

January 14, 2002

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 614 cubic feet of records which 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 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 first draft of a records retention schedule is now under review by City staff, however final approval of the schedule is not expected until late 2002 as the City is currently revising its own method of classifying and scheduling records. Once approved, the retention schedule will negate the need for 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:

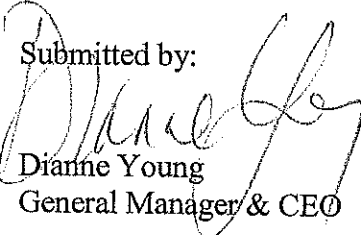
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Submitted by:



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	Administration -General Manager, Adm./Corporate Secretary	
	Budget files 1987-1992 Hulkamania complaint letters 1986	Immediately Immediately
	Administration -General Manager, Adm./Corporate Secretary -Passes	
	Pass distribution files 1987-1991	Immediately
	Human Resources	
	Summer staffing – applications 1982-1983	Immediately
	Summer staffing – employee files 1982-1992	Immediately
	Stadium event staff - temporary employee files 1984-1987	Immediately
	Temporary employee files 1983-1992	Immediately
	Business Development (formerly Exhibit Space Dept., Rentals Dept., Trade and Consumer Shows)	
	Building rentals (Show Files) 1977-1994	Immediately
	Exhibitor cards (account cards) 1968-1981	Immediately
	Expense reports 1994	Immediately
	Licence agreements 1992-1994	Immediately
	Off-season rentals 1965-1991	Immediately
	Rental & service agreements 1985-1986	Immediately
	Selling privileges 1971-1973	Immediately
	Exhibitor space contracts 1968-1994	Immediately
	Business Development -Parking	
	Agreements - box car storage 1976-1989	Immediately
	Agreements - stationary vehicles 1976-1989	Immediately
	Show files 1966-1989	Immediately
	Corporate Secretariat -Records and Archives	
	Budgets 1978-1985	Immediately
	General files re: exhibits 1992-1995	Immediately
	Exhibition Place Social Club Invoices 1986-1994	
	Finance -Accounting	
	Agriculture contracts 1989-1991	Immediately
	Alice Cooper Refunds 1980	Immediately
	Budget files 1993-1994	Immediately
	Building rentals contracts 1979-1994	Immediately
	Centennial Square contracts 1991-1992	Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	Credit notes	1988	Immediately
	Concession licence agreements	1988-1994	Immediately
	Contracts	1994	Immediately
Board of Governors of Exhibition Place	Finance -Accounting (cont.)		
	Doc. #20 (Packet verifications for encumbrances)	1991-1992	Immediately
	Doc. #30 (Packet verifications for Journal Vouchers)	1991-1993	Immediately
	Doc. #70 (Packet verifications for payroll)	1991-1992	Immediately
	Food Building contracts	1978-1994	Immediately
	Foods of the World contracts	1969	Immediately
	Hydro invoices/meter info	1988-1992	Immediately
	Input edit lists	1993-1994	Immediately
	Journal vouchers	1991-1994	Immediately
	Ledger cards	1986-1990	Immediately
	Misc. contracts	1987-1994	Immediately
	Performers contracts	1979-1994	Immediately
	Purchase orders	1992-1993	Immediately
	Purchase requisitions	1992-1994	Immediately
	Purchase req's (suborders)	1988-1994	Immediately
	RP512 (Jan.-Nov. only)	1992-1994	Immediately
	Space contracts	1988-1994	Immediately
	Sponsorship contracts	1989-1994	Immediately
	Vouchers	1992-1994	Immediately
	Voucher backups	1992-1994	Immediately
	Finance		
	-Accounts Receivable		
	Accounts written off	1983-1993	Immediately
	Age list	1991-1993	Immediately
	Bank deposit books	1986-1994	Immediately
	Cash receipts	1994	Immediately
	Cash receipt input edit lists	1993-1994	Immediately
	Cash reports	1990-1993	Immediately
	Credit notes	1992	Immediately
	Final notices	1983-1991	Immediately
	Invoices	1992-1994	Immediately
	Receipt books	1988-1994	Immediately
	Finance		
	-Contract		
	Agriculture contracts	1993-1994	Immediately
	Airshow contracts	1994	Immediately
	Black & McDonald commission statements of account	1992-1994	Immediately
	Caribana licence agreements	1992	Immediately
	Cash reports	1994	Immediately
	Centennial Square contracts	1994	Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	CHIN Picnic licence agreements	1992	Immediately
	Concession audits	1992-1994	Immediately
	Concession licence agreements	1980-1994	Immediately
	Confirmation agreements and schedules (audit staff)	1994	Immediately
Board of Governors of Exhibition Place	Finance -Contracts (cont.)		
	Consultant contracts	1986-1987	Immediately
	Employee contracts (CNE)	1986-1991	Immediately
	Exhibit space contracts	1992-1994	Immediately
	Food Building contracts	1991-1994	Immediately
	Miscellaneous contracts	1990-1994	Immediately
	Off-season show contracts	1989	Immediately
	Parking lot audits	1992-1994	Immediately
	Performer contracts	1991-1994	Immediately
	Sponsorship contracts	1989-1993	Immediately
	Storage agreements	1991-1992	Immediately
	Vendor contracts	1980-1992	Immediately
	Finance -Controller		
	Budget files	1991-1992	Immediately
	Contracts (copies)	1992-1994	Immediately
	Parking passes	1993-1994	Immediately
	Parking stickers	1994	Immediately
	Show and Event files	1992-1994	Immediately
	Finance -Cost Accounting		
	Bank reconciliation	1991-1994	Immediately
	Casino: misc. financial info	1992	
	Casino: selected charity files	1991-1992	Immediately
	Casino: pit sheets/teller slips	1992	Immediately
	Casino: work orders	1993	Immediately
	Central stores: gas/diesel receipts	1992-1994	Immediately
	Central stores: discontinued stock	1992-1994	Immediately
	Central stores issues (MSRs)	1992-1994	Immediately
	Cheque register	1991-1992	Immediately
	Cheques - NSF	1992	Immediately
	Cheques - cancelled	1979-1994	Immediately
	Cheques - Can/US	1992-1994	Immediately
	Cheques - copies	1994	Immediately
	Cheques - general account	1992-1994	Immediately
	Cheques - U.S. funds	1992-1994	Immediately
	City costed invoices	1992	Immediately
	Discontinued inventory cards	1992-1994	Immediately
	Payroll distribution	1992-1994	Immediately
	Plant inventory	1991	Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	Prize cheques	1979-1994	Immediately
	Rental & service registers	1984-1993	Immediately
	Rental & service ledgers	1992-1994	Immediately
	Salary and wage analysis	1993	Immediately
	Third party billing	1988-1994	Immediately
	Work order ledgers (third party)	1988-1994	Immediately
	Work order vouchers	1992	Immediately
	Work order journal vouchers	1994	Immediately
Board of Governors of Exhibition Place	Finance -Payroll		
	Clock cards	1992-1994	Immediately
	Change forms (copies)	1992-1994	Immediately
	Change forms - Casino (copies)	1993	Immediately
	Employment confirmation agreements	1994	Immediately
	Employment confirmation agreements - Casino	1994	Immediately
	Job tickets	1992-1994	Immediately
	Record of Employment	1992-1993	Immediately
	Recap reports	1992-1994	Immediately
	Time cards - Casino	1994	Immediately
	TD1s	1992-1994	Immediately
	TD1s - Casino	1993-1994	Immediately
	TD1s - IATSE	1988-1992	Immediately
	Finance -Purchasing		
	General files	1991-1993	Immediately
	City slips	1994	Immediately
	Gas slips	1994	Immediately
	Purchase orders	1991-1994	Immediately
	Purchase open orders	1992	Immediately
	Purchase sub-orders	1992-1994	Immediately
	Purchase requisitions	1992-1994	Immediately
	Quotations/Class files	1992-1994	Immediately
	Operations -Director, Operations (formerly General Manager, Operations)		
	Accounting reports	1984-1987	Immediately
	Budgets	1979-1989	Immediately
	Cheque requisitions	1983-1989	Immediately
	Concession daily reports	1987-1988	Immediately
	Contracts (copies)	1986-1989	Immediately
	Expense reports	1984-1987	Immediately
	Input edit list re: payroll and group benefits	1983-1988	Immediately
	Invoices	1984-1987	Immediately
	Purchase requisitions	1983-1989	Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	Purchase orders	1985	Immediately
	Water and gas bills	1986-1987	Immediately
	Work orders	1986	Immediately
	Operations		
	-Capital Works		
	-Manager, Capital Works		
	Consultants/contractors invoices	1985-1989	Immediately
Board of Governors of Exhibition Place	Operations		
	-Cleaning		
	Budget files	1986	Immediately
	Cheque signage sheet	1983-1994	Immediately
	Clock cards	1990-1994	Immediately
	Daily attendance sheets	1994	Immediately
	Summer staff employee files	1987-1994	Immediately
	Summer staff employee files (terminations)	1987-1994	Immediately
	Job descriptions	1983	Immediately
	Job tickets	1991-1994	Immediately
	Material requisitions (MSRs)	1983-1991	Immediately
	Payroll distribution	1990-1993	Immediately
	Purchase orders	1986	Immediately
	Purchase requisitions	1990-1991	Immediately
	Rental & service agreements	1983-1993	Immediately
	Rental & service books	1983-1993	Immediately
	Schedules	1983	Immediately
	Show comparisons	1992-1993	Immediately
	Show files	1983-1994	Immediately
	Show schedules	1983	Immediately
	Stock records	1988-1993	Immediately
	Time sheets/cards	1983-1994	Immediately
	Vehicle and waste log sheets	1990	Immediately
	Weekly hours sheets	1983	Immediately
	Work orders	1986-1993	Immediately
	Work order summaries	1990-1993	Immediately
	Operations		
	-Facility and Event Services (formerly Show Services and Special Services)		
	Budget files	1986-1990	Immediately
	Material requisitions	1993	Immediately
	Purchase requisitions	1982-1993	Immediately
	Show files (Rental and service agreements)	1982-1994	Immediately
	Time cards	1986-1990	Immediately
	Work orders	1982-1993	Immediately

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
	Operations	
	-Facility and Event Services	
	-Creative Services	
	Change forms (copies)	1993-1998 Immediately
	Material requisitions (MSRs)	1993 Immediately
	Rental and service forms (copies)	1993-1996 Immediately
	Time sheets (copies)	1993-1998 Immediately
	Purchase requisitions	1992 Immediately
	Work orders (copies)	1993-1998 Immediately
	Work order estimates (copies)	1993-1998 Immediately
	Work order ledger sheets (copies)	1993-1996 Immediately
Board of Governors of Exhibition Place	Operations	
	-Maintenance	
	-Electrical	
	Time sheets	1991-1992 Immediately
	Operations	
	-Manager, Maintenance	
	Budgets	1984-1987 Immediately
	Capital cost reports	1984-1987 Immediately
	Capital work orders	1984-1987 Immediately
	Cheque requisitions	1985 Immediately
	Plans of grounds (copies)	1985 Immediately
	Work orders	1985 Immediately
	Operations	
	-Maintenance	
	-Security	
	(formerly Communications)	
	Employee files (summer students)	1994 Immediately
	Log books	1992 Immediately
	Occurrence books	1993 Immediately
	Shift reports	1993-1995 Immediately
	Time cards (copies)	1995 Immediately
	Work action request forms	1993 Immediately
	Work order cards	1984-1988 Immediately
	Operations	
	-Maintenance	
	-Work Orders/Fleet Maintenance	
	Change orders	1993-1995 Immediately
	General files	1993 Immediately
	Preventative maintenance files	1995 Immediately
	Safety engineering summaries	1993-1995 Immediately
	Safety engineering work order copies	1993-1995 Immediately
	Work orders (originals/copies)	1993-1995 Immediately
	Work order estimates	1993-1995 Immediately
	Work order summarized data sheets	1993 Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	Operations		
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)		
	-Operations Manager		
	Employee files (summer staff)	1980-1987	Immediately
	CNE		
	-Canadian International Air Show		
	Budgets	1988-1993	Immediately
	Cheque requisitions	1988-1993	Immediately
	Hotel statements/receipts	1988-1993	Immediately
	Purchase requisitions	1988-1993	Immediately
Board of Governors of Exhibition Place	CNE		
	-Marketing		
	Budget files	1984-1991	Immediately
	Direct mail proof list	1981	Immediately
	Invoices	1984-1985	Immediately
	Work orders	1984-1985	Immediately
	CNE		
	-Operations		
	-Client Services		
	General files	1992	Immediately
	Rental & service agreements	1990-1992	Immediately
	Show and event files	1990-1993	Immediately
	Work orders	1992	Immediately
	CNE		
	-Operations		
	-Concessions		
	CanPro reports re: food services	1985	Immediately
	Caribana licence agreements	1992-1994	Immediately
	CHIN licence agreements	1992-1994	Immediately
	Concession licence agreements	1980-1991	Immediately
	Early/late licence agreements	1992-1994	Immediately
	Food Building contracts	1986-1990	Immediately
	Food Building invoices	1993	Immediately
	Molson Indy licence agreements	1992-1994	Immediately
	Show and event files	1992-1994	Immediately
	CNE		
	-Operations		
	-Safety Engineering		
	Work orders	1990-1993	Immediately
	CNE		
	-Operations		
	-Visitors Services (formerly Women's Dept.)		
	Budgets	1986	Immediately

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for Destruction
	Medical centre patient files	1989-1994	Immediately
	Lost and found reports	1985-1986	Immediately
	CNE		
	-Programs		
	-Agriculture		
	Budgets (copies)	1992-1995	Immediately
	Cheque requisitions	1994	Immediately
	Pass requests	1992-1994	Immediately
	Purchase requisitions	1994	Immediately
	Work orders	1992-1995	Immediately
Board of Governors of Exhibition Place	CNE		
	-Programs		
	-Attractions		
	Budgets	1991	Immediately
	Cheque requisitions	1991-1993	Immediately
	Purchase requisitions	1991-1993	Immediately
	Work orders	1991-1993	Immediately
	CNE		
	-Programs		
	-Entertainment		
	Safety floor plans (CNE)	1988	Immediately
	CNE		
	-Programs		
	-Feature Country		
	Budget monitor (copies)	1991-1994	Immediately
	Cheque requisitions	1991-1994	Immediately
	Purchase requisitions	1991-1994	Immediately
	Work orders	1991-1994	Immediately
	CNE		
	-Programs		
	-Sports		
	Budgets	1991-1993	Immediately
	Cheque requisitions	1991-1993	Immediately
	Purchase requisitions	1991-1993	Immediately
	Work orders	1991-1993	Immediately
	CNE		
	-Programs		
	-Programs Manager		
	Budget binders	1986-1992	Immediately
	Parking passes	1990-1992	Immediately