

**Ministry of the  
Attorney General**

Office of the  
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**MEMORANDUM TO:** Deputy Ministers

**DATE:** October 23, 2017 (Draft)

**RE:** Preservation of Records

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Further to the discussion at Deputy Minister's Council on Friday morning, I am writing to advise ministries of your continued vigilance 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.

I would also remind ministries of the continued importance of taking appropriate steps to properly preserve records within their custody and control in accordance with the Archives and Record Keeping Act. I would also request that Deputy Imbrogno share a copy of this email with the IESO and OPG and Deputy Thompson with the Ontario Financing Authority.

We will continue to advise ministries of any further steps that should be taken with respect to this matter.

Please contact me if you have any questions. Alternatively, your staff may contact my Executive Assistant, Linda Shin, or William Bromm in the Office of the Secretary of the Cabinet, for further advice.

A copy of this memo is being shared with the Premier's Office so they can consider similar steps with respect to records in the custody and control of Ministers' Offices.

Sincerely,

Irwin Glasberg

- c. Steve Orsini, Secretary of the Cabinet and Head of the OPS  
William Bromm, Senior Director and Legal Advisor, Office of the Secretary of the Cabinet

Boafoa Kwamena, Executive Assistant and Special Advisor, Office of the Secretary of the Cabinet