



Information, Privacy and Archives Division

Government of Ontario Function-Based Common Records Series: Publishing


December 2014

AUTHORIZATION

Government of Ontario Function-Based Common Records Series:

Publishing (PUB)

Approval under authority of the *Archives and Recordkeeping Act, 2006*:

 **James G. Hamilton, Archivist of Ontario** **Date:** 2014.12.17

Publishing

Function Acronym: PUB

Description

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, distribution, etc.) by the ministry and or through Ontario Shared Services. Also includes forms and e-forms design, production, and distribution services.

Activities Performed Under This Function

Acronym	Name
AGR	Agreements
AUT	Authorization
DST	Distribution
PRD	Production

For information about the function-based common records series and their use, please visit the [Function-Based Common Records Series](#) page on iNetwork.

Summary of Series

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
Agreements (AGR)				
PUB-AGR-001	Service Level Agreements	CCY + 7 years	After contracts have expired, or are terminated or superseded	Destroy
Authorization (AUT)				
PUB-AUT-001	Products and Services	CCY + 2 years	After products are completed and/or services delivered	Destroy
Distribution (DST)				
PUB-DST-001	Publications	CFY + 2 years	After actions are completed	Destroy
Production (PRD)				
PUB-PRD-001	Design and Print Services	CFY + 2 years	After actions are completed	Destroy
PUB-PRD-002	Forms and E-Forms Services	CCY + 3 years	After forms are revised or discontinued	Destroy

Activity: Agreements (AGR)

Description: The processes associated with the establishment, negotiation, maintenance and review of agreements.

Series #: PUB-AGR- 001	
Series Title: Publishing – Agreements – Service Level Agreements	
Rationale for Retention Period	Replicates existing approved retention period in Series LGL-6001 (Contracts / Agreements Files) in the OPS <i>Government of Ontario Common Records Series: Legal Services</i>
Closure Criteria	After contracts have expired or are terminated or superseded
Total Retention	CCY + 7 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used in the process of outlining the products and services being provided by one party (e.g. ServiceOntario) to a ministry, respective roles and responsibilities, and the financial arrangements established and adhered to by the parties.	
Contents: Records may include but are not limited to copies of service level agreements (SLAs) and related correspondence.	
Notes:	
Cross References:	

Activity: Authorization (AUT)

Description: The process of seeking and granting permission to undertake a requested action.

Series #: PUB-AUT-001	
Series Title: Publishing – Authorization – Products and Services	
Rationale for Retention Period	Replicates existing approved retention periods in Series GOV-7450 (Publishing and Publications) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After products are completed and/or services are delivered
Total Retention	CCY + 2 years
Final Disposition	Destroy
Purpose: Information is created and/or received or used in the process of obtaining approvals for products and services related to graphic design, form and e-form design, translation services, copyright and compliance with all OPS print and publishing requirements, warehousing and distribution, whether products or services are provided through Ontario Shared Services (OSS) or another party.	
Contents: Records may include but are not limited to copies of service request forms, business cases, approvals and related correspondence.	
Notes:	
Cross References	

Activity: Distribution (DST)

Description: The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services.

Series #: PUB-DST-001	
Series Title: Publishing – Distribution – Publications	
Rationale for Retention Period	Replicates existing approved retention periods in Series GOV-7450 (Publishing and Publications) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CFY + 2 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used to initiate the process of distributing and selling published materials in PRIME, a ServiceOntario run system accessible to the public.	
Contents: Records may include but are not limited to finalized electronic versions of published materials, product initiation forms, reprint records, stock management reports, approved recycling requests, print-on-demand requests and related correspondence.	
Notes:	
Cross References:	

Activity: Production (PRD)

Description: The process involved in producing material into an end result or output, e.g. a product or publication.

Series #: PUB-PRD-001	
Series Title: Publishing – Production – Design and Print Services	
Rationale for Retention Period	Replicates existing approved retention periods in Series GOV-7450 (Publishing and Publications) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After actions are completed
Total Retention	CFY + 2 years
Final Disposition	Destroy
Purpose: Information is created and/or received and used in the process of requesting services related to design, layout, typesetting, printing, print-on-demand, binding, copying, mass mailing, etc. offered by Ontario Shared Services (OSS).	
Contents: Records may include but are not limited to records of graphic design, indexing and printing / binding. Also includes finalized documents ready to be published and related advice and correspondence.	
Notes:	
Cross References:	

Series #: PUB-PRD-002	
Series Title: Publishing – Production – Forms and E-Forms Services	
Rationale for Retention Period	Replicates existing approved retention periods in Series GOV-6700-10 (Forms Management) in the OPS <i>Common Records Series for Administrative Functions of the Government of Ontario</i>
Closure Criteria	After forms are revised or discontinued
Total Retention	CCY + 3 years
Final Disposition	Destroy
Purpose:	
Information is created and/or received and used in the process of analysing, developing, designing and distributing forms either through the Central Forms Repository (CFR) or the distribution centre. Also, created and/or received and used in the process of requesting services to design forms or e-forms and/or advice on forms management.	
Contents:	
Records may include but are not limited to records related to consultation and advice, form and e-form design records, finalized forms ready to be published in the Central Forms Repository (CFR) and related correspondence.	
Notes:	
Cross References:	