

The Cabinet Office

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September 28, 2018

To: All Deputy Ministers
John Roberts, Archivist of Ontario

Subject: Freeze on the Disposition of Government Records

As discussed at Deputy Ministers' Council earlier today, I am writing to instruct you to take all necessary steps to ensure the retention of all records currently held in your Ministries, including suspending the operation of all applicable Records Schedules regarding the archiving of records or the disposition of transitory records.

These steps are necessary to ensure the preservation of any records that may be relevant to the mandate of the Select Committee on Financial Transparency.

If the terms of reference is approved by the Legislative Assembly, it will ultimately it will be up to the Committee to determine what records it may require to fulfil its mandate. In the meantime, it is our obligation as public servants to take all necessary steps to ensure that no records currently held in our possession related to the business, fiscal and policy activities of the former government are deleted, destroyed, lost or modified in any manner. This includes any personal records and hand-written notes related to government business and activities.

No search for records is required at this point in time. Further notice on those steps will be provided at the appropriate time.

If you have any questions, please contact William Bromm in my office.
William.bromm2@ontario.ca, 416-325-7378.

Thank you for your diligent assistance in this matter.

Original signed by:

Steve Orsini

c. Dean French, Chief of Staff and Principal Secretary