

Office of the
Premier
Legislative Building
Queen's Park
Toronto Ontario
M7A 1A1

Cabinet de la
Première ministre
Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1



DATE: October 24, 2017

TO: All-Staff

FROM: Andrew Bevan
Chief of Staff and Principal Secretary
Office of the Premier

RE: **Records Retention**

I am writing to advise Ministers' Offices that your continued vigilance is required in preserving records in your custody and control related to Ontario's Fair Hydro Plan. This includes any records already provided to the Office of the Auditor General as part of the preparation of the report released by that office last week, records that are currently under review to respond to any outstanding requests from the Office of the Auditor General, and any other records not requested by the Auditor General that may be relevant to this matter. At the request of the Secretary of Cabinet, a similar reminder has been sent by the Deputy Attorney General to all Deputy Ministers.

This specific reminder is in addition to your ongoing obligations related to record keeping more generally. In August I provided you with a memo reminding you of our government's commitment to our record keeping responsibilities under the *Archives and Record Keeping Act, 2006 (ARA)*, and the *Freedom of Information and Protection of Privacy Act (FIPPA)*. I also reminded you that resources for staff related to record keeping can be found here: <http://intra.archives.mbs.gov.on.ca/RIM/index.html>

Staff with questions about record keeping should speak to their Chief of Staff or Director.

Thank you for your continued attention to these matters.

A handwritten signature in black ink, appearing to be 'A. Bevan'.

Andrew Bevan
Chief of Staff and Principal Secretary