



EXHIBITION PLACE

February 23, 2004

To: The Board of Governors of Exhibition Place

From: Dianne Young
General Manager & CEO

Subject: **One-Time Records Destruction Schedule**

Recommendations:

It is recommended that the Board:

- (1) approve of the destruction of the records listed in Appendix "A" of this report;**
- (2) submit this report to City Council for the purpose of introducing a by-law in order to proceed with the immediate destruction of these records; and**
- (3) the appropriate Exhibition Place and City officials be authorized and directed to take the necessary action to give effect thereto.**

Background:

Toronto City Council is required by statute to authorize the destruction of all records of departments, local agencies, boards and commissions by enacting a by-law.

Discussion:

The Archives and Record Centre of Exhibition Place have identified approximately 500 cubic feet of records that have no further administrative, fiscal, legal or archival value. The recommendation to destroy these records is being made on the basis of:

- (a) a review of the records by staff of the Archives and Record Centre;**
- (b) a review of the records by Exhibition Place staff responsible for their creation;**
- (c) approval by Audit Services, City of Toronto;**
- (d) approval of the schedule by the Director, City Corporate Records Systems and the City Archivist; and**
- (e) a review of retention periods contained in a report by Arenburg Consultants Limited and adopted as Report No. 12 at the June 28, 1991 meeting of the Board.**

The Archives and Record Centre is suffering from an acute space shortage. Destroying the records listed on Appendix "A" would help to alleviate that space shortage.

Using existing resources, the Archives and Record Centre have implemented a Records Management Program at Exhibition Place based on the City's program. The program includes a record retention schedule for records for all three program areas. A draft of a records retention schedule is now under review by City staff, however final approval of the schedule is not expected until late 2004 as the City is currently devising its own records retention schedule. Once in place, a records retention schedule will negate the need for any further one-time destruction schedules.

Conclusion:

This report recommends the destruction of Exhibition Place records that do not possess any long-term administrative, legal, fiscal, administrative or historical value.

Contact:

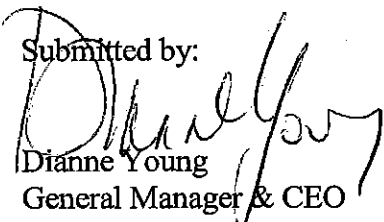
Fatima Scagnol, Corporate Secretary

Tel: 416-263-3620

Fax: 416-263-3690

Email: fscagnol@explace.on.ca

Submitted by:


Dianne Young

General Manager & CEO

Appendix "A"

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Human Resources	
	-Summer staff: applications 1995-1996 -Summer staff: employee files 1995-1996	Immediately Immediately
	Business Development (formerly Client Services, Trade and Consumer Shows)	
	-Show Files 1983-1995	Immediately
	Business Development	
	-Parking	
	-Employee cards (do not hire) 1979-1981	Immediately
	-Employee files (temp. staff) 1982-1995	Immediately
	-Show files 1982-1996	Immediately
	Corporate Secretariat	
	-Records and Archives	
	-Poster sales (backup) 1986-1996	Immediately
	Finance	
	-Accounting	
	-Bell Canada telephone bills 1996	Immediately
	-Budget files 1993-1996	Immediately
	-Budget transfers 1987-1989	Immediately
	-Building rentals contracts 1995	Immediately
	-Credit notes 1996	Immediately
	-Conklin concession audits 1989-1996	Immediately
	-Contracts 1996	Immediately
	-Financial analysis (backup) 1984-1995	Immediately
	-Food Building contracts 1995	Immediately
	-Misc. memos 1973-1981	Immediately
	-Payroll backup 1988-1996	Immediately
	-Purchase orders 1994-1996	Immediately
	-Purchase requisitions 1994-1996	Immediately
	-RP512 (Jan.-Nov. only) 1995	Immediately
	-Space contracts 1995	Immediately
	-TD1s 1995-1996	Immediately
	-T4s 1995-1996	Immediately
	-Vouchers 1995-1996	Immediately
	-Voucher backups 1992-1995	Immediately
	Finance	
	-Accounts Receivable	
	-Cash reports 1990-1996	Immediately
	-Credit notes 1995	Immediately
	-Invoices 1995-1996	Immediately

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction	
Board of Governors of Exhibition Place	Finance -Contract		
	-Agriculture contracts	1995-1996	Immediately
	-Black & McDonald commission statements of account	1995-1996	Immediately
	-Caribana licence agreements	1996	Immediately
	-Cash reports	1996	Immediately
	-Concession audits	1992-1995	Immediately
	-Concession licence agreements	1995-1996	Immediately
	-Confirmation agreements and schedules (copies re: audit staff)	1996	Immediately
	-Exhibit space contracts	1995-1996	Immediately
	-Food Building contracts	1995-1996	Immediately
	-Miscellaneous contracts	1995-1996	Immediately
	-Molson Indy Waiver forms	1989-1994	Immediately
	-Parking lot audits	1992-1996	Immediately
	-Performer contracts	1995-1996	Immediately
	Finance		
	-Cost Accounting		
-Bank reconciliation	1988-1991	Immediately	
-Budstock ticket settlement	1990	Immediately	
-CAPAC/PROCAN statements	1989-1991	Immediately	
-Casino: area access control	1995	Immediately	
-Casino: bank reconciliations	1992-1996	Immediately	
-Casino: cash and tip transfer	1995	Immediately	
-Casino: chip inventory	1996	Immediately	
-Casino: close chip and tip confirmation	1994	Immediately	
-Casino: coupons	1995	Immediately	
-Casino: count room info	1995-1996	Immediately	
-Casino: credit/fill audit	1995	Immediately	
-Casino: daily chip reports	1994-1996	Immediately	
-Casino: daily tournament reports	1996	Immediately	
-Casino: drop box cash reports	1995-1996	Immediately	
-Casino: employee agreements (copies)	1996	Immediately	
-Casino: employee schedules	1995-1996	Immediately	
-Casino: incident reports	1995	Immediately	
-Casino: invoices	1995	Immediately	
-Casino: misc. drop paper work	1996	Immediately	
-Casino: misc. financial reports	1994-1996	Immediately	
-Casino: pit sheets/teller slips	1995-1996	Immediately	
-Casino: purchase requisitions	1995-1996	Immediately	

(In Column 1) Local Board	-Casino: selected charity files (In Column 2) Records	1994-1996	Immediately (In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Finance -Cost Accounting (cont.)		
	-Casino: sign in/out sheets	1995-1996	Immediately
	-Casino: slips by serial no.	1995-1996	Immediately
	-Casino: tip confirmation	1994-1996	Immediately
	-Casino: turn style counts	1994-1996	Immediately
	-Casino: table close slips	1995-1996	Immediately
	-Casino: transfer slips	1995-1996	Immediately
	-Casino: VIP registration forms	1995	Immediately
	-Casino: work orders	1992-1996	Immediately
	-Central stores: gas and diesel recaps	1985-1996	Immediately
	-Central stores: gas and diesel receipts	1995-1996	Immediately
	-Central stores: discontinued stock	1995	Immediately
	-Central stores issues (MSRs)	1995-1996	Immediately
	-Cheque distribution	1979-1982	Immediately
	-Cheque register	1991	Immediately
	-Cheques - NSF	1994-1995	Immediately
	-Cheques - cancelled	1995	Immediately
	-Cheques - Can/US	1995	Immediately
	-Cheques - copies	1995-1996	Immediately
	-Cheques - cashed	1996	Immediately
	-Cheques, prize - cashed	1995	Immediately
	-Concert common costs	1990-1993	Immediately
	-Concert/event reconciliation statements (Fair and Non-fair)	1987-1996	Immediately
	-Daily cash settlements	1985-1988	Immediately
	-Hydro readings	1993-1996	Immediately
	-Rental & service ledgers	1996	Immediately
	-Salary and wage analysis	1995-1996	Immediately
	-Stock cards	1985-1995	Immediately
	-Tax rebates	1990-1996	Immediately
	-Ticket statements	1985-1988	Immediately
	-Third party billing	1987-1995	Immediately
	-Vouchers, journal (for MSRs)	1994-1996	Immediately
	-Work orders	1995-1996	Immediately
	-Work order ledgers (third party)	1987-1995	Immediately
	-Work order packets	1994-1996	Immediately

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction	
Board of Governors of Exhibition Place	Finance -Payroll		
	-Advances	1988-1995	Immediately
	-Audit trail payroll detail reports	1994-1996	Immediately
	-Casino: TD1s	1993	Immediately
	-Casino: employment confirmation agreements	1993-1996	Immediately
	-Casino: clock card reports	1993	Immediately
	-Casino: time cards	1996	Immediately
	-Clock cards	1994-1996	Immediately
	-Change forms (copies)	1979-1996	Immediately
	-CNE deductions	1994-1995	Immediately
	-Credit union deductions	1988-1995	Immediately
	-Edit worksheets	1990-1996	Immediately
	-Excess deductions report	1992-1995	Immediately
	-Garnishees	1988-1990	Immediately
	-Job tickets/time sheets	1992-1996	Immediately
	-Monthly union reports	1988-1990	Immediately
	-Overtime hours reports	1992-1996	Immediately
	-Pay duty officers hours	1988-1994	Immediately
	-Payroll deduction details	1988-1996	Immediately
	-Payroll details	1989-1992	Immediately
	-Payroll input forms	1984	Immediately
	-Paysheets - IATSE	1985	Immediately
	-Record of Employment (ROEs)	1979-1996	Immediately
	-Recap reports	1994-1996	Immediately
	-Retro payments	1989	Immediately
	-Stop payments	1988-1993	Immediately
	-TD1s	1995-1996	Immediately
	-TD1s - IATSE	1991-1994	Immediately
	-Third quarter vacation reports	1989	Immediately
	-Wage control	1988-1995	Immediately
-Weekly Payroll Info - earnings year-to-date	1989-1996	Immediately	
-Weekly Payroll Info - earnings current	1989-1995	Immediately	
-Weekly Payroll Info - hours current/year-to-date	1989-1996	Immediately	
-Weekly Payroll Info- hours worked	1988-1996	Immediately	
-Weekly payroll reports	1982-1991	Immediately	
-Welfare, union, pension reports	1988-1996	Immediately	

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction	
Board of Governors of Exhibition Place	Finance		
	-Purchasing		
	-Central stores: inventory sheets	1995-1996	Immediately
	-Central stores: fuel consumption MSR's	1995-1996	Immediately
	-Central stores - MSR's	1995-1996	Immediately
	-Central stores - stock cards	1995-1996	Immediately
	-Purchase orders	1994-1996	Immediately
	-Purchase open orders	1995-1996	Immediately
	-Purchase sub-orders	1995-1996	Immediately
	-Purchase requisitions	1995-1996	Immediately
	Quotations/Class files	1994-1996	Immediately
	Operations		
	-Director, Operations (formerly General Manager, Operations)		
	-Cheque requisitions	1986	Immediately
	-Purchase requisitions	1986-1995	Immediately
	-Purchase orders	1993-1996	Immediately
	Operations		
	-Cleaning		
	-Daily attendance sheets	1990-1996	Immediately
	-Employee files - terminations	1995-1996	Immediately
	-Expense reports	1990-1996	Immediately
	-Job tickets	1995-1996	Immediately
	-Meal allowance records	1990-1996	Immediately
	-Payroll distribution	1995	Immediately
	-Rental & service books	1994-1996	Immediately
	-Show files	1995-1996	Immediately
	-Signature sheets	1995-1996	Immediately
	-Time sheets/cards	1995-1996	Immediately
	-Work orders	1994-1996	Immediately
	Operations		
	-Maintenance		
	-Security		
	-Parking ticket booklets - used and blank	1990-1995	Immediately

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Operations	
	-Maintenance	
	-Work Orders/Fleet Maintenance	
	-Safety engineering work order copies	1996 Immediately
	-Work orders (originals/copies)	1996 Immediately
	-Work order summarized data sheets	1996 Immediately
	Operations	
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)	
	-Operations Manager	
	-Bank reconciliations	1980-1982 Immediately
	-Budget notes	1976-1991 Immediately
	-Event billing	1982 Immediately
	-Invoices	1981 Immediately
	-Packing slips	1981-1982 Immediately
	-Payroll disbursements	1981 Immediately
	-Pay statements (copies)	1978-1980 Immediately
	-Record of Employment (ROEs)	1983-1985 Immediately
	-Shift reports	1982-1983 Immediately
	-T4s	1978-1985 Immediately
	-TD1s	1976-1991 Immediately
	-Time sheets/time cards	1980-1991 Immediately
	-Vouchers	1981 Immediately
	CNE	
	-Canadian International Air Show	
	-Culls from the CIAS fonds (includes copies/duplicates of: work orders, purchase requisitions, memos, correspondence, reports, minutes, expense reports, etc.)	1946-1993 Immediately
	CNE	
	-Marketing	
	-Completed surveys and questionnaires (aggregate data)	1981-1989 Immediately
	CNE	
	-Operations	
	-Client Services	
	-Show and event files	1995 Immediately

(In
Column 1)
Local Board

(In
Column 2)
Records

(In
Column 3)
Due for
Destruction

Board of
Governors
of Exhibition
Place

CNE
-Operations
-Concessions

-Budget files	1990-1995
-CNE micro results	1990-1992
-Caribana licence agreements	1995
-CHIN licence agreements	1995
-Concessionaires daily reports	1989-1995
-Concession licence agreements	1984-1995
-Early/late licence agreements	1990-1995
-Financial statements (copies)	1994-1995
-Food Building contracts	1991-1995
-Food Building invoices	1994-1995
-Monthly reports	1994-1995
-Show and event files	1995
-Work orders	1994-1995

Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately
Immediately

CNE
-Operations
-Visitors Services
(formerly Women's Dept.)

-Medical centre patient files 1995-1996

Immediately

CNE
-Programs
-Attractions

-Budgets	1995
-Cheque requisitions	1995
-CNE passes	1995
-Performer contracts (copies)	1995
-Purchase requisitions	1995
Work orders	1995

Immediately
Immediately
Immediately
Immediately
Immediately
Immediately

CNE
-Programs
-Feature Country

-Exhibitor contracts (copies)	1995-1996
-Exhibitor contracts (cancelled)	1995-1996

Immediately
Immediately

CNE
-Rentals

-Show files 1988-1989

Immediately

