

Information, Privacy and Archives
Office of the Chief Privacy Officer and Archivist of Ontario

Memo

To: Chief Administrative Officers

Date: September 28, 2019

Subject: Action Required: Suspension on the disposition of records

I am writing to you regarding the Secretary of the Cabinet's memorandum of September 28, 2018 to all deputy ministers with respect to a freeze on the disposition of government records.

Further to the Secretary's memo, in order to ensure the preservation of any records that may be relevant to the mandate of the Select Committee on Financial Transparency, I have temporarily revoked my authorization under the Archives and Recordkeeping Act, 2006, permitting the destruction of all active and semi-active records of your ministry, as currently set out in your ministry's approved records schedule. This suspension applies to any records relating to the business of the previous government administration, up to June 22, 2018.

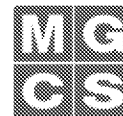
Importantly, the suspension on destruction also applies to any *transitory* records that may include information relating to the business of the former government.

Please find attached a Q&A that will be updated as more information becomes available.

If there are any questions with respect to this information, please contact Greg Brown at (416) 327-1457 or by email at greg.brown@ontario.ca.

Thank you for your support with this important action.

Sincerely,



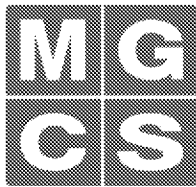
Violeta Quintanilla-Webb, acting for,

John Roberts
Chief Privacy Officer and Archivist of Ontario

Attachment

- Questions and Answers (see page 3)

c: Steve Orsini, Secretary of the Cabinet
All OPS Deputy Ministers
Kevin French, Deputy Minister, Government Services
All OPS Chief Information Officers
All OPS Recordkeeping Program Leads
Violeta Quintanilla-Webb, Director, Information Privacy & Archives, MGCS



Information, Privacy and Archives

Suspension on Disposition of Records to Support the Select Committee on Financial Transparency

Questions and Answers

- Q. 1. What happens to ministers' public records from the former government still with the ministry?
- A. Any records from the minister's office from the former government that have not yet been transferred to the Archives must remain with the ministry until further notice. Please identify these records to Greg Brown by email at greg.brown@ontario.ca.
- Q. 2. Who will search records from the former ministers' offices that have been transferred to the Archives?
- A. Details about any searches of records will be communicated once the direction of the Committee is received.
- Q. 3. Can we destroy any transitory records?
- A. The moratorium on disposition of transitory records applies to records that may have information relating to the business of the former government. It does not apply to, for example, other transitory records like United Way bake sales,