

14

EXHIBITION PLACE

March 3, 2000

To: The Board of Governors of Exhibition Place

From: Fatima Scagnol
Corporate Secretary

Subject: One-Time Records Destruction Schedule

Recommendations:

It is recommended that:

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

Background:

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:

Staff of Exhibition Place Archives and Record Area have identified approximately 460 cubic feet of records which have no further administrative, fiscal, legal or archival value and which should be destroyed. The recommendation to destroy these records is being made on the basis of:

- (1) a review of the records by staff of Exhibition Place Archives and Record Area;
- (2) a review of the records by staff of the various Exhibition Place and CNEA departments responsible for creation of the records listed on the schedule;
- (3) approval by Audit Services, City of Toronto;

- (4) approval of the schedule by the Director, Corporate Records Systems & City Archivist; and
- (5) 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 of Governors of Exhibition Place.

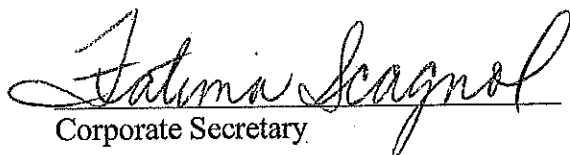
Exhibition Place Archives and Record Area is suffering from an acute space shortage. Destroying the records listed on the attached schedule would alleviate that space shortage.

Using existing resources, staff of the Archives and Record Area are in the midst of implementing a Records Management Program at Exhibition Place which will result in a records retention schedule for records created by staff of the Board of Governors of Exhibition Place, the CNE Association, the Canadian International Air Show and the National Trade Area. This is a very labour intensive program that has been managed by the two members of the Archives and Records Area in addition to their normal workload. The cataloguing of files is at the point of 50% completed. The Records Management Program will eventually negate the need for one-time destruction schedules.

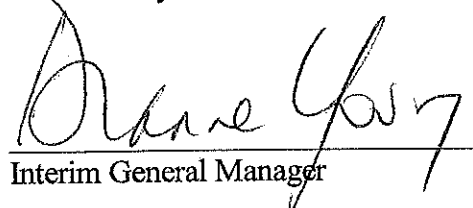
Conclusion:

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

Submitted by:


Corporate Secretary

Reviewed by:


Interim General Manager

att.

APPENDIX "A"

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Administration Division -Interim General Manager Briefing notes re: Metro Council	1988-1991 Immediately
	Administration Division -Human Resources Department Hospital plans (printed material)	1930-1970 Immediately
	Summer staffing – applications	1993-1997 Immediately
	Summer staffing – employee files	1993-1996 Immediately
	Business Development Division (formerly Trade and Consumer Shows) Rental & service agreements	1983-1984 Immediately
	Work orders	1983-1984 Immediately
	Corporate Secretariat Division -Corporate Secretary Metropolitan Toronto - Committee minutes	1990 Immediately
	Metropolitan Toronto – Council minutes	1988-1990 Immediately
	Corporate Secretariat Division -Archives Department General files re: exhibits	1972-1991 Immediately
	Work orders re: exhibits	1972-1991 Immediately
	Purchase requisitions re: exhibits	1972-1991 Immediately
	Finance Division -Accounting Unit Agriculture contracts	1985-1988 Immediately
	Box car rental agreements	1973 Immediately
	Budget files	1978-1991 Immediately
	Building rentals contracts	1985-1990 Immediately
	Cleaning contracts	1985 Immediately

Concession licence agreements	1986-1987	Immediately
Concessionaires daily reports	1987	Immediately

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
	Doc. #30 (Packet verifications for Journal Vouchers)	1990-1991 Immediately
	Doc. #70 (Packet verifications for encumbrances)	1990-1991 Immediately
	Encumbrances	1990-1991 Immediately
	Food contracts	1988 Immediately
	Income tax files	1967-1970 Immediately
	Journal vouchers	1988-1991 Immediately
	Misc. contracts	1985-1988 Immediately
	Packet summaries	1982-1991 Immediately
	Performers contracts	1985-1986 Immediately
	Purchase orders	1990-1991 Immediately
Board of Governors of Exhibition Place	Finance Division	
	-Accounting Unit (cont.)	
	Purchase requisitions	1991 Immediately
	RP512 (Jan.-Nov. only)	1991 Immediately
	Space contracts	1978-1987 Immediately
	Sponsorship contracts	1985-1986 Immediately
	Transaction journal (printout)	1990-1991 Immediately
	Vouchers	1982-1991 Immediately
	Voucher backups	1991 Immediately
Board of Governors of Exhibition Place	Finance Division	
	-Accounts Receivable Unit	
	Cash reports	1990-1991 Immediately
	Cashier/Sellers returns	1982 Immediately
	Invoices	1991 Immediately
	Space invoices	1977 Immediately
	Finance Division	
	-Accounts Payable Unit	
	Backup documents	1983 Immediately
	Finance Division	
	-Controller	
	General files	1975-1991 Immediately
	Central Accounting System	

	(microfiche)	1984-1987	Immediately
	Statistics Canada reports		
	re: payroll	1973-1991	Immediately
(In Column 1)	(In Column 2)		(In Column 3)
Local Board	Records		Due for Destruction
	Finance Division		
	-Cost Accounting Unit		
	Casino: selected charities files	1991	Immediately
	Casino: drop sheets	1991	Immediately
	Casino: teller slips	1991	Immediately
	Central stores: gas/diesel receipts	1991	Immediately
	Central stores: discontinued stock		
	cards	1991	Immediately
	Central stores issues	1990-1991	Immediately
	Cheques - NSF	1991	Immediately
	Cheques - cancelled	1975-1991	Immediately
	Cheques - Can/US copies	1991	Immediately
	Payroll distribution	1991	Immediately
	Payroll cheques	1967-1988	Immediately
	Plant inventory cards	1973	Immediately
	Prize cheques	1976-1991	Immediately
	Third party billing	1991	Immediately
	Work order ledgers	1991	Immediately
	Unpaid accounts	1981-1983	Immediately
	U.S. dollar cheques	1967-1991	Immediately
Board of	Finance Division		
Governors	-Payroll Unit		
of Exhibition	Clock cards	1991	Immediately
Place	Change forms	1982-1991	Immediately
	Job tickets	1991	Immediately
	Job ticket listing	1986-1987	Immediately
	Pay advances	1991	Immediately
	Record of Employment	1991	Immediately
	Recap reports	1991	Immediately
	Stop payments	1991	Immediately
	Time sheets	1982-1989	Immediately
	T4s	1990-1991	Immediately
	TD1s	1982-1991	Immediately
	Union reports	1991	Immediately
	Wage control	1991	Immediately
	Finance Division		
	-Purchasing Department		
	General files	1950-1977	Immediately

(In Column 1) Local Board	(In Column 2) Records	1977-1979	Immediately
			(In Column 3)
	Invoices		
	Purchase orders	1991	Immediately
	Purchase sub-orders	1991	Immediately
	Records		Due for Destruction
	Purchase requisitions	1990-1991	Immediately
	Quotations	1986-1991	Immediately
	Record books	1990-1991	Immediately
	Water supply book	1990-1991	Immediately
	Finance Division		
	-Contract Department		
	Black & McDonald monthly statements/invoices	1987-1991	Immediately
	Black & McDonald statements of account	1991	Immediately
	Bldg. rental agreements (CNE)	1970-1976	Immediately
	Bldg. rental agreements (non CNE)	1953-1969	Immediately
	Capital contracts – unsuccessful bidders	1988-1991	Immediately
	Centennial Square space contracts	1980-1984	Immediately
	CHIN picnic audit	1986-1989	Immediately
	CNE contracts	1988-1990	Immediately
	Cleaning contracts	1982	Immediately
	Coliseum (West Annex) contracts	1985	Immediately
	Concession licence agreements	1962-1991	Immediately
	Concession listing	1989	Immediately
	Daily cash/sales reports	1985-1991	Immediately
	Daily concession reports	1988-1991	Immediately
	Exhibit space contracts	1971-1982	Immediately
	Ex.Place commission statements	1991	Immediately
	Food Building contracts	1989-1991	Immediately
Board of Governors of Exhibition Place	Finance Division		
	-Contracts Department (cont.)		
	Parking lot audits	1986-1988	Immediately
	Parking lot reports	1990-1991	Immediately
	Rill Food statements	1985	Immediately
	Sales summaries/reports	1989	Immediately
	Show audits	1990-1991	Immediately
	Souvenir licences	1980	Immediately
	Space contracts	1974-1991	Immediately
	Sports contracts	1975	Immediately
	Stadium rental agreements	1973	Immediately

(In Column 1) Local Board	Stadium contracts	1974	Immediately
	Vendors contracts	1986-1991	Immediately
	Work contracts	1955	Immediately
	(In Column 2) Records		(In Column 3) Due for Destruction
Finance Division			
-Systems Department			
	Budget estimates	1963-1981	Immediately
	Budget notes	1983-1985	Immediately
	Budget worksheets	1983-1985	Immediately
	Concession sales data	1984-1985	Immediately
	Concession files	1985	Immediately
	General files	1984-1985	Immediately
	Telemanagement reports	1984-1985	Immediately
	Voice data reports	1984-1985	Immediately
Operations Division			
-Capital Works Department			
-Manager, Capital Works			
	Accounting binders	1986-1990	Immediately
	Budget binders	1990-1991	Immediately
	Capital Works summaries	1988	Immediately
	Consultants/contractors invoices	1987-1990	Immediately
	Daily master files / project binders (copies)	1987-1991	Immediately
	Monthly expenditures	1987-1988	Immediately
	Planning diary/day timer	1989-1991	Immediately
	Purchase orders, requisitions and vouchers	1987-1991	Immediately
	Work orders	1987-1991	Immediately
Operations Division			
-Cleaning Department			
	General files	1989	Immediately
	Cheque signage sheet	1988	Immediately
	Job tickets	1988	Immediately
	Material requisitions	1985-1986	Immediately
	Payroll distribution	1986	Immediately
	Purchase requisitions	1989-1990	Immediately
Board of Governors of Exhibition Place			
Operations Division			
-Cleaning Department (cont.)			
	Photo identification badges	1994-1995	Immediately
	Rental & service agreements	1986	Immediately

	Summer staffing Time sheets	– employee files 1983-1989 1988	Immediately Immediately
(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	-Maintenance Department		
	-Communications Unit		
	Base reports	1985-1990	Immediately
	Electrical maintenance reports	1984-1988	Immediately
	Log books	1991	Immediately
	Occurrence books	1987-1991	Immediately
	Shift reports	1991	Immediately
	Work action request forms	1991	Immediately
	Work order cards	1984-1988	Immediately
	Operations Division		
	-Maintenance Department		
	-Labour Unit		
	Labour & materials register	1969-1972	Immediately
	Operations Division		
	-Maintenance Department		
	-Manager, Maintenance		
	General files	1981-1988	Immediately
	Account distribution	1981	Immediately
	Budgets	1987-1989	Immediately
	Change forms	1983	Immediately
	Compensation/income tax files	1967-1970	Immediately
	Invoices	1989-1990	Immediately
	Maintenance reports	1981	Immediately
	Material requisitions	1990	Immediately
	Passes – general information	1988-1991	Immediately
	Purchase requisitions/orders	1987-1991	Immediately
	Rental & service agreements	1979-1981	Immediately
	RP512 (duplicates)	1991	Immediately
	Shift reports	1988-1991	Immediately
	Space contracts	1979-1981	Immediately
	Work orders	1979-1991	Immediately
	Operations Division		
	-Maintenance Department		
	-Show Services		
	Budgets	1987-1988	Immediately
	Material requisitions	1987-1992	Immediately

(In Column 1) Local Board	Production meeting reports	1988	Immediately
	Purchase requisitions	1986-1992	Immediately
	Rental & service agreements	1985-1992	Immediately
	(In Column 2) Records		(In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Operations Division		
	-Maintenance Department		
	-Show Services (cont.)		
	Work orders	1985-1992	Immediately
	Operations Division		
	-Maintenance Department		
	-Special Services Unit		
	Purchase requisitions	1989-1990	Immediately
	Rental & service agreements	1989-1990	Immediately
	Work orders	1985-1986	Immediately
	Operations Division		
	-Maintenance Department		
	-Work Orders/Fleet Maintenance Unit		
	General files	1980-1992	Immediately
	Input edit lists	1989	Immediately
	Work orders (originals/copies)	1988-1992	Immediately
	Work order estimates	1989-1990	Immediately
	Operations Division		
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)		
	-Cleaning Unit		
	General files	1980-1982	Immediately
	Operations Division		
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)		
	-Event Coordinators		
	General files	1987-1990	Immediately
	Rental & service agreements	1987-1990	Immediately
	Work orders	1987-1990	Immediately
	Operations Division		
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)		
	-Operations Manager		
	General files	1988-1989	Immediately

Stock car release/waiver forms 1990

Immediately

(In Column 1)
Local Board(In Column 2)
Records(In Column 3)
Due for Destruction

Operations Division

-Exhibition Stadium

(formerly Exhibition Stadium Corp.)

-Payroll Unit

Time cards

1976-1978

Immediately

Board of
Governors
of Exhibition
Place

Operations Division

-Exhibition Stadium

(formerly Exhibition Stadium Corp.)

-Security Unit

Base station reports

1982-1989

Immediately

Private box log books

1982-1989

Immediately

CNE Division

-Program Department

-Agriculture Unit

Budgets

1988

Immediately

Cashier files

1986-1990

Immediately

Prize cheques

1973-1979

Immediately

Prize cheques (duplicates)

1974-1975

Immediately

Purchase requisitions

1988-1989

Immediately

Work orders

1988-1989

Immediately

CNE Division

-Program Department

-Attractions Unit

Budgets

1988-1991

Immediately

Cheque requisitions

1991

Immediately

Contest entry forms

1982-1983

Immediately

Purchase requisitions

1988-1991

Immediately

Work orders

1988-1991

Immediately

CNE Division

-Operations Department

-Client Services

General files

1988-1991

Immediately

Budgets

1988-1991

Immediately

Production meetings reports

1988-1991

Immediately

	Rental & service	agreements	1990
Immediately			
	Show and event files	1990	Immediately
	Work orders	1988-1991	Immediately
(In Column 1)	(In Column 2)		(In Column 3)
Local Board	Records		Due for Destruction
	CNE Division		
	-Operations Department		
	-Concessions Unit		
	General files	1956-1986	Immediately
	CanPro reports re: food services	1985	Immediately
	Concession licences agreements	1969-1991	Immediately
	Concession daily sales reports	1983-1987	Immediately
	Daily cash/sales reports	1983-1991	Immediately
	Financial reports	1987	Immediately
	Food Building contracts	1989-1991	Immediately
	Food Building reports	1986-1990	Immediately
	Food handlers' cards	1984	Immediately
Board of	CNE Division		
Governors	-Operations Department		
of Exhibition	-Concessions Unit (cont.)		
Place	Revenue reports	1985	Immediately
	Sales summaries	1987	Immediately
	Smith Lab food reports	1991	Immediately
	Work orders	1984	Immediately
	CNE Division		
	-Operations Department		
	-Safety Engineering Unit		
	General files	1985-1990	Immediately
	Accident reports (Conklins)	1985-1990	Immediately
	Fire/safety replies	1989	Immediately
	Floor plans	1987	Immediately
	Permits/licences	1987-1989	Immediately
	Work orders	1985-1990	Immediately
	CNE Division		
	-Operations Department		
	-Visitors Services		
	(formerly Women's Dept.)		
	Lost and found reports	1984	Immediately
	Handicraft entry forms	1981	Immediately
	CNE Division		

-Canadian International Air Show

Budgets	1983-1987	Immediately
Cheque requisitions	1984-1988	Immediately
Hotel statements/receipts	1985-1986	Immediately