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Historical and Research Files
- Marketing and Promotion
- Program Operation and Delivery

Ministry: TOURISM, CULTURE AND SPORT

- Operation and Maintenance

Manual

- Fort Henry Standard Operating Procedures
- Commissioners' Manual
- Employee and Orientation Guide
- Financial and Administrative Policy and Procedure Manual
- St. Lawrence Parks Commission Personnel Manual
- Visitor Services Manual

Personal Information Banks

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.

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.

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.

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.

Ministry: TOURISM, CULTURE AND SPORT

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 Crysler 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.

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.

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

Common Records

- Career Planning/Training
- Career Planning/Training
- Performance Management
- Performance Management
- Professional Development
- Professional Development
- Travel/Expense Accounts
- Travel/Expense Accounts

General Records

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

Ministry: TOURISM, CULTURE AND SPORT

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 acomplishing 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:

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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 Safety and Insurance

General Records

- Program Management and Delivery Records
- Liaison - Sports, Active Living and Recreation Clients
- Administrative and Financial Records
- Workshops and Conferences
- Recreation Services and Programs

Ministry: TOURISM, CULTURE AND SPORT

- Planning, Policy and Program Development Records
- Marketing and Promotion Records
- Sports, Recreation and Active Living Correspondence
- Historical Records Including Inventory of Movable Assets
- Grants - Sport Organizations, Active Living, and Recreation Organizations

Manual

- Employment Equity Manuals
- Financial Assistance Guidelines
- Internal Corporate Manual of Administration
- Management Board of Cabinet Human Resources Directives and Guidelines
- Management Board of Cabinet Directives and Guidelines
- Sports Awards Criteria

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

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.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

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 Programs Database Files
- Ontario Basic Skills Management Information System
- Literacy Section Grant Files

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Vocational Testing and Counselling
- 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
- Identity/Employee Card
- CORPAY
- Library Users Lists
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Parking Records (Employee)
- Performance Management
- Professional Development
- Student Applications
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

Manual

- Bursary Program for Teachers in French Language Instructional Units
- 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
- Ontario-Quebec Exchange Fellowship Program
- Ontario Special Bursary Plan
- OSLP Interest Relief Plan
- Ontario Student Assistance Program - Edit Manual
- Claims Processing
- OSLP Guidelines
- Image Section Manual
- Data Control Area Manual
- Systems Housekeeping Manual
- Disaster Recovery Manual

Personal Information Banks

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.

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.

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.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

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 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 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.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

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.

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 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

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 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.

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.

Ministry: TRAINING, COLLEGES AND UNIVERSITIES

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.

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.

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.

Ministry: TRANSPORTATION

AGENCIES, BOARDS AND COMMISSIONS
METROLINX
GO TRANSIT

This Division provides corporate services through the development of policies and direction of programs including human resources, legal services, procurement and contract services, and system safety.

Common Records

- Job Application Inventory Files
- 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
- Library Users Lists
- Litigation Files
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Ombudsman/Human Rights Commission
- Performance Management
- Professional Development
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Job Competitions

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

- Slides and Negatives (various ministry-related subjects)
- Technological Developments, Including Surveys of the Public
- Strategy Development and Policy Planning (SPS)
- Vehicle Safety and Fuel Economy (16mm films)
- Transportation Demand (land use/demographic computer files)
- Transportation Energy Efficiency (operations, projects)
- Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the P
- Tariffs and Bus-Fare Rate Schedules

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

Manual

- 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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Performance Management
- Student Applications
- Workplace Safety and Insurance

General Records

- Employment Opportunity Program
- Labour Relations
- Occupational Health and Safety

- French Language Services
- Staffing/Redeployment
- Policies and Procedures

Manual

- Contractor Liability Guidelines for non-construction work/services
- Delegation of Authority

Ministry: TRANSPORTATION

LABOUR AND TRANSPORTATION I&IT CLUSTER
INFORMATION MANAGEMENT, PROJECT ADVISORY & 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

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 Mobert 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

- Employee Personnel, Payroll and Benefits Records
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Employment Application Inventory
- Freedom of Information and Protection of Privacy Act Requests
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- General Employment History and Payroll Information
- Grievances and Applications
- Health and Medical Records
- Identity/Employee Card
- CORPAY
- CORPAY
- Medical Information (Personnel)
- Professional Development
- Travel/Expense Accounts
- Travel/Expense Accounts
- Travel/Expense Accounts
- Workforce Information Network (WIN)
- Workforce Information Network (WIN)

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

Ministry: TRANSPORTATION

- 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

Manual

- Driver Examination - Outside
- Enforcement Procedures
- Oversize / Overweight
- DABS
- Issuer Administration

Personal Information Banks

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.

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.

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.

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.

Ministry: TRANSPORTATION

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.

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: TREASURY BOARD SECRETARIAT

BARGAINING AND COMPENSATION
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

- Classification Policies and Programs
- Insurance Carriers Financial Reports

- Pension Valuation Systems Data
- Benefits Policy and Program Development
- Working Conditions and Employee Benefits Negotiations
- Pension Policy Records
- Benefits Review Committees
- Classification Standards/Job Evaluation Systems

Personal Information Banks

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.

BARGAINING AND COMPENSATION
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

- Multi Bargaining Agents Disclosure records
- Joint Employees Relations Committee Meetings
- Working Conditions and Employee Benefits Negotiations
- Grievance Files

Ministry: TREASURY BOARD SECRETARIAT

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

- IT Architecture
- Records Management: Transfer Lists
- Telecommunications
- End User Support/Statistics
- Disaster Planning and Recovery
- Briefing Notes
- General Notes

- Issue Notes
- Records Management: Records Retention Schedules

Manual

- Administrative Procedure Manuals
- System Manuals

Personal Information Banks

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
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

- CORPAY
- Workforce Information Network (WIN)

General Records

- Issue Notes
- Database Planning, Design and Development
- IT Architecture
- IT Systems Development
- Briefing Notes

Manual

- System Manuals
- Administrative Procedure Manuals

Ministry: TREASURY BOARD SECRETARIAT

CORPORATE POLICY AND AGENCY COORDINATION DIVISION

Corporate Policy and Agency Coordination Division is the OPS centre of excellence providing leadership for corporate and agency governance, strategic enterprise policy and advice, workforce analytics, public appointments and Management Board of Cabinet support.

Common Records

- Workplace Discrimination and Harrassment prevention - Advisor Files

General Records

- Occupational Health and Safety Records
- Ontario Government Employee Health Records
- Management Consultation Records
- Employee Counselling Records

Personal Information Banks

Employee Counselling Services

Legal Authority: Ministry of Government Services Act, R.S.O. 1990, c.M.25, s.5.
Info Maintained: , , Name, address, age, education, employment history, family history, health and rehabiliation status, interventions, outcomes, problems, sex, social history, vocational status.
Uses: Counselling notes.
Users: Internal staff of Employee Counselling section.
Individuals in Bank: Current Ontario government and retired.
Retention Period: Current + 1 yr fiscal

Occupational Health and Safety Services

Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1990, Reg. 881 s.68(3); Health Disciplines Act, R.S.O. 1990, c.M.4; R.R.O. 1990, Reg. 448, s.27(3) and s.27(22); Workers' Compensation Act, R.S.O. 1990, c.W.11, s.21(1); Occupational Health and Safety Act, R
Info Maintained: , , Name; address; health, medical and work history.
Uses: Maintain health records.
Users: Internal staff of Occupational Health and Safety Services section.
Individuals in Bank: Ontario government employees.
Retention Period: Forty years, then destroyed.

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

- Administration Files
- Application Process/Policy Files
- OICs
- Correspondence
- Deputy Ministers
- Disbanded Boards

Ministry: TREASURY BOARD SECRETARIAT

- Off-list
- Agency Files
- Short term Agency Files
- Program Files
- Standing Committee on Government Agencies Files

Manual

- 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

Public Appointments Secretariat Website

Purpose: To provide information and user-friendly access to the government's appointment process
Legal Authority: Various applicable statues.
Info Maintained: Agency details; program information; advertised positions; new appointments; upcoming vacancies; forms; appoinment information.
Retrievability:
Retention Period: All boards currently tracked by PAS appear on the websiteHard 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 HROntario 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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Career Planning/Training
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Grievances and Applications
- CORPAY
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Student Applications
- Workplace Safety and Insurance

General Records

- Policy and Program Development

Ministry: TREASURY BOARD SECRETARIAT

- Relocation Files
- Equal Opportunity Policies
- Position Descriptions
- Senior Management Position Files
- Training Materials, Videos and Films
- French Language Services
- Human Resources Management Directives and Guidelines
- Succession Planning
- Job Advertising Policies for External Media and Job Mart
- Delegation of Staffing Authority

Manual

- Local Attendance Recording System (LARS)

OFFICE OF THE CORPORATE CHIEF INFORMATION OFFICER (OCCIO)
INFRASTRUCTURE TECHNOLOGY SERVICES

Infrastructure Technology Services (ITS) provides information technology infrastructure sevices to the Ontario Public Service.

Common Records

- Employment Application Inventory
- Identity/Employee Card
- Travel/Expense Accounts
- Workforce Information Network (WIN)

General Records

- Products/Systems
- Problem/Change Identification and Control
- System Assets Control
- Capacity Planning/Utilization and Quality Assurance
- System Performance Operational Reporting and Status Report

Manual

- Branch Activity Reporting System
- ITSB Business Processes
- Business Intelligence Document
- On-Line Procedures
- ITSB Projects Documentation

ONTARIO INTERNAL AUDIT DIVISION

Ontario Internal Audit Division, Community Services Audit Service Team provides objective assurance and consulting services to the client ministries. It assists its client 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. Internal audit services are provided under the direction of the Chief Internal Auditor.

Common Records

- Employee Personnel, Payroll and Benefits Records
- Workforce Information Network (WIN)

Ministry: TREASURY BOARD SECRETARIAT

Manual

- Corporate Audit Manual
- Handbook for Interaction with the Office of the Auditor General
- Ontario Internal Audit Protocol using OIA Vendor of Record: Vendors for the provision of Internal Audit Services
- Ontario Internal Audit Policy Manual Revised
- Ontario Internal Audit Time Recording and Reporting Standards
- Risk Management Framework
- Ontario Internal Audit Risk Management Workbook
- Internal Audit Directive Management Board of Cabinet
- Ontario Internal Audit Integrated Planning Methodology/Guidelines
- Ontario Internal Audit Protocol on Fraud Prevention and Investigation
- Ontario Internal Audit Staff Development Policy
- Standard Protocol between Ontario Internal Audit and Client Ministries relating to the Office of the Auditor General

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

- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Day Care Registrants
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees

General Records

- Contracts and Letters of Agreement
- Admissions Criteria
- Canadian Job Strategy Committee Minutes
- Directors Management Committee Minutes
- Program Council Minutes
- Senior Adult Training Plans
- Academic Council Minutes
- Vice-Presidents Executive Committee
- Student Retention Committee Minutes
- Employers Files
- Advisory Committee Minutes
- Continuing Eduacation Program Submissions
- Community Sponsors Information
- Client Files
- Professional Training Mailing List
- Directors Council Minutes
- Vice President Academic Services Management Committee 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

- Student Registration and Academic History
- Parking Records (Employee)
- 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

- Scholarships and Awards
- 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
- Student Counselling

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

- Student Athletics and Fitness Programs
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- Graduate and Alumni Records
- Ontario Basic Skills Program Trainees

General Records

- Employer Directories

UNIVERSITIES AND COMMUNITY COLLEGES

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
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

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)

UNIVERSITIES AND COMMUNITY COLLEGES

- Student Athletics and Fitness Programs
- Student Applications

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

- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- 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
- Medical Information (Personnel)
- Ontario Basic Skills Program Trainees
- Performance Management
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

General Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Workshop and Conference Files
- Community-Based Training Program Evaluation File

Manual

- Health Sciences Accreditation Procedures
- Policy and Procedures Manual

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY
ADMINISTRATIVE DIVISION

The Vice President, College Operations and the Program and Precess 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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- Student Applications
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

Manual

- Policy and Procedures Manual

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

UNIVERSITIES AND COMMUNITY COLLEGES

- Minutes of Board and Standing Committees
- Policies
- Bylaws

Manual

- Policy and Procedures Manual

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PRESIDENT'S OFFICE

Appointed by and responsible to the Board of Governors, the President is Cheif 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

Manual

- 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-treasure. 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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- 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

UNIVERSITIES AND COMMUNITY COLLEGES

- Parking Records (Employee)
- Performance Management
- Professional Development
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts
- Workplace Safety and Insurance
- Workforce Information Network (WIN)

General Records

- Accounting
- Purchasing
- Child Care Registrants
- Centre for Students with Disabilities

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

- Minutes
- College Archives
- By-laws
- Policies

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

- Employer Records
- Contracts and Letters of Agreement
- Division Minutes
- Clients Records
- Information on Sponsoring Organizations

UNIVERSITIES AND COMMUNITY COLLEGES

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
- Ombudsman/Human Rights Commission
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

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

- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records
- Ontario Student Assistance Program
- Student Applications
- Workforce Information Network (WIN)

General Records

- Contracts and Letters of Agreement
- Minutes
- Community Organizations
- 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

- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Day Care Registrants
- Dental Clinic Patients
- Library Users Lists

- Medical Information (Personnel)
- Student Counselling

UNIVERSITIES AND COMMUNITY COLLEGES

- Teacher Workload Records (Standard Workload Form)

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

- Contracts/Agreements and Leases
- Minutes
- Occupational health and safety
- Supplier Records

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

- Tests, Examinations and Assessments
- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- FUTURES Program Applicants and Participants
- Teacher Workload Records (Standard Workload Form)

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 Affairs, Development - Public Relations, Information Technology and Quality Initiatives.

Common Records

- Board of Governors Membership

General Records

- Minutes of Board and Standby Committees
- Policies
- Bylaws

Manual

- 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

Manual

- Continuing Education On-Line Systems Manual
- Continuing Education Policies and Procedures for Associate Faculty

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)

Manual

- Budget Guidlines
- Student Fees Schedule

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

- Workplace Discrimination and Harrassment prevention - Advisor Files
- Employee Personnel, Payroll and Benefits Records
- Employment Application Inventory
- Grievances and Applications
- Health and Medical Records
- Ombudsman/Human Rights Commission
- Professional Development
- Workplace Safety and Insurance

UNIVERSITIES AND COMMUNITY COLLEGES

Manual

- Emergency and Safety Procedures
- College Human Resources Information Manual
- Health Services Procedures Manual

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Vocational Testing and Counselling
- Ontario Student Assistance Program
- Student Applications
- Student Counselling

Manual

- Student Practices Manual
- College Calendar
- Conestoga Centre - Emergency Fire Safety Plan Manual
- Conestoga Centre Practices Manual
- Faculty/Student Handbook - Special Needs
- Intramural Sports Practices Manual
- Peer Helper Manual
- Peer Tutoring Manual
- Student Handbook

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

Manual

- College Procedures
- Program Advisory Committee Guidlines
- Strategic Plan

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 Registration and Academic History
- Tests, Examinations and Assessments
- Student Applications

Manual

- Training and Development Practices

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

- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Day Care Registrants
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Teacher Workload Records (Standard Workload Form)

General Records

- Northwest Enterprise Centre Project Files

Manual

- Academic Policies and Procedures Manual
- Guidelines for Subject Outline Preparation

Personal Information Banks

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Bylaws
- Minutes of Board and Standing Committees
- Policies

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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Registration and Academic History

- Vocational Testing and Counselling
- 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)

UNIVERSITIES AND COMMUNITY COLLEGES

- Professional Development
- Student Applications
- Student Counselling
- Workplace Safety and Insurance

General Records

- Staff Training Workshop and Conference Files

Manual

- 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
BUSINESS AND SKILLS DEVELOPMENT

The division is responsible for offering government sponsored programs, college and career preparation programs, the Productivity Improvement Centre (which focuses of ISO 9000 programs), Industrail Training, the College Management Centre (which focuses on improving the operational efficiency in small business) and Apprenticeship Programs.

Common Records

- Tests, Examinations and Assessments
- Career Planning/Training
- FUTURES Program Applicants and Participants
- Innovation Centre Clients, Registrants and Users
- Ontario Basic Skills Program Trainees

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

- College Archives
- Fundraising
- Press Releases

UNIVERSITIES AND COMMUNITY COLLEGES

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

Manual

- 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

- Tests, Examinations and Assessments
- Day Care Registrants
- Dental Clinic Patients
- Health and Medical Records
- Library Users Lists
- Teacher Workload Records (Standard Workload Form)

Manual

- Continuing Education Director's Handbook
- Director's Handbook
- Extension Handbook
- Instructor's Handbook
- Student Handbook

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

UNIVERSITIES AND COMMUNITY COLLEGES

- 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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records
- Ontario Student Assistance Program
- Student Applications

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

- Student Appeals (disciplinary, administrative, academic)

- Tests, Examinations and Assessments
- Dental Clinic Patients

UNIVERSITIES AND COMMUNITY COLLEGES

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

Manual

- 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

- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Ontario Basic Skills Program Trainees

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)

UNIVERSITIES AND COMMUNITY COLLEGES

- Travel/Expense Accounts

Manual

- 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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Vocational Testing and Counselling
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Employee Personnel, Payroll and Benefits Records
- Grievances and Applications
- Library Users Lists
- Ontario Student Assistance Program
- Professional Development
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

Personal Information Banks

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

UNIVERSITIES AND COMMUNITY COLLEGES

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.

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- FUTURES Program Applicants and Participants
- Library Users Lists
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Teacher Workload Records (Standard Workload Form)

Personal Information Banks

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.

UNIVERSITIES AND COMMUNITY COLLEGES

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 accomodation 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.

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

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

- Student Registration and Academic History
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Parking Records (Employee)
- Student Applications

General Records

- Financial Statements
- Financial Records
- Budget Records

Manual

- Academic Manual
- Administrative Manual
- General Manual
- Human Resources Manual
- Physical Resources Manual

UNIVERSITIES AND COMMUNITY COLLEGES

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 Health and Safety, Compensation/Benefits, Labour Relations Support and Labour Relations Academic, Staff Resource Centre and the Equity Centre.

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

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

- Tests, Examinations and Assessments
- Career Planning/Training
- Dental Clinic Patients

- Ontario Basic Skills Program Trainees

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

- Student Athletics and Fitness Programs
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- Day Care Registrants
- Dental Clinic Patients
- Graduate and Alumni Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Ontario Basic Skills Program Trainees
- Student Counselling

General Records

- CAD/CAM Project
- Skills Program
- Trades Updating Program
- Independent Learning Centre

Manual

- Advisory Committee Guidelines
- Course Outlines/Program Descriptions
- Georgian's Ontario Skills Development Office
- Industrial Research Assistance Program
- Instructor Handbooks
- Operational Plan
- Program Evaluation Process Booklet

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

- Student Appeals (disciplinary, administrative, academic)
- Ontario Student Assistance Program
- Student Applications
- Travel/Expense Accounts

General Records

- Georgian's Press Operations

Manual

- College Equipment Maintenance System
- Printing Services Manual

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

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

Manual

- Freedom of Information
- Georgian College Policy Manual
- Georgian College Procedures Manual
- HRD Funding Guidelines
- Human Resources Practices and Procedures

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

- Scholarships and Awards
- Board of Governors Membership

General Records

- Canadian Automotive Institute Fundraising Records
- Theatre Advisory Committee
- Official Ceremonies
- Georgian Foundation 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

- Scholarships and Awards
- Student Registration and Academic History
- Employee Personnel, Payroll and Benefits Records
- Graduate and Alumni Records
- Ombudsman/Human Rights Commission
- Student Applications
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

Manual

- Humber College Administrative Policies and Procedures

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BUSINESS DEVELOPMENT

This division provides training, consulting and skills development services to corportate 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

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 Operationional 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

- Student Athletics and Fitness Programs

UNIVERSITIES AND COMMUNITY COLLEGES

- Co-op, Work Term, Final Job Placements
- Health and Medical Records
- Library Users Lists
- Ontario Student Assistance Program
- Student Counselling

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE
ACADEMIC

The Vice President, Academic is responsible for the postsecondary educations 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 acedemic 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

- Student Appeals (disciplinary, administrative, academic)
- Co-op, Work Term, Final Job Placements
- Library Users Lists

General Records

- Minutes of the President's Executive Committee Meetings
- Client Files
- Minutes of the Executive Committee Meetings for Each Division

Personal Information Banks

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.

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 seccondary school students with special needs.
Individuals in Bank: Students with special needs physical, sensory, medical, psychiatric, learning difficulties, developmental disorders.
Retention Period: Not determined.

UNIVERSITIES AND COMMUNITY COLLEGES

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.

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, Ancilliary 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

- Student Registration and Academic History
- Ontario Student Assistance Program

General Records

- Ontario Student Assistance Program
- Conditions of Admission
- Curricula
- Rooms, Course Timetables
- Course Quotas

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.

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Continuing Education Description of Programs, Mailing Lists
- Employer Files
- Contracts and Memoranda of Understanding
- Community Information (sponsoring individuals or organizations)

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

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

UNIVERSITIES AND COMMUNITY COLLEGES

- Committee Records
- Membership Register
- Minutes
- 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
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

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

- Student Athletics and Fitness Programs
- Vocational Testing and Counselling
- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ontario Student Assistance Program
- Student Applications
- Student Counselling

General Records

- International Student Recruitment
- Faculty/Student Exchanges
- Foreign Contracts

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Student Registration and Academic History
- Tests, Examinations and Assessments
- Career Planning/Training
- FUTURES Program Applicants and Participants
- Student Applications
- Workforce Information Network (WIN)

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

- Bylaws
- Membership Register
- Minutes of Board and Standing Committees

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

Manual

- Policy and Procedures Manual

UNIVERSITIES AND COMMUNITY COLLEGES

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

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 perfomed; 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
- Bylaws
- Minutes of Board and Standing Committees

UNIVERSITIES AND COMMUNITY COLLEGES

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PRESIDENT'S OFFICE

The President's Office, with the full authority of the Board of Govenors, 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

- Vocational Testing and Counselling
- Board of Governors Membership
- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission

Manual

- Policy and Procedures

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
STUDENT AFFAIRS

The Vice-President, Student Affairs is responsilble 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

- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Student Applications
- Student Counselling

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

UNIVERSITIES AND COMMUNITY COLLEGES

General Records

- Bylaws
- Operational Reviews
- College Annual Report to the Minister
- Minutes of the Board and Standing Committee

Manual

- College Policy and Procedure
- Governor's Handbook
- Guidelines for Advisory Committee Members

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 Exevutive Director of Marketing and Communications & Niagara College Foundation report directly to the President.

Common Records

- Tests, Examinations and Assessments
- Health and Medical Records
- Teacher Workload Records (Standard Workload Form)

General Records

- Advisory Committee Membership
- Annual Numbered Memoranda
- Minutes - Management Committees
- Program Review Reports
- Program Approval Records

Manual

- Annual Report to the Minister
- College Policy and Procedures Manual

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 Commmunity 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 progarm areas are business, communications, law and security, community studies, health studies, computer, electrical, horticulture, environment, tourism and hospitality, media and design and apprenticeshop and skills training.

Common Records

- Tests, Examinations and Assessments
- Day Care Registrants
- Dental Clinic Patients
- Health and Medical Records
- Teacher Workload Records (Standard Workload Form)

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

Manual

- Benefit Guide
- Collective Agreements
- Freedom of Information Manuals
- Hiring Procedures
- Pay Equity Manuals

- Support Staff Classification Manual

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants

UNIVERSITIES AND COMMUNITY COLLEGES

- Health and Medical Records
- Ontario Basic Skills Program Trainees
- Student Counselling

General Records

- Labour Market Studies

Manual

- MET Policies and Guidelines
- OCAS Guidelines
- OSDO Guidelines
- Program 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

- Board of Governors and Standing Committee Minutes
- Board of Governors Bylaws
- James Bay Education Centre Advisory Board Minutes

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

- Professional Development Records
- Special Reports on Early Retirement and Manpower Planning

Manual

- Human Resources Procedures
- Personnel Manual

UNIVERSITIES AND COMMUNITY COLLEGES

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

Manual

- 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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Graduate and Alumni Records
- Health and Medical Records
- Ontario Student Assistance Program
- Student Applications
- Student Counselling

Manual

- 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
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees

Personal Information Banks

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- 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
- Student Applications

UNIVERSITIES AND COMMUNITY COLLEGES

- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts

Manual

- Budget Process Manual
- College Calendar
- Freedom of Information Manual
- Health and Safety Manual
- Policy and Procedures Manual
- Student Handbook

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Vocational Testing and Counselling
- 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
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

General Records

- Government Sponsored Programs
- Government Relations
- Special Bursaries
- Ontario Work Study Program
- Third Party Training Contracts
- Residence Student Records
- Human Resources Management Records
- Student Services Records

UNIVERSITIES AND COMMUNITY COLLEGES

Manual

- Career Paths
- College Calendar
- College Policies and Procedures Manual
- Health and Safety Procedures Manual
- Residence Handbook
- Student Handbook

Personal Information Banks

Student Emergency Loans

Legal Authority: While Cabinet did table these ammendments, 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, studen
Uses: Determine eligiblity 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

- Operational Review Report
- Internal Audit Records
- Communications Records
- Academic Council Records
- Program Review Report
- Planning and Management Records

UNIVERSITIES AND COMMUNITY COLLEGES

Manual

- Freedom of Information Manual

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- 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
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

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

- Student Appeals (disciplinary, administrative, academic)
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Workplace Discrimination and Harrassment prevention - Advisor Files
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Teacher Workload Records (Standard Workload Form)

General Records

UNIVERSITIES AND COMMUNITY COLLEGES

- Academic Programs and Ancillary Operations

Manual

- Academic Policies, Procedures and Guidelines
- Administrative 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

- Scholarships and Awards
- Student Registration and Academic History
- Employee Personnel, Payroll and Benefits Records
- General Employment History and Payroll Information
- Parking Records (Employee)
- Student Applications

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

- Student Athletics and Fitness Programs
- Workplace Discrimination and Harrassment prevention - Advisor Files
- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records
- Professional Development
- Workplace Safety and Insurance

General Records

- Personnel Policy and Procedures
- Professional Development Program Offerings

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Tests, Examinations and Assessments
- Day Care Registrants
- Ontario Student Assistance Program
- Student Applications
- Teacher Workload Records (Standard Workload Form)

General Records

- Teacher Training Program Files

Manual

- Developing Printed Materials: An Author's Guide

- Guide to Proposal Preparation
- Professional Development Leave for Administrators: Policies and Procedures
- Student Handbook

Personal Information Banks

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 perfomed.
Users: Clinic staff.
Individuals in Bank: Patients.
Retention Period: Twenty years, then shred.

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.

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Bylaws
- Policies
- Minutes of Board and Standing Committees

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

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

- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Co-op, Work Term, Final Job Placements

UNIVERSITIES AND COMMUNITY COLLEGES

- 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
- 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

- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

- 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
- Professional Development
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

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

- Accounts Payable/Receivable
- Business Contracts; Agreements; Leases

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

UNIVERSITIES AND COMMUNITY COLLEGES

- Workplace Discrimination and Harrassment prevention - Advisor Files
- 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
- 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

- Student Registration and Academic History
- Employee Personnel, Payroll and Benefits Records

General Records

- Financial transactions
- Programming and system documentation

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

- Vocational Testing and Counselling
- Graduate and Alumni Records
- Library Users Lists
- Student 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

- Scholarships and Awards

UNIVERSITIES AND COMMUNITY COLLEGES

- Board of Governors Membership
- Graduate and Alumni Records
- Ontario Student Assistance Program

General Records

- Minutes of President's Executive Committee

Manual

- College Policy Manual

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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Vocational Testing and Counselling
- Graduate and Alumni Records
- Ontario Student Assistance Program
- Student Applications
- Teacher Workload Records (Standard Workload Form)

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

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Health and Medical Records

- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program
- Parking Records (Employee)
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

General Records

- Dining Lounge
- Student Success and Retention
- Day Care Centre
- Health and Safety

Manual

- Language and Culture Training Centre
- Student Complaint Procedures

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

- Student Registration and Academic History
- 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

UNIVERSITIES AND COMMUNITY COLLEGES

- Ombudsman/Human Rights Commission
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts
- Workplace Safety and Insurance

General Records

- Staff Training Workshop and Conference Files
- Job fact sheets - non-bargaining unit
- Position Description Forms - support staff union

Manual

- Guidelines on Operations, Finance, Payroll, and Property
- Pay Equity, Personnel Policies
- Policies and Procedures for Scheduling
- Telephone and Voice Mail Manual
- Acceptable Use Policies for Internet and Computer Systems
- Budget Process, Benefit Guide, Employment Equity, Hiring Practices
- Fixed Assets Inventory

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

- Student Appeals (disciplinary, administrative, academic)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling
- Dental Clinic Patients
- Health and Medical Records
- Student Applications
- Teacher Workload Records (Standard Workload Form)
- Travel/Expense Accounts

General Records

- Student Placements

UNIVERSITIES AND COMMUNITY COLLEGES

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

Manual

- Policy and Procedures

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Registration and Academic History
- Tests, Examinations and Assessments
- 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
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)

General Records

- Student Placement
- Staff Health and Medical Information

UNIVERSITIES AND COMMUNITY COLLEGES

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

- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments
- Day Care Registrants
- Graduate and Alumni Records
- Health and Medical Records
- Library Users Lists
- Ontario Basic Skills Program Trainees
- Ontario Student Assistance Program

General Records

- Trades Updating Programs

Manual

- Academic Policy Manuals
- Advisory Committee Guidelines

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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Vocational Testing and Counselling
- 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

UNIVERSITIES AND COMMUNITY COLLEGES

- Ontario Student Assistance Program
- Professional Development
- Student Applications
- Student Counselling
- Teacher Workload Records (Standard Workload Form)
- Workplace Safety and Insurance

Personal Information Banks

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
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

- Scholarships and Awards
- Student Athletics and Fitness Programs
- Vocational Testing and Counselling
- 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
- Student Counselling
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UNIVERSITIES AND COMMUNITY COLLEGES

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

- Advisory Committee Guidelines
- Policies
- Bylaws
- Minutes - College Management Committee