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|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Title:        | <b>RECORDS INFORMATION<br/>MANAGEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Procedure No.: <b>2014a</b><br>Effective Date: <b>2021 Dec. 13</b> |
| Department:   | Director's Services – Board Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                    |
| Reference(s): | <i>Education Act of Ontario</i><br><i>Canada Evidence Act</i><br><i>Municipal Freedom of Information and<br/>Protection of Privacy Act</i><br><i>Personal Health Information Protection Act</i><br>Canadian General Standards Board<br>Guidelines – Electronic Records and<br>Documentary Evidence<br>TVDSB Records Retention Schedule<br>(Appendix A)<br>Citation Table (Appendix B)<br>Ministry of Education OSR Guideline 2000<br>Ministry of Education Policy and Program<br>Memoranda<br>ISO 15489 – Information and Documentation<br>(Records Management) |                                                                    |

Records Information Management (RIM) is the systematic management of all records created or received at any site operated by the Thames Valley District School Board to their final disposition (destruction or archival retention).

Record keeping practices must comply with the *Municipal Freedom of Information and Protection of Privacy Act*. All general information in the custody and control of the board, that is not confidential, or otherwise exempt, may be publicly accessible.

## 1.0 Legislation, Policies, Standards and Procedures

The context for information management for school boards is provided by legislation, Ministry Policy Program Memoranda, and school board policies and procedures. The following statutes provide guidance for the collection, use, and maintenance of recorded information.

### *The Education Act of Ontario*

This is the administrative statute under which all Ontario school boards must operate. The Act sets out provisions for the creation and maintenance of the pupil record (s. 265 (1) and s.266) and for the establishment of a records management program (s. 171(38)).

Administered By: **Director's Services – Board Services**

Amendment Date(s): 2008 Nov. 13, 2011 May 10, 2014 Dec. 16, 2021 Dec. 13, 30 May 2025, 15 Sept 2025

Most Recent EIE Review Date: 2021 Oct. 20

*The Ontario Evidence Act*

The Act sets out how records may be used as evidence in legal proceedings in a Court of Ontario.

*The Canada Evidence Act*

The Act sets out how records may be used as evidence in legal proceedings in a court in a matter under federal jurisdiction.

*The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

MFIPPA addresses issues of disclosure of records under the care and custody of school boards/authorities, as well as the collection, use, and disclosure of records containing personal information. MFIPPA also regulates the collection, use, disclosure, and accuracy of personal information stored in records and creates a process for obtaining access to recorded information.

*The Personal Health Information Protection Act (PHIPA)*

PHIPA addresses the collection, use, disclosure, retention, and destruction of personal health information.

*Other Statutory Provisions*

The Citation Table (Appendix B) provides a listing of other statutory provisions contained in the laws of Canada and Ontario that may affect the creation and retention of school board records.

*Ministry Policy and Program Memoranda (PPM)*

Ministry of Education PPM's may include requirements for the collection, creation, use, retention, and destruction of RIM.

## **2.0 Goals and Objectives**

Maintaining a Records Information Management (RIM) program facilitates the following:

- Timely, relevant, and accurate management of information to support the provision of programs and services that best meet students' needs;
- Informed decision-making and policy development, and effective, efficient, and trustworthy program and service delivery;
- Transparency and accountability;
- Access to and privacy of information in accordance with legislation and policies;
- Recording and management of business decisions and transactions that preserve corporate memory; and
- Access to information for legal purposes.

The objectives of the Records Information Management (RIM) program include:

- Ensuring a consistent and coordinated approach to records management by establishing policy, standards, practices, and tools that reflect organizational needs;

- Establishing a records management framework that supports organizational goals and objectives and supports student needs;
- Establishing processes that ensure that information is accurate, reliable, trustworthy, and authentic; has a context and is able to serve as evidence; and supports accountability;
- Building staff awareness and understanding of and commitment to managing information assets and protecting privacy and confidentiality at all levels of the organization;
- Improving control and security through providing audit trails of document activities, ensuring their use as reliable information assets;
- Establishing an integrated, organization-wide solution for managing electronic information;
- Developing a staff training strategy to build records management skills;
- Developing and implementing standards to support the identification, location, and retrieval of information;
- Developing a strategy for the long-term management (migration) and preservation of information assets; and
- Assessing progress in improving the management of information in the organization.

### 3.0 Principles

The RIM program is established in accordance with the following principles.

#### Principle 1 – Accessibility

*Information is readily available and accessible for as long as it is required.*

1. Information to support evidence of communications, actions, and decisions is routinely recorded and stored.
2. Information is accessible to staff who require it in the performance of their duties and are authorized to access it.
3. Information is shared across the organization and with social agencies in accordance with operational needs and statutory provisions.
4. Information is managed throughout its life cycle regardless of format.
5. Rules are established for the organization, storage, retrieval, and destruction of records.
6. Plans and practices to actively make records available to the public are in place, and records are available to the public by request, subject to the statutory requirements.

#### Principle 2 – Accountability and Stewardship

*Accountability for managing information in the custody and control of the organization is clearly defined, communicated, and monitored.*

1. Accountability for creating a record of business decisions and transactions and for maintaining corporate memory is clearly established and monitored.

2. Roles and responsibilities for staff are articulated and understood for all management of information activities.
3. Core competencies relating to managing information are identified, and training and support are readily available and provided on an ongoing basis. Core competencies outline board-level expectations as well as how records management is a part of each employee's job requirements.
4. Performance and compliance regarding records information management is measured and tools are in place to gauge the accountability level of an employee/department/school.

#### Principle 3 – Risk Management

*Risks to information are managed and practices and processes are in place to protect information assets.*

1. Risks to records management are identified and managed.
2. Practices are in place to protect confidential, sensitive, and personal information from unauthorized collection, use, disclosure, or destruction.
3. All records are managed to meet rules of evidence and legal discovery.
4. Contractual arrangements include provisions for the protection and appropriate use of records to mitigate risks.
5. Records are managed in order to support business continuity and recovery in the event of disaster.
6. Records are managed to protect privacy and confidentiality.

#### Principle 4 – Usability and Quality Control

*Records management meets the needs of staff and stakeholders. Records management is timely, accurate, reliable, and relevant, has integrity, and is easy to use.*

1. Processes are in place to ensure that records management is accurate, timely, reliable, and easy to use.
2. Records management is planned and managed.
3. Records are managed appropriately throughout the entire life cycle of the record - creation, capture, and collection; organization; storage, access, and use; and disclosure and disposition (destruction or permanent retention).
4. Plans are in place to leverage the value of records management by combining it with records management from other internal or external sources, in accordance with statutory provisions, to improve programs and services.
5. Processes and technology supports are in place to ensure appropriate access to records and tracking of who has modified or accessed confidential records.

#### Principle 5 – Planning and Coordination

*Coordinated planning for records management is linked to organizational goals, objectives, and financial planning.*

1. Records management practices are included in all program planning.

2. Records management is coordinated across the organization—schools and departments.
3. Records management is planned to support continuous service and disaster recovery.
4. Records management is integrated into succession plans to ensure the capture and maintenance of corporate history.

#### Principle 6 – Integration

*Records management is integrated with program planning and other business processes.*

1. Records management practices are a component of program and project management.
2. Records management is integrated across the organization (schools and departments) to support organizational objectives.

#### 4.0 Definitions

- 4.1 A Record is any information however recorded whether in print form, on film, by electronic means, or otherwise, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business. Records can be in many formats: paper, video, audio, microfilm, or electronic. Examples of records include the following:
  - email;
  - text message;
  - digital media;
  - websites; and
  - electronic document management systems.
- 4.2 A transitory record is useful for only a short time and has minor importance. When its use is over it should be deleted or destroyed. Transitory records are not retained for longer than Current + 1 year and are not included in the scope of the retention schedule. Examples of transitory records include the following:
  - personal messages;
  - general notices and announcements;
  - copies of documents and emails;
  - cc, bcc, or FYI emails kept only for convenience; and
  - drafts and working documents to prepare final records with a few exceptions such as agreements/contracts, drafts in developing legislation.
- 4.3 A non-record (or document) has no bearing on the organization's functions, operations, or mandate. Non-records are typically used, if ever, only for a limited period. These documents are not required to be retained and therefore do not appear in the retention schedule. Examples of non-records include:
  - reference materials; and
  - legislative publications from other boards, municipalities, or government agencies

## 5.0 Responsibilities

All board employees are responsible for the records and information they create and maintain to support the business operations of the board. They must ensure compliance with the board's policy and procedures in the management of board records.

This procedure applies to all records and information within the custody or under the control of the board, including those records and information relating to the operation and administration of the board and those records and information relating to employees and students individually.

Each department and school is responsible for supporting the RIM program by ensuring that the board's records information management policy and procedures are applied.

### 5.1 Schools

- Schools are responsible for the effective management of records created and/or used at the school, including office records, student records, and teaching resources.
- Ontario Student Records will be managed in accordance with board's independent procedure: *Ontario Student Record (OSR) Guideline 2000 and TVDSB Procedures*. Note: For secondary schools, responsibility for the OSR extends to five years following a student's retirement/graduation.

### 5.2 Departments

- The board's administrative departments:
- manage all hard copy and electronic records (including audio, recordings, etc.) according to board policy and procedures, and applicable federal and Ontario legislation;
- print and file records and information in the departmental records area if there is no electronic content/records management system in place;
- ensure that appropriate access and security processes are in place to protect records in any format;
- apply the records and information retention schedules and securely dispose of records in accordance with those schedules; and
- ensure that all third party organizations, contractors, or agents who receive or collect personal information on behalf of the board are aware of and comply with the board's policy.

### 5.3 Records Centre

The Records Centre:

- acts as a central repository for records which are not frequently needed but must be retained for a minimum of five years;

- receives inactive Ontario Student Records (OSRs) that are purged, prepared, and imaged for long term retention in accordance with the Ministry of Education's *OSR Guidelines*;
- issues certified copies of the Ontario Student Transcripts for former TVDSB students;
- is responsible for responding to all record requests related to students who have left school more than five years ago (including formal assessments, confirmation of attendance, etc.) as well as all education verifications;
- is responsible for overseeing an inventory of the board's archival/ historical records (see 6.0 below) and responding to requests for access to these records; and
- is responsible for reviewing the board's Records Retention Schedule annually to ensure it complies with any changes in federal and provincial legislation and guidelines.

The Records Information Management (RIM) Officer is responsible for overseeing the activities of the Records Centre and its staff.

## 6.0 Archival Records

- 6.1 Although the Records Information Management procedure has been designed to specifically address the establishment of a records management system, special consideration is also given to those records identified in the Board's Record Retention Schedule as having archival value.

These records, although no longer required for daily administrative purposes, contain information which is of value for both long-term use and for historical reference. The archival program will effectively store records which are to be kept permanently once the original operational need for the record has ceased to ensure that valuable documents are not destroyed.

- 6.2 Care must be taken in handling and boxing archival records. Adequate descriptions must be made to permit ready access and appropriate protective measures must be taken to reduce the wear and tear on records that do not have to be consulted often. Because of the special attention archival records require, they will be maintained by trained staff. Archival retention must be approved by the RIM Officer in consultation with their supervisor.
- 6.3 The following list provides general information on the types of records which should be maintained as archival for historical reference:
- minutes of official meetings of the Board of Trustees;
  - board reports;
  - yearbooks;
  - architectural plans/engineering drawings;
  - in-house publications (e.g. Director's annual report);
  - legal documents; and
  - student enrolment registers prior to and including the 1969-1970 school year.

- 6.4 Enrolment registers pre-1970, particularly those in the late 1800s and early 1900s, are the only record of a student's elementary and secondary school education. These were replaced by the Ontario Student Record (OSR) folder and attendance registers in the mid-1900s which are governed by the Ministry of Education's OSR procedures. The RIM Officer is responsible for the long-term storage and retention.
- 6.5 Arrangements for the donation of historical documents/memorabilia to local museums or historical/heritage societies, are the responsibility of the RIM Officer. Each donation must be accompanied by a Deed of Gift contract developed and signed by the RIM Officer and the recipient.

## 7.0 Electronic Records

- 7.1 Electronic records cover a broad range of data and include any named grouping of data such as word processing files, emails, directories, spreadsheets, databases, or lists of file names. The same storage, retention, and disposal requirements apply to electronic records as they do paper records. They are governed by the statutes that apply to the access, retention, and destruction of all public records.
- 7.2 Scanning or other forms of electronic imaging may be done for a series of records which are well organized and will not consequently require extensive reorganization prior to imaging, where there is an urgent need for reductions in storage space, where many users may need copies of the records, and where records are too fragile to be used on a regular basis. It should not be done where the original records are poorly organized or are illegible. Records with a remaining retention of 10 years or greater may be imaged, e.g. OSRs, employee files, permanent financial records, Board/Committee agendas, and minutes.
- 7.3 The need to maintain and apply the applicable retention schedule of electronic records should also be taken into consideration when upgrading software or hardware throughout the system. Electronic files, particularly those designated as permanent records, must be migrated onto the new technology and stored in a stable environment.

## 8.0 Vital Records Plan

A Vital Records Plan will be developed to identify and protect those records that are vital to getting the system up and running immediately after a disaster, e.g. water damage or fire. It will include a pre-arranged set of scenarios for dealing with system records and back-up copies of vital records.

## 9.0 Records Retention Schedule

- 9.1 The Records Retention Schedule (Appendix A) outlines the retention schedule of the board's records according to their administrative, fiscal, legal, and

research/archival value. It includes records that must be retained according to legislation and/or board procedures and a notation of the archival/historic importance of each record series where appropriate.

- 9.2 All recorded information must be identified in a Records Retention Schedule and must not be destroyed or removed from the control or custody of the Board except as authorized in the schedule. Additional records may be stored at the discretion of the principal or department supervisory officer/designate. For access and privacy purposes, there should be only one complete official retention copy of each record. Back-up copies should be prepared only when there is sufficient need for authenticity of the original record, when they are considered vital records and to provide ease of access.
- 9.3 Electronic records will be backed up in accordance with the schedule developed by Information Technology Services.
- 9.4 At the time of storage, a label indicating the disposal date should be affixed to the record or box of records before it is stored to facilitate destruction per the retention schedule. In the case of electronic records, when possible an automated destruction process should be utilized.
- 9.5 The Schedule excludes all reference, resource, and library material such as books, articles, and external publications which are not official records of the board.
- 9.6 The process for maintaining the board's Records Retention Schedule is to:
  - train staff in record retention procedures;
  - establish a regular schedule for disposal of records, normally once a year; and
  - review the retention schedule on a regular basis and update as required.
- 9.7 The model scheme is based on a functional classification methodology where records and information are classified in accordance with the functions and activities they support within the organization. Records and information are classified into eleven primary functional categories, as follows:

*Administrative Management (ADM)*

The function of overseeing the administration of the team and units within the board and its schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services. The functions of acquiring and managing equipment, supplies, services, and materials for schools.

*Communications and Public Relations (COM)*

The function of promoting and marketing board and school and programs and services. Records in this function include board/authority/school communication and press releases, speeches, websites, public relations activities, events, and

news releases; materials relating to marketing research, publications, and reports.

*Facilities Management (FAC)*

The function of managing and maintaining the board's buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

*Finance and Accounting (FIN)*

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

*Governance and Policy (GOV)*

The function of governing the board and its schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/authorities/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.

*Human Resources (HUM)*

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations, and recruitment.

*Information and Computer Technology (ICT)*

The function of applying and managing information and communications technology to support the business needs of the board to capture, store, retrieve, transfer communicate, and disseminate information through automated systems such as Wide Area Networks and Local Area Networks. Includes planning, determining requirements, developing acquiring, modifying, and evaluating applications and databases, and acquiring, tendering, leasing, licensing, registering, and disposition of systems.

*Legal (LEG)*

The function of addressing legal issues relating to the operations of the board and its schools. Records include, but are not limited to, claims and litigation files,

appeals and hearings, contracts and agreements entered into on behalf of the board/ authority and schools, deeds and titles relating to properties, harassments incidents, etc.

*Program Design and Development (PPD)*

The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.

*Research and Assessment (R&A)*

The function of undertaking research and planning to support the ongoing operations of the board and its school. Records include but are not limited to research surveys, studies, and reports which address issues such as school boundaries, student demographics, municipal planning, and statistics used to support Ministry funding requests.

*Student Services (STU)*

The function of providing students with programs and services in accordance with the *Education Act*. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

9.8 The Records Retention Schedule has six columns as follows:

Record Series - the type of records that are normally used in schools and departments

Records Description - detailed description of the Record Series

Accountability - the department responsible for keeping the “official” copy of the record. “Originating” department is where the record comes from or is brought into existence, i.e. created or received. If a department is not listed, they are considered a non-responsible site and may keep a copy of the record for no longer than Current Year +1 year. These copies are subject to legal discovery and/or Freedom of Information Requests and their lifespan should be minimized as much as possible. They must be controlled to reduce storage and handling costs and to support the integrity of a systematic records retention program.

Retention - indicates the total length of time the record is to be kept (i.e. sum of Active and Inactive).

- Permanent – A file with permanent retention period is never destroyed and is stored in a location determined by the Records Information Management Officer in consultation with their supervisor.
- Event— Retention begins once an event or action occurs, e.g., the creation of the record, retirement of a student.
- Current Year— Retained for the school year the records are from.

- Superseded— Retained until a new version replaces the current one.

Notes/Reference - provides a further explanation about the retention where necessary and may include if the record is identified under one or more of the following:

- Definition of Event – when the retention is triggered by an event plus a specific amount of time.
- Vital Record – identifies records that are necessary to resume or continue operations and to recreate the company's legal and financial position in the event of a disaster.
- Subject to Archival Selection – The record may be considered for inclusion within the board's archives.
- Included in OSR – identifies records that may be included in the Ontario Student Record in accordance with the Ministry of Education's OSR guidelines and applicable board procedure.
- Personal Information Bank (PIB) – identifies records that contain personal information and that should be included in a personal information bank listing in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

Value of Record - indicates if the record retention is based on administrative or operational value, or legislative requirements. Legal citations are cross-referenced to the Citation Table.

- 9.9 The Record Retention Schedule (Appendix A) is a "living" document. Updates and revisions to both the nature of records retained and the retention periods applied to them continuously evolve. It is the responsibility of the Records Centre to ensure the retention schedule is routinely reviewed and revised to accommodate these updates.

## 10.0 Disposal

- 10.1 Records should be reviewed yearly for disposal including electronic and other viable media records, and in accordance with the board's Records Retention Schedule. This includes all relevant back-up tapes and hard drives.
- 10.2 Transitory records may be destroyed after their use has been served, e.g. in the case of student work, once a mark or indication of mastery has been made.

Most electronic/voice mail and telephone transitory messages are considered short-term records and should be disposed of as soon as their purpose has been served. However, if the content of the message or any attachments are considered business records, they fall under the board's Records Retention Schedule.

- 10.3 If not already disposed of, duplicate records and temporary working papers such as rough notes or informal drafts are to be destroyed at the time the official

- records are destroyed since they should not outlive the documents that resulted from them.
- 10.4 Records containing confidential and/or personal information must be handled securely when storing, maintaining, transferring, or destroying them. They are to be destroyed in such a manner that they cannot be read, interpreted, or reconstructed according to the terms of the *Municipal Freedom of Information and Protection of Privacy Act*.
  - 10.5 In general, the school/department that created or authorized creation of a record is responsible for its retention and disposal, including records stored on a computer. To avoid overloading the storage capacity on a server, the Information Technology Services department may eliminate records after advising the users and allowing a reasonable time for them to destroy the record or make other arrangements for storage.
  - 10.6 In the event of a school closure/consolidation, the Principal and school secretary will work with the Records Information Management Officer to ensure proper management and storage of student, administrative, and archival records.
  - 10.7 If there is a potential, pending, or ongoing lawsuit, investigation or audit, related documents will be retained beyond the approved retention requirement set out in the board's Records Retention Schedule until further notice.

## ADMINISTRATION (ADM)

The function of overseeing the administration of the team and units within the board and its schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support of services. The functions of acquiring and management equipment, supplies, services, and materials for schools.

| Record Series                                              | Description                                                                                                                                                                                                                                                                                        | Responsible Site(s)                                                                                             | Retention                                                          | Notes/Reference                                                                                                | Value of Record                 |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------|
| Access Requests for Records                                | Includes requests for student/ employee records that are submitted to departments and/or schools by individuals and third parties. Includes requests from law enforcement.                                                                                                                         | Learning Support Services, Schools, Human Resources, Records Centre                                             | Event+2 years                                                      | Event=completion of request                                                                                    | Ont. 1, Ont. 2, Ont. 4          |
| Archives                                                   | Includes records related to the history of the board and schools. Includes photographs, school/board crests, collectables, yearbooks, and historical artifacts.                                                                                                                                    | Site specific (when school/board is operational)<br>Board Services (when school/board is no longer operational) | Permanent                                                          | Personal Information Bank                                                                                      | Ont. 1, Ont. 2, Ont. 4, Ont. 47 |
| Deed of Gift                                               | Agreement between the donor and the recipient of the terms of a gifted item with archival value.                                                                                                                                                                                                   | Board Services                                                                                                  | Permanent                                                          |                                                                                                                | Ont. 47                         |
| External Meetings: Associations/ Organizations/Governments | Includes reports/newsletters, publications, conference and workshop information and proceedings from meetings between the school board and external organizations.                                                                                                                                 | Originating site                                                                                                | Current Year+3 years                                               |                                                                                                                | Operational value               |
| Forms Inventory                                            | Includes forms history and blank copies of forms, kept on file for convenience.                                                                                                                                                                                                                    | Originating site                                                                                                | Superseded                                                         |                                                                                                                | Operational value               |
| Freedom of Information Requests                            | Includes requests and records that are part of a Freedom of Information request. Includes unredacted and redacted responsive records, notifications to requesters, final decision letters, and any records related to an appeal to the Information and Privacy Commissioner (IPC) (if applicable). | Director's Services                                                                                             | Event+2 years<br><br>Event+5 years (when there has been an appeal) | Event=date that final decision or abandonment letter is issued<br><br>Event=date of notification of IPC appeal | Ont. 1, Ont. 2, Ont. 4          |
| Inactive OSR Shipment Lists                                | Lists of inactive Ontario Student Records (OSRs) and corresponding Office Index Cards (OICs) that are sent to the Records Centre for long-term retention.                                                                                                                                          | Records Centre                                                                                                  | Permanent                                                          |                                                                                                                | Operational value               |
| Internal Meetings: Administrative and Staff                | Includes records regarding staff meeting, student council and committees such as principals' council, secretaries' meetings, as well as district and subject head meetings. Records include agendas, minutes, reports, and resolutions. Excludes GOV-Board of Trustee Meetings.                    | Originating Site                                                                                                | Current Year+3 years                                               |                                                                                                                | Operational value               |

## ADMINISTRATION (ADM)

The function of overseeing the administration of the team and units within the board and its schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support of services. The functions of acquiring and management equipment, supplies, services, and materials for schools.

| Record Series                                                            | Description                                                                                                                                                                                                                          | Responsible Site(s)  | Retention         | Notes/Reference                                                                                                    | Value of Record                                                 |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Library Management                                                       | Includes records related to board/school library operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations. | Cataloguing Services | Superseded+1 year |                                                                                                                    | Operational value                                               |
| Managers, Supervisors, School Administrator and Superintendent Notebooks | Includes Administrator and Superintendent notebooks and journals that pertain to interactions, conversations, and events related to day-to-day activities.                                                                           | Originating Site     | Current + 7 years | Upon resigning from the Board, the notebooks are retained at the Records Centre for the duration of the retention. | Ont. 1, Ont. 2, Ont. 4, administrative/legal/operational value, |
| Privacy/Security Breaches                                                | Tracking sheets. Records related to the resolution of privacy and/or security breaches.                                                                                                                                              | Board Services/ITS   | Event+2 years     | Event=resolution of breach                                                                                         | Ont.1, Ont. 2, Ont. 4                                           |
| Records Disposition                                                      | Lists of records destroyed at the Records Centre on behalf of other departments and schools.                                                                                                                                         | Records Centre       | Permanent         |                                                                                                                    | Ont. 31                                                         |
| Records Inventory                                                        | List of records kept at the Records Centre for long-term retention of behalf of schools and other departments.                                                                                                                       | Records Centre       | Superseded        |                                                                                                                    | Ont. 31                                                         |
| Vendors/Suppliers/Contractors                                            | Includes information about vendors, contractors, and suppliers and their goods and services. Records include catalogues, price lists, and correspondence. Excludes LEG-Contracts/Agreements and FIN-Purchasing Documentation.        | Originating site     | Superseded+1 year |                                                                                                                    | Operational value                                               |

## COMMUNICATIONS AND PUBLIC RELATIONS (COM)

The function of promoting and marketing board and school and programs and services. Records in this function include board/authority/school communication and press releases, speeches, websites, public relations activities, events, and news releases; materials relating to marketing research, publications, and reports.

| Record Series                                | Description                                                                                                                                                                                                                                                                                                                                                                  | Responsible Site(s) | Retention            | Notes/Reference               | Value of Record        |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------------------|------------------------|
| Appreciation, Commendations, and Awards      | Includes general commendations, certificates of appreciation, and petitions received from the general public and parents. Excludes HUM-Employee Records and STU-Ontario Student Records.                                                                                                                                                                                     | Originating site    | Current Year+2 years | Subject to archival selection | Ont. 1, Ont. 2, Ont. 4 |
| Complaints                                   | Includes records related to general complaints about the board/school and its activities. Includes correspondence, investigations, findings, and related reports regarding resolution. Complaints about a specific project or program may be contained within the program. Excludes STU-Case Files: Student Welfare; HUM-Care Files: Employee; and HUM-Complaints (General). | Originating site    | Event+7 years        | Event=date of complaint       | Ont. 1, Ont. 2, Ont. 4 |
| Events                                       | Includes memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g. parents; night, school opening ceremonies, reunions, etc.).                                                                                                                                               | Originating site    | Current Year+5 years | Subject to archival selection | Operational value      |
| Media Kits, Communications and News Releases | Includes records regarding board relations with the various media. Includes press releases and information releases, speeches, photographs, correspondence, etc.                                                                                                                                                                                                             | Communications      | Current Year+4 years | Subject to archival selection | Operational value      |
| Media Relations and Contacts/Mailing Lists   | Includes all lists of individuals or organizations to whom board and school communications are sent to information purposes. Includes telephone directories, principal's visitor book, emergency contact lists, etc.                                                                                                                                                         | Originating site    | Current Year+3 year  |                               | Operational value      |
| Multimedia Materials                         | Includes photographs, slides, videotapes, CDs, DVDs, recordings, etc. that document school and board activities.                                                                                                                                                                                                                                                             | Communications      | Current Year+2 years | Personal Information Bank     | Ont. 1, Ont. 2, Ont. 4 |

## COMMUNICATIONS AND PUBLIC RELATIONS (COM)

The function of promoting and marketing board and school and programs and services. Records in this function include board/authority/school communication and press releases, speeches, websites, public relations activities, events, and news releases; materials relating to marketing research, publications, and reports.

| Record Series                 | Description                                                                                                                                                                                                                                                                                                                | Responsible Site(s) | Retention                    | Notes/Reference                                                                                                                                | Value of Record        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Multimedia: Recorded Meetings | Recordings of board meetings (when applicable).                                                                                                                                                                                                                                                                            | Communications      | Internal storage E + 30 Days | E + 30 Days<br>Event=date of meeting.<br><br>Board meetings made publicly available streamed/recorded from YouTube, stored 30 days internally. | Ont. 1, Ont. 2, Ont. 4 |
| News Reports                  | Includes news reports from newspapers, magazines, websites and other publications regarding the board/authority, school, staff, students, and Trustees.                                                                                                                                                                    | Communications      | Current Year+5 years         | Subject to archival selection                                                                                                                  | Operational value      |
| Public Relations              | Includes recorded information regarding the board's relations with the public as well as recorded information relating to the production and distribution of information to the public, outside agencies, and schools.                                                                                                     | Communications      | Permanent                    |                                                                                                                                                | Operational value      |
| Publications                  | Includes all publications produced by the board by the Communications Department. Includes advertisements placed by the board or on behalf of schools.                                                                                                                                                                     | Communications      | Superseded+5 years           | Subject to archival selection                                                                                                                  | Ont. 4                 |
| School Publications           | Includes records and artwork for publications such as curriculum handbooks, school handbooks, school calendars, "Welcome to High School" booklets, annual reports, brochures on programs offered by schools, newsletters, and other school promotions. Excludes yearbooks which have a permanent retention (ADM-Archives). | Schools             | Superseded+3 years           | Subject to archival selection                                                                                                                  | Operational value      |
| Speeches and Publications     | Includes speeches and publications prepared for delivery by board/school staff and elected officials.                                                                                                                                                                                                                      | Originating site    | Current Year+3 years         | Subject to archival selection                                                                                                                  | Operational value      |
| Website Content               | Includes snapshots of website content and copies of web pages created by school boards for general public use. Includes board and school sites.                                                                                                                                                                            | Originating site    | Current Year+3 years         | Subject to archival selection                                                                                                                  | Ont. 1, Ont. 2, Ont. 4 |

## FACILITIES MANAGEMENT (FAC)

The function of managing the board's buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

| Record Series               | Description                                                                                                                                                                                                                                                                                                                                        | Responsible Site(s) | Retention      | Notes/Reference                                                                                                                           | Value of Record                                                                                                                                                                                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accommodation Planning      | Includes records regarding the allocation of classroom and workspace assignment to all staff and students. Includes planning of the effects of enrolment on accommodations, projected use of facilities and space utilization, the planning of the functional space and number of classrooms and the planning of the physical layout of the space. | Facilities          | Permanent      |                                                                                                                                           | Ont. 65                                                                                                                                                                                                                                                                                                                |
| Building and Site Approvals | Includes documentation such as site plan approvals, building permits, Life Safety Plan and municipal reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies.                                                                      | Facilities          | Event+15 years | Event=as long as the building remains Board property. Once Board property is sold, drawings and specifications are provided to new owner. | Ont. 35, Ont. 55, Ont. 131, Ont. 132, Ont. 134; Ont. 150; Ont. 162; Ont. 172; Ont. 176; Ont. 180                                                                                                                                                                                                                       |
| Buildings                   | Includes records related to support the maintenance of buildings. Includes work orders, preventative maintenance work, asset equipment tagging, and O/M Manuals.                                                                                                                                                                                   | Facilities          | Event+5 years  | Event=disposal of facility                                                                                                                | Ont. 9, Ont. 10, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 141, Ont. 131, Ont. 134, Ont. 135, Ont. 136, Ont. 137, Ont. 138, Ont. 150, Ont. 140, Ont. 151, Ont. 152, Ont. 153, Ont. 154, Ont. 155, Ont. 156, Ont. 163, Ont. 165, Ont. 166, Ont. 167, Ont. 168, Ont. 170, Ont. 171, Ont. 172, Ont. 173, Ont. 176, Fed. 15 |

## FACILITIES MANAGEMENT (FAC)

The function of managing the board's buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

| Record Series                                                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Responsible Site(s) | Retention      | Notes/Reference                                                                                                                                          | Value of Record                                                                                                                                                          |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Confined Spaces                                                             | Includes records relating to the assessment of confined spaces and the written plan and procedures for the control of hazards in confined spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Facilities          | Event+1 year   | Longer of Event+1 year, where:<br>Event=document created, OR<br>Event=period necessary to ensure 2 most recent records are retained                      | Ont. 141, Ont. 142, Ont. 143, Ont. 144, Ont. 145                                                                                                                         |
| Designed Substances and Hazardous Materials-Waste Monitoring and Management | Includes records related to the management and disposal of chemical, biological, or physical agents or substances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Facilities          | Permanent      |                                                                                                                                                          | Ont. 23, Ont. 37, Ont. 38, Ont. 39, Ont. 40, Ont. 154, Ont. 155, Ont. 156, Ont. 157, Ont. 164, Ont. 192, Ont. 193, Ont. 196, Fed. 38, Fed. 39, Fed. 40, Fed. 41, Fed. 42 |
| Facilities Improvement Projects                                             | Includes technical specifications, drawings, and plans for a project or property, e.g. architectural, mechanical, electrical, and structural. Includes building and fire code requirements and architect's instructions, master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations. Also includes project records regarding building improvements program and supporting documents specific to additions, renovations, and alterations to schools and buildings, specifications, meeting minutes, project updates and progress reports, estimates and budgets, certificate of clearance, etc. | Facilities          | Event+15 years | Event=completion of project                                                                                                                              | Ont. 8, Ont. 9, Ont. 10, Ont.11, Ont. 15, Ont. 17, Ont. 19, Ont. 20, Ont. 35, Ont. 55, Ont. 113, Ont. 163, Ont. 172, Ont. 173, Ont. 176, Ont. 180                        |
| Fire Alarm/Protection Systems and Emergency Power Systems                   | Includes records regarding the inspection and testing of emergency power systems, annual fire alarm inspections, fire extinguishers and fire protection systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Facilities          | Event+2 years  | Event=report prepared; as long as Current Year and immediately preceding report are available. Retained at building premises for examination on request. | Ont. 141, Ont.145, Ont.147, Ont. 148, Ont. 149, Ont. 150, Ont.151, Ont. 180, Ont. 184, Ont. 185, Ont. 188, Ont. 189, Ont. 190                                            |

## FACILITIES MANAGEMENT (FAC)

The function of managing the board's buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

| Record Series                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Responsible Site(s) | Retention            | Notes/Reference                                                                                                                            | Value of Record                                                                                                                                                                                                    |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Logs and Inspection Reports: General | Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes water flushing logs, water testing reports, elevator logs, playground equipment inspection logs, chemical treatment logs, underground storage tank inspections, playground inspections, physical education equipment, equipment inspections, technical program equipment, etc. | Facilities          | Current Year+6 years |                                                                                                                                            | Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 111, Ont. 112, Ont. 113, Ont. 114, Ont. 115, Ont. 116, Ont. 117, Ont. 118, Ont. 119, Ont. 167, Ont. 169, Ont. 175, Ont. 182, Ont. 206, Fed. 36, Fed. 37 |
| Municipal Planning and Development   | Includes records regarding planning and development issues within the Municipality that may implications on enrolments within the school system. General information and documentation regarding other municipal planning and development issues such as sewage and waste management, property acreages, subdivision, plans, official plan amendments, zoning changes, Ontario Population Reports, and traffic studies.                                                                                   | Facilities          | Permanent            |                                                                                                                                            | Ont. 182, Ont. 213                                                                                                                                                                                                 |
| Occupational Health & Safety         | Includes general recorded information regarding the occupational health and safety of staff. Includes staff safety training records, and Safety Data Sheets (previously known as Material Safety Data Sheet) information.                                                                                                                                                                                                                                                                                 | Facilities          | Current Year+3 years | Note 1: WHMIS training is scheduled by HR<br><br>Note 2: Every location that uses the material must retain a copy of the Safety Data Sheet | Ont. 33, Ont. 37, Ont. 40                                                                                                                                                                                          |
| Parking                              | Records related to parking at sites.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Originating site    | Event+1 year         | Event=start of new school year                                                                                                             | Ont. 178, Ont. 179                                                                                                                                                                                                 |
| Permits/Facility Bookings            | Includes copies of permits issued by the board for the use of school property for purposes such as polling stations and community events. Also includes applications for permits, lists of permit holders and inter-jurisdictional permits.                                                                                                                                                                                                                                                               | Facilities          | Event+2 years        | Event=when permit expires                                                                                                                  | Ont. 1, Ont. 2, Ont. 4, Ont. 34                                                                                                                                                                                    |

## FACILITIES MANAGEMENT (FAC)

The function of managing the board's buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

| Record Series | Description                                                                                                                                                                                                                                   | Responsible Site(s) | Retention            | Notes/Reference | Value of Record                 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------------|---------------------------------|
| Security      | Includes records regarding the security of office and school facilities and properties such as control of keys, signage, emergency telephone numbers/contacts. Excludes I.T. Services-Video Surveillance Reports and LEG-Trespassing Letters. | Facilities          | Current Year+2 years |                 | Ont. 1, Ont. 2, Ont. 4, Ont. 19 |

## FINANCE (FIN)

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

| Record Series       | Description                                                                                                                                                                                                                                                    | Responsible Site(s) | Retention     | Notes/Reference                                                                                                                                                                                                                                   | Value of Record                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Audits-Financial    | Includes records regarding internal and external financial audits of accounts.                                                                                                                                                                                 | Finance             | Event+6 years | Event=end of fiscal year from which records are from                                                                                                                                                                                              | Ont. 14, Ont. 91, Ont. 177, Ont. 201, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31 |
| Accounts Payable    | Includes records documenting funds payable by the Board, such as invoice, employee and Trustee expenses, legal fees, vendor transaction listings, payment vouchers, cheque requisitions, third-party invoices, and petty cash disbursements.                   | Finance             | Event+6 years | Personal information Bank<br><br>Event=end of fiscal year from records are from<br><br>Majority of originals are retained by Operational Accounting. If scans are sent to Operational Accounting, originals are retained by the originating site. | Ont. 1, Ont. 2, Ont. 4, Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31      |
| Accounts Receivable | Records relating to the accounting for money owed to schools and boards. Records include board-generated invoices, cash receipts, correspondence, cash lists and statements of account.                                                                        | Finance             | Event+6 years | Vital Records<br><br>Event=end of fiscal year from which the records are from                                                                                                                                                                     | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31                              |
| Banking             | Includes records regarding banking transactions and relationships with banks, bank statements, bank reconciliations, deposit records, cancelled cheques, returned cheques, and cheque stubs.                                                                   | Finance             | Event+6 years | Event=end of fiscal year from which records are from                                                                                                                                                                                              | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31                              |
| Budgets             | Includes departmental and board budgets, both capital and operating. Includes all working notes, budget formula calculations, Current Year estimate highlights, and preliminary formula budget calculation sheet summaries and budgeted versus actual reports. | Finance             | Event+6 years | Event=end of fiscal year from which records are from                                                                                                                                                                                              |                                                                                                    |

## FINANCE (FIN)

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

| Record Series                       | Description                                                                                                                                                                                                                      | Responsible Site(s) | Retention     | Notes/Reference                                                                    | Value of Record                                                                                             |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Capital Projects Financing          | Includes records relating to the financing of capital projects. Includes all debt and financing agreements.                                                                                                                      | Finance             | Event+6 years | Event=completion of project/end of agreement<br><br>Subject to archival completion | Ont. 13, Ont. 14, Ont. 128, Fed. 6, Fed. 13, Fed. 17, Fed. 18, Fed. 19, Fed. 20, Fed. 26, Fed. 26, Fed. 31  |
| Financial Statements (Audited)      | Includes the balance sheets, income statement, statement of source and application of funds, and other audited financial statements.                                                                                             | Finance             | Permanent     |                                                                                    | Ont. 65, Ont. 183                                                                                           |
| Financial Working Papers            | Includes all drafts, calculations, grant calculations and other working papers associated with the development of financial statements for the board. Also includes adapting of enrolment data into Ministry reporting formats.  | Finance             | Event+6 years | Event=end of fiscal year from which records are from                               |                                                                                                             |
| Funding Assessments                 | Records relating to information for fee-paying, non-residents and international visa students.                                                                                                                                   | Director's Services | Event+7 years | Event=retirement/transfer of student                                               | Ont. 14, Ont. 17, Ont. 201, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31                    |
| Grants & Subsidies                  | Information and records relating to all grants and subsidies for Federal, Provincial and Municipal bodies.                                                                                                                       | Finance             | Event+6 years | Event=end of fiscal year from which records are from                               | Ont. 14, Ont. 74, Ont. 105, Ont. 106, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31, Fed. 33 |
| Inventory Control: Non-Fixed Assets | Includes all records regarding inventories of board-owned equipment. Excludes FAC-Hazardous Materials and Designated Substances and I.T. Services-Inventory Control: Non-Fixed Technology Assets.                                | Finance             | Event+6 years | Vital Records<br><br>Event=disposal of asset                                       | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 31                                       |
| Investments & Debentures            | Includes records regarding the board's investments, term deposits and promissory notes, records regarding the debentures issued, information on the initial issuance of the debenture and records of payments made to investors. | Finance             | Permanent     |                                                                                    | Fed. 26, Fed. 30                                                                                            |

## FINANCE (FIN)

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

| Record Series                                       | Description                                                                                                                                                                                                                                                    | Responsible Site(s) | Retention     | Notes/Reference                                                                           | Value of Record                                                                                                                                                                                                                                                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ledgers: General                                    | Includes all records in the books of original entry, whether maintained in book format or as a computer report.                                                                                                                                                | Finance             | Permanent     |                                                                                           | Fed. 26, Fed. 30                                                                                                                                                                                                                                                     |
| Ledgers: Subsidiary Ledgers, Registers and Journals | Includes all subsidiary ledgers, registers and journals such as payment receipt journals, journal vouchers, purchase order registers, and year-end adjustments as well as any supporting/background documentation.                                             | Finance             | Event+6 years | Event=end of fiscal year from which the records are from                                  | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 30                                                                                                                                                                                                |
| Payroll                                             | Includes all records of payment of salary, wages and deductions to employees. Includes payroll master cards, time sheets, direct deposit request forms, payroll update logs, holdbacks, and payroll deduction and billing reports. Also includes TDs and ROEs. | Finance             | Event+6 years | Personal Information Bank<br><br>Event=end of fiscal year from which the records are from | Ont. 1, Ont.2, Ont. 4, Ont. 16, Ont. 21, Ont. 27, Ont. 120, Ont. 125, Ont. 129, Ont. 159, Ont. 160, Ont. 161, Ont. 184, Ont. 185, Ont. 186, Ont. 187, Fed. 1, Fed 6, Fed. 7, Fed. 8, Fed. 22, Fed. 23, Fed. 24, Fed. 25, Fed. 26, Fed. 27, Fed. 28, Fed. 33, Fed. 34 |
| Payroll: Pay Registers and T4s                      | Includes pay registers and T4s.                                                                                                                                                                                                                                | Finance             | Permanent     | Personal Information Bank                                                                 | Ont. 1, Ont.2, Ont. 4, Ont. 16, Ont. 21, Ont. 27, Ont. 120, Ont. 125, Ont. 129, Ont. 159, Ont. 160, Ont. 161, Ont. 184, Ont. 185, Ont. 186, Ont. 187, Fed. 5, Fed 6, Fed. 7, Fed. 8, Fed. 22, Fed. 23, Fed. 24, Fed. 25, Fed. 26, Fed. 27, Fed. 28, Fed. 33, Fed. 34 |

## FINANCE (FIN)

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

| Record Series                           | Description                                                                                                                                                                                                                                                                                                     | Responsible Site(s)                | Retention      | Notes/Reference                                          | Value of Record                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| Pension                                 | Includes contribution cards detailing pension and benefit obligations due to retired employees under OMERS and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments. Includes part-time OMERS canvassing records.                            | Finance                            | Permanent      | Personal Information Bank                                | Ont. 1, Ont. 2, Ont. 4                                                |
| Property Acquisition & Sales            | Also includes plans, correspondence, report and backup documentation relating to the acquisition or sale of land. Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning landowner by the board or under consideration of purchase.                   | Organizational Support Services    | Event+10 years | Event=disposal of property                               | Ont. 7, Ont. 200                                                      |
| Purchasing Documentation                | Records supporting purchases made by the school/board. Includes purchase requisitions, purchase orders, requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid and performance bonds, and all documentation regarding the selection process. | Finance, Originating site (quotes) | Event+6 years  | Event=end of fiscal year from which the records are from | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 38 |
| Sale, Purchase, and Lease of Property   | Includes records related to capital revenue from sale of property and rental income from leases premises and other sources.                                                                                                                                                                                     | Organizational Support Services    | Event+6 years  | Event=end of fiscal year from which records are from     | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 38 |
| Scholarship Funds, Bequests & Donations | Records regarding the administering and setting up of scholarship funds & donations, including fund histories, correspondence and data. Background information, copies of wills regarding the administration of the bequests and donations of monies and other materials to the board.                          | Finance, Director's Services       | Permanent      | Personal Information Bank                                | Ont. 1, Ont. 2, Ont. 4, Ont. 6, Ont. 181                              |

## FINANCE (FIN)

The function of managing the Board's financial and accounting resources includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management, and all matters regarding the allocation and control of funds.

| Record Series                          | Description                                                                                                                                                                                                                   | Responsible Site(s) | Retention     | Notes/Reference                                      | Value of Record                                                                                                                                                      |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School-Generated Funds                 | Includes records on funds allocated to, or raised by, the School Council, student council or other student, parent, or community groups consisting of account receivable and payable documents such as invoices and vouchers. | Schools             | Event+6 years | Personal Information Bank                            | Ont. 1, Ont. 2, Ont. 4, Ont. 6, Ont. 181                                                                                                                             |
| Taxation                               | Includes records documenting taxation such as gas surtax reports, income tax returns and sales tax tables. Also includes Harmonized Sales Tax (HST), accounting and information on exemptions and refunds.                    | Finance             | Event+6 years | Event=end of fiscal year from which records are from | Ont. 13, Ont. 14, Ont. 128, Fed. 1, Fed. 2, Fed. 3, Fed. 4, Fed. 6, Fed. 8, Fed. 14, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 20, Fed. 22, Fed. 26, Fed. 29, Fed. 38 |
| Vehicle Lease Agreements and Insurance | Includes records of vehicle lease agreements and related insurance records.                                                                                                                                                   | Finance             | Event+2 years | Event=disposal of vehicle                            | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 26, Fed. 38                                                                                                |

## GOVERNANCE AND POLICY (GOV)

The function of governing the board and its school and exercising legal authority and control. The corporate governance structure specifics the distribution of rights and responsibilities among different participants in school/authorities/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolution, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.

| Record Series                                | Description                                                                                                                                                                                                                                                                        | Responsible Site(s)                                                       | Retention             | Notes/Reference                                                                                                                                       | Value of Record                  |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Administrative Council Meeting               | Includes agendas, minutes, and meeting materials for Administrative Council meetings.                                                                                                                                                                                              | Board Services                                                            | Current Year+10 years |                                                                                                                                                       | Operational value                |
| Board of Trustee Meetings                    | Includes agenda, minutes, meeting materials, and resolutions for public and in-camera meetings of the board. Also includes all agendas, minutes, and meeting materials for statutory, standing, advisory, and ad hoc committees of the board.                                      | Board Services<br><br>Trustee's Office retains the Chair's agenda package | Permanent             | Vital Records<br><br>Personal Information Bank<br><br>Minutes/reports from Board Committees may be retained permanently within Board meeting minutes. | Ont. 1, Ont. 2, Ont. 4, Ont. 47  |
| Complaints Against Trustee                   | All records and relevant materials relating to position on the Board, including commendations and complaints, correspondence with external agencies, news items regarding the Trustees, orientation information, relevant personal information, and Trustee document distribution. | Director's Services                                                       | Event+4 years         | Event=end of term                                                                                                                                     | Ont. 1, Ont. 2, Ont. 4, Ont. 198 |
| Complaints Against Trustees: Code of Conduct | All records and relevant materials relating to position on the Board, including commendations and complaints, correspondence with external agencies, news items regarding the Trustees, orientation information, relevant personal information, and Trustee document distribution. | Director's Services                                                       | Event+4 years         | Event=end of term                                                                                                                                     | Ont. 1, Ont. 2, Ont. 4, Ont. 198 |
| Director of Education: Performance Appraisal | Includes any records prepared or received in relation to the creation of the draft performance appraisal report.                                                                                                                                                                   | Director's Services                                                       | Event+6 years         | Event=completion of performance cycle                                                                                                                 | Ont. 215                         |
| Director of Education: Performance Plan      | Includes the signed copy of the performance plan that is agreed upon by both the Director of Education and the Chair of the Director's Performance Appraisal Committee.                                                                                                            | Chair's Office,<br>Superintendent of Human Resources                      | Event+6 years         | Event=date of signature<br><br>A copy shall be retained by each responsible site                                                                      | Ont. 215                         |

## GOVERNANCE AND POLICY (GOV)

The function of governing the board and its school and exercising legal authority and control. The corporate governance structure specifics the distribution of rights and responsibilities among different participants in school/authorities/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolution, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.

| Record Series                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Responsible Site(s)                       | Retention             | Notes/Reference                                | Value of Record                                                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|------------------------------------------------|--------------------------------------------------------------------------------------|
| Government Guidelines/Directives           | Includes correspondence, memoranda, guidelines, and directives from Government Ministries.                                                                                                                                                                                                                                                                                                                                                                                                                             | Department responsible for implementation | Superseded            |                                                | Ont. 68, Ont. 81, Ont. 83, Ont. 94, Ont. 103, Ont. 108, Ont. 109, Ont. 110, Ont. 146 |
| Guidelines/Directives: Internal            | Includes Guidelines and Directives not otherwise related to formal policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                            | Department responsible for implementation | Superseded            |                                                | Ont. 68, Ont. 81, Ont. 83, Ont. 94, Ont. 103, Ont. 108, Ont. 109, Ont. 110, Ont. 146 |
| Insurance Policies                         | Records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school/board premises or occurring during employment. Records include insurance policies, documentation regarding the annual review of insurance policies, certificates, appraisals, and related correspondence. Includes insurance with contractors and insurance re: rental/lease facilities. Excludes LEG-Accident/Incident Claims and Reports. | Purchasing                                | Event+6 years         | Event=expiry of policy                         | Ont. 34                                                                              |
| Policies, Procedures, Guidelines: Internal | Includes Board Policies, Administrative Procedures/Independent Procedures, and any guidelines supporting these directives.                                                                                                                                                                                                                                                                                                                                                                                             | Director's Services                       | Permanent             |                                                | Ont. 81, Ont. 83, Ont. 108, Ont. 109, Ont. 110, Ont. 146                             |
| Strategic Planning                         | Includes records used in the strategic planning process conducted by the Board of Trustees not otherwise maintained in the permanent records of meetings of the board.                                                                                                                                                                                                                                                                                                                                                 | Director's Services, Trustee's Office     | Current Year+10 years |                                                | Administrative value                                                                 |
| Trustee—Conflicts of Interest              | Written statement of declared conflict of interest and its general nature. Any records pertaining to the formal complaint process.                                                                                                                                                                                                                                                                                                                                                                                     | Director's Services                       | Current Year+10 years |                                                | Ont. 208                                                                             |
| Trustee Records                            | All records and relevant material relating to positions on the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Director's Services                       | Event+4 years         | Personal Information Bank<br>Event=end of term | Ont. 1, Ont. 2, Ont. 4, Ont. 198                                                     |

## GOVERNANCE AND POLICY (GOV)

The function of governing the board and its school and exercising legal authority and control. The corporate governance structure specifics the distribution of rights and responsibilities among different participants in school/authorities/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolution, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.

| Record Series    | Description                                                                   | Responsible Site(s) | Retention | Notes/Reference           | Value of Record        |
|------------------|-------------------------------------------------------------------------------|---------------------|-----------|---------------------------|------------------------|
| Trustee Register | Register of Trustees. Includes names and addresses for each Term of Office.   | Trustee's Office    | Permanent | Personal Information Bank | Ont. 1, Ont. 2, Ont. 4 |
|                  | List of Trustees indicating date when each became and ceased to be a Trustee. | Board Services      | Permanent |                           |                        |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                   | Description                                                                                                                                                                                                                                                                                                                                                                                               | Responsible Site(s)                                   | Retention                                     | Notes/Reference                                                                                             | Value of Record                                                                                                                            |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Accessibility                   | Includes records that identify and support the accommodations made by the Board for the public as per the Accessibility for Ontarians with Disabilities Act. Excludes specific accommodations put in place for students (STU-Specialized Equipment Needs) and modification Needs) and modifications made by Facilities (FAC-Buildings).                                                                   | Director's Services                                   | Current Year+6 years                          |                                                                                                             | Ont. 5, Ont. 43, Ont.126, Ont. 188, Ont. 189, Ont. 190, Ont. 191                                                                           |
| Attendance-Employee             | Includes records regarding employee attendance, absences (leaves, sabbaticals, special leaves, teacher exchanges, deferred salary) and vacations                                                                                                                                                                                                                                                          | Human Resources                                       | Event+10 years                                | Personal Information Bank<br>Event=termination of employment                                                | Ont. 1, Ont. 2, Ont. 4                                                                                                                     |
| Employee Performance Appraisals | Includes records of job performance appraisals on all employees according to established timelines and criteria through board procedures.                                                                                                                                                                                                                                                                 | Human Resources<br><br>Supervisor                     | 1) Event+10 years<br><br>2) Event +six months | Personal Information Bank<br><br>1) Event=termination of employment<br>2) Date the employee leaves the role | Ont. 1, Ont. 2, Ont. 4, Ont.57, Ont. 79, Ont. 80, Ont. 84, Ont. 85, Ont. 88, Ont. 89, Ont. 90, Ont. 91, Ont. 94, Ont. 95, Ont. 96, Ont. 97 |
| Employee Records                | Includes records regarding the employment history of board of school employees. Includes initial resume and applications, internal applications, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms. Includes teaching and support staff, as well as records related to Trustees. | Human Resources<br><br>Office of the Chair (Trustees) | Event+10 years<br><br>Event+10 years          | Personal Information Bank<br><br>Event=termination of employment                                            | Ont. 1, Ont. 2, Ont. 4, Ont. 185, Ont. 187                                                                                                 |
| Grievances                      | Includes records regarding grievances filed by employees such as evaluation reports, notifications, correspondence with union concerning grievance initiators and legal opinions. Includes arbitrations.                                                                                                                                                                                                  | Human Resources                                       | Permanent                                     | Personal Information Bank                                                                                   | Ont. 1, Ont. 2, Ont. 4, Ont. 35, Ont. 121, Ont. 122                                                                                        |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                                                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsible Site(s)                      | Retention | Notes/Reference           | Value of Record                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|---------------------------|-------------------------------------------------------------------------------------------------|
| Human Rights-Harassment Complaints, Allegations, and Investigations (Respect in the Workplace)                        | Harassment includes acts of violence and vexatious comments or conduct against a worker in a workplace because of race, ethnicity, sex, sexual orientation, gender identity or gender expressions, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Includes records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues, as well as records related to Human Rights Tribunal of Ontario (HRTTO) investigations.                                                                                                                                         | Human Resources, Superintendent's Office | Permanent | Personal Information Bank | Ont. 1, Ont. 2, Ont. 4, Ont. 121, Ont. 122, Fed. 9, Fed. 10, Fed. 11, Fed. 12, Fed. 13, Fed. 32 |
| Human Rights-Discrimination and Harassment Complaints, Allegations, Reviews, Resolution Processes, and Investigations | Harassment includes acts of violence and vexatious comments or conduct against a student or employee in a learning or working environment because of a prohibited ground under the Ontario Human Rights Code, e.g., race, ethnicity, sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Includes records of incidents involving staff and students, including incident reports, reviews, resolution processes, investigations, and correspondence regarding these issues, as well as records related to Human Rights Tribunal of Ontario (HRTTO) applications. | Human Rights and Equity Office (HREO)    | Permanent | Personal Information Bank | Ont. 1, Ont. 2, Ont. 4, Ont. 121, Ont. 122, Fed. 9, Fed. 10, Fed. 11, Fed. 12, Fed. 13, Fed. 32 |
| Health and Safety Committee                                                                                           | Records include reports, correspondence, minutes of health and safety committee meetings, and notices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Human Resources                          | Permanent |                           | Ont. 34, Ont. 34, Ont. 37, Ont. 39, Ont. 40                                                     |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                            | Responsible Site(s) | Retention     | Notes/Reference                                                                        | Value of Record                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health and Safety Incident/Accident Reports (Board Office); Health and Safety Incident/Accident Reports (kept at school) | Includes general records relating to incidents/accidents that affect health and safety of staff. For example: emergency response, school illness, infections, quarantines, etc. Records include reports, correspondence and summaries, information related to actions taken by staff. For incidents related to students, see STU - Student Discipline. | Human Resources     | Permanent     | Personal Information Bank                                                              | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 121, Ont. 196, Ont. 197                                                                                              |
| Health and Safety Inspection Reports                                                                                     | Includes records of inspections carried out by the Health and Safety Committee in accordance with the Occupational Health and Safety Act                                                                                                                                                                                                               | Human Resources     | Event+6 years | Event=date of report<br><br>Note: A minimum of two inspection reports must be retained | Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 111, Ont. 112, Ont. 113, Ont. 114, Ont. 115, Ont. 116, Ont. 117, Ont. 118, Ont. 119, Ont. 167, Ont. 175 |
| Job Descriptions                                                                                                         | Includes job descriptions and specifications as well as background information used in their preparation or amendment. Also includes positions of responsibility.                                                                                                                                                                                      | Human Resources     | Superseded    |                                                                                        | Administrative Value                                                                                                                                               |
| Labour Certification                                                                                                     | Includes original documents concerning the certification of labour unions                                                                                                                                                                                                                                                                              | Human Resources     | Permanent     |                                                                                        | Operational value                                                                                                                                                  |
| Labour Relations & Negotiations, Unions/Non-Union                                                                        | Includes records related to collective bargaining, e.g. final offers, memoranda of settlement, mediations, arbitrations and data used in preparation for bargaining. Excludes HUM-Union Collective Agreement/Non-Union Terms & Conditions Administration.                                                                                              | Human Resources     | Permanent     |                                                                                        | Operational value                                                                                                                                                  |
| Life Insurance Beneficiary Forms                                                                                         | Includes records relation to benefit plans in place prior to the transition to the ELHTs                                                                                                                                                                                                                                                               | Human Resources     | Permanent     |                                                                                        | Ont. 211                                                                                                                                                           |
| Medical Records/Disability Management-Employee                                                                           | Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.                                                                                                                                                                                                                                                | Human Resources     | Event+1 year  | Personal Information Bank<br>Event=date the record was added to employee file          | Ont. 1, Ont. 2, Ont. 3, Ont. 4                                                                                                                                     |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                                 | Description                                                                                                                                                                                                                                                                                                                                                        | Responsible Site(s)      | Retention      | Notes/Reference                                                                                                                                                                                                 | Value of Record                                                                                   |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Medical Records-Hazardous Material Exposure   | Records of staff exposure to asbestos and other hazardous materials                                                                                                                                                                                                                                                                                                | Human Resources          | Permanent      |                                                                                                                                                                                                                 | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 36, Ont.147, Ont. 148, Ont. 149, Ont. 150, Ont. 158, Fed. 21 |
| Offence Declarations-Employees and Volunteers | Annual offence declarations, electronically attested by the employee/volunteer, which lists all criminal code convictions registered since the date of the last offence declaration. Also includes where no criminal offence where no criminal offence has occurred since last criminal background check or declaration was completed.                             | Human Resources, Schools | Event+10 years | Personal Information Bank<br><br>Event=termination of employment/volunteer services<br><br>Schools: Keep the declaration from the Current Year and previous year. Last declaration is kept for total retention. | Ont. 1, Ont. 2, Ont. 4, Ont. 56                                                                   |
| Offence Declarations-Service Providers        | Offence declarations which lists all criminal code convictions registered since the date of the last offence declaration or criminal background check. Also includes declarations where no criminal offence has occurred since last criminal background check or declaration was completed. Requirement to provide records is determined by Purchasing department. | Finance                  | Event+10 years | Personal Information Bank<br><br>Event=termination of services                                                                                                                                                  | Ont. 1, Ont. 2, Ont. 4, Ont. 56, Ont. 199                                                         |
| Pay Equity                                    | Includes records regarding the establishment and implementation of the board's pay equity plan. Records include background information, consultant information, questionnaires, compensation planning, interview documentation, and job evaluation plans.                                                                                                          | Human Resources          | Permanent      |                                                                                                                                                                                                                 | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 194, Ont. 195                                       |
| Pension/Superannuation Plans                  | Includes general information on OMERS, TPP, and other annuity or superannuation plans and annual information returns. Excludes FIN-Pension.                                                                                                                                                                                                                        | Human Resources          | Permanent      |                                                                                                                                                                                                                 | Ont. 1, Ont. 2, Ont. 4                                                                            |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                                 | Description                                                                                                                                                                                                                                                                  | Responsible Site(s)                                   | Retention         | Notes/Reference                                                                     | Value of Record                           |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------|-------------------------------------------|
| Police Record Checks-Employees and Volunteers | Includes records listing any criminal code convictions/vulnerable sector offences that have not been pardoned for all existing and new employees and volunteers that come into direct contact with students on a regular basis.                                              | Human Resources, Schools                              | Event+10 years    | Personal Information Bank<br><br>Event=termination of employment/volunteer services | Ont. 1, Ont. 2, Ont. 4, Ont. 56           |
| Police Record Checks-Service Providers        | Includes records listing any criminal code convictions/vulnerable sector offences that have not been pardoned for all existing and new service providers that come into direct contact with students. Requirement to provide records is determined by Purchasing department. | Finance                                               | Event+10 years    | Personal Information Bank<br><br>Event=termination of services                      | Ont. 1, Ont. 2, Ont. 4, Ont. 56           |
| Professional Development Participation        | Includes records relating to portal registration for internal and external training events, seminars, and workshops.                                                                                                                                                         | Human Resources                                       | Event             | Event=until employee no longer works for the board.                                 | Administrative value.                     |
| Recruitment                                   | Includes records regarding the recruitment of staff, job postings, applications, resumes and applicant evaluations. Includes recruitment related to Trustees. Successful applicants are moved to the employee file.                                                          | Human Resources<br><br>Office of the Chair (Trustees) | Event+3 years     | Personal Information Bank<br><br>Event=closing date of posting                      | Ont. 1, Ont. 2, Ont. 4, Ont. 214          |
| Salary Administration                         | Includes records regarding the recruitment of staff, job postings, applications, resumes and applicant evaluations. Includes recruitment related to Trustees. Successful applicants are moved to the employee file.                                                          | Human Resources                                       | Superseded+1 year |                                                                                     | Operational value                         |
| Staffing                                      | Includes all report listings concerning staff, e.g. staff allocation, staff transfers, staff directories, seniority lists, retirement lists and lists of occasional staff.                                                                                                   | Human Resources                                       | Superseded        | Event=termination of volunteer services                                             | Ont. 1, Ont. 2, Ont. 4                    |
| Student Placements                            | Includes records relating to the placement of students (SLPs, ECEs, EAs, pre-service teachers, etc.) in schools. Includes criminal background check and required training.                                                                                                   | Human Resources                                       | Event+10 years    | Event=termination of volunteer services                                             | Ont. 1, Ont. 2, Ont. 4, Ont. 56, Ont. 210 |

## HUMAN RESOURCE (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

| Record Series                                                            | Description                                                                                                                                                                                                                                         | Responsible Site(s) | Retention          | Notes/Reference           | Value of Record                  |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|---------------------------|----------------------------------|
| Training Records                                                         | Includes records related to staff training mandated by legislation, policy, procedure, or guidelines, including confined space, general and specific training, WHMIS training, etc.                                                                 | Human Resources     | Superseded+4 years | Personal Information Bank | Ont. 1, Ont. 2, Ont. 4, Ont. 212 |
| Union Collective Agreement/Non-Union Terms and Conditions Administration | Includes records regarding the actual administration and interpretation of the board's collective agreements, including seniority lists, implementation plans, subplans, and related records. Excludes HUM-Grievances and HUM-Labour Certification. | Human Resources     | Permanent          | Personal Information Bank |                                  |
| Volunteer Development                                                    | Includes records of volunteer programs such as recruitment workshops, annual receptions, and volunteer activities in schools. Records include volunteer guidelines, correspondence, and volunteer program details.                                  | Schools             | Superseded+1 year  | Personal Information Bank | Ont. 1, Ont. 2, Ont. 3           |

## INFORMATION TECHNOLOGY SERVICES (ITS)

The function of applying and managing information and communication technology to support needs of the organization to capture, store, retrieve, transfer, communicate, and disseminate information through automated systems such as Wide Area networks and Local Area Networks. Includes planning, determining requirements, developing, acquiring, modifying, and evaluating applications and databases, and acquiring, tendering, leasing, licensing, registering and disposition of systems.

| Record Series                                  | Description                                                                                                                                                                             | Responsible Site(s) | Retention                                                    | Notes/Reference                                              | Value of Record                                                       |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------|
| Computer & Information Systems                 | Records related to system architecture and maintenance                                                                                                                                  | ITS                 | Event+3 years                                                | Event=termination of employee/when system is no longer used. | Operational value.                                                    |
| Inventory Control: Non-Fixed Technology Assets | Includes all records regarding inventories of board-owned technology equipment. Excludes FAC-Hazardous Materials and Designated Substances and FIN-Inventory Control: Non-Fixed Assets. | ITS                 | Event+6 years                                                | Event=disposal of asset.                                     | Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38 |
| Security Camera Reports                        | Includes reports and footage captured through the use of security cameras within and exterior to schools and other school board buildings and properties.                               | ITS                 | 30 days if not viewed<br>OR<br>Current Year+1 year if viewed | Personal Information Bank                                    | Ont.1, Ont. 2, Ont. 4                                                 |

## LEGAL (LEG)

The function of addressing legal issues related to the operation of the board and the schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassment incidents, etc.

| Record Series                        | Description                                                                                                                                                                                                                                                                                                                                                                                        | Responsible Site(s)              | Retention      | Notes/Reference                                                                                                                                                                                                                                                         | Value of Record                  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Accident/Incident Claims and Reports | Includes reports related to student accidents that occur on board property, schools, and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a resort of the accident. Includes reports to OSBIE. Excludes LEG-Claims/Litigations and HUM-Health and Safety Incident/Accident Reports. | Organizational Support Services  | Event+2 years  | Personal Information Bank<br>Event=date of accident/incident claim is submitted to OSBIE.<br>Note 1: If student is under the age of 21, records must be kept until 21 <sup>st</sup> birthday.<br>Note 2: OSBIE is responsible for long-term retention of these records. | Ont. 1, Ont. 2, Ont. 4, Ont. 34. |
| Appeals/Hearings                     | Includes records of hearings conducted regarding issues that affect the school/board. Includes correspondence, reports, discovery findings, hearing proceedings and final decisions.                                                                                                                                                                                                               | Originating site, Board Services | Event+5 years  | Personal Information Bank<br><br>Event=final resolution                                                                                                                                                                                                                 | Ont. 1, Ont. 2, Ont. 4, Ont. 34  |
| Contracts and Agreements             | Includes all contracts and agreements that do not fall under other record series.                                                                                                                                                                                                                                                                                                                  | Originating site                 | Event+3 years  | Personal Information Bank<br>Event=contract terminated or superseded                                                                                                                                                                                                    | Ont. 1, Ont. 2, Ont. 4, Ont. 34  |
| Legal Affairs                        | Records held by the Board Counsel pertaining to legal advice and other related activities affecting the board. Includes intake information, reports, discovery findings, and hearing proceedings.                                                                                                                                                                                                  | Board Counsel Office             | Event+7 years  | Event=final disposition of issue                                                                                                                                                                                                                                        | Operational value                |
| Legal Claims/Litigations             | Includes all liability claims and litigation against or entered into by the board and schools. Records include reports, correspondence, investigations, etc.                                                                                                                                                                                                                                       | Originating site, Legal          | Event+5 years  | Personal Information Bank<br>Event=resolution of appeal or hearing. No further+3 years for adults. Note: If student is under the age of 21, records must be kept until 21 <sup>st</sup> birthday.                                                                       | Ont. 1, Ont. 2, Ont. 4, Ont. 34  |
| Legal Opinions/Precedents            | Records relating legal opinions and precedents about legal issues identified by the school/board. Records includes case law, correspondence, reports, and finding/opinions provided to requester.                                                                                                                                                                                                  | Originating site                 | Event+10 years | Event=completion of issue                                                                                                                                                                                                                                               | Operational value                |

## LEGAL (LEG)

The function of addressing legal issues related to the operation of the board and the schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassment incidents, etc.

| Record Series       | Description                                                                                                                                                 | Responsible Site(s) | Retention     | Notes/Reference                                                | Value of Record                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|----------------------------------------------------------------|---------------------------------|
| Trespassing Letters | Includes letters issued to adults and non-students who have trespassed on school board property. Excludes FAC - Security and ICT – Security Camera Reports. | Originating Site    | Event+2 years | Personal Information Bank<br><br>Event=expiration of the order | Ont. 1, Ont. 2, Ont. 4, Ont. 34 |

## PROGRAM DESIGN & DEVELOPMENT (PDD)

The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.

| Record Series                                                  | Record Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsible Site          | Retention            | Notes/References                                                                   | Value of Record      |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------|------------------------------------------------------------------------------------|----------------------|
| Courses of Study/Outlines                                      | Includes outlines of available programs including courses of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Learning Support Services | Supersede+3 years    | Subject to archival selection                                                      | Ont. 45              |
| Program Development and Design                                 | Includes proposals, correspondence and curriculum development materials including writing projects, teaching units, lesson plans, blank examinations, testing ideas, songs, games, music sheets, and other learning materials.                                                                                                                                                                                                                                                                                                                                                              | Learning Support Services | Supersede+3 years    |                                                                                    | Ont. 45              |
| Curriculum Projects, Programs, Planning, Proposals, and Review | Includes recorded information regarding proposals for new curriculum programs, either system-wide or at the school level; comparisons with programs in other school board, provinces, and countries; the planning of the overall curriculum or specific programs, such as meeting notes, objective, strategy reports and teaching strategies; program review reports and other evaluations of specific programs in the curriculum; and proposals, correspondence and monitoring of projects for the writing of special curriculum materials. Includes EQAO test results for schools/boards. | Learning Support Services | Supersede+3 years    | Subject to archival selection<br><br>Supersede=after last Ministry review or audit | Ont. 45              |
| Program/Curriculum Guidelines                                  | Includes Ministry/Board guidelines, directives, approved texts and software lists, and related correspondence concerning the provision of specific programs in the curriculum (e.g., junior/senior kindergarten, French immersion).                                                                                                                                                                                                                                                                                                                                                         | Learning Support Services | Supersede+3 years    | Subject to archival selection                                                      | Ont. 45              |
| Programs and Services: Community                               | Records related to programs and services to the community through school and board/authority facilities. Programs include general interest courses and services to the community. Generally refers to programs that are not part of day school.                                                                                                                                                                                                                                                                                                                                             | Learning Support Services | Current Year+3 years |                                                                                    | Administrative value |

## RESEARCH&ASSESSMENT (R&A)

The function of undertaking research and planning to support the ongoing operations of the school and board. Records includes but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.

| Record Series                                  | Record Description                                                                                                                                                                                                                          | Responsible Site          | Retention             | Notes/References                           | Value of Record      |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|--------------------------------------------|----------------------|
| ARC Documentation: Permanent Record Binder     | Includes records relating to the work of Board Accommodation Review Committees such as agendas, minutes, and reports (i.e. Administrative and Board reports).                                                                               | Learning Support Services | Permanent             |                                            | Administrative value |
| ARC Documentation: Supplementary Record Binder | Includes records not contained in the Accommodation Review Committee Permanent Record Binder.                                                                                                                                               | Learning Support Services | Event+1 year          | Event=board decision on ARC recommendation | Administrative value |
| Enrolment                                      | Includes all counts and projections, including the Official Projected Enrolment, documenting enrolments in the school system.                                                                                                               | Research & Assessment     | Permanent             | Subject to archival selection              | Ont. 104, Ont. 201   |
| Every Student Belongs Data                     | Includes data profiling the characteristics of the student population, such as age, grade, promotion, country of birth, religion, and other trend data. Excludes R&A - Every Student Belongs Reports.                                       | Research & Assessment     | Permanent             |                                            | Operational value    |
| Every Student Belongs Reports                  | Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, country of birth, religion, and other trend data. Excludes R&A - Every Student Belongs Data.                             | Research & Assessment     | Current Year+10 years |                                            | Operational value    |
| Ministry Reports                               | Includes statistical reports, September school reports, June Board reports or other reports required by or sent to the Ministry of Education as part of funding or process for the preparation of educational statistics.                   | Research & Assessment     | Current Year+10 years |                                            | Ont. 58, Ont. 104    |
|                                                |                                                                                                                                                                                                                                             | Learning Support Services | Current Year+6 years  |                                            |                      |
| Reference Materials                            | Includes information gathered as background data to support research and other activities within the board and the school. Information may include articles, white papers, research reports, and information from other schools and boards. | Research & Assessment     | Current Year+25 years |                                            | Operational value    |

## RESEARCH&ASSESSMENT (R&A)

The function of undertaking research and planning to support the ongoing operations of the school and board. Records includes but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.

| Record Series               | Record Description                                                                                                                                                                                                                                                                                    | Responsible Site      | Retention                  | Notes/References                                                     | Value of Record   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|----------------------------------------------------------------------|-------------------|
| Research                    | Includes surveys, questionnaires and research dealing with a variety of topics such as community and parent research, student research, staff research, curriculum & program research, student research and external research from external sources such as other institutions and graduate students. | Research & Assessment | Current Year year+25 years | Subject to archival selection                                        | Operational value |
| Research Requests: External | Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and their final reports.                                                                                                                                                    | Research & Assessment | Event+10 years             | Event=completion of research project. Subject to archival selection. | Operation value.  |

## STUDENT SERVICES (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

| Record Series                              | Record Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsible Site                                                                                              | Retention                                                                             | Notes/References                                                                                                                                                          | Value of Record                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Attendance & Enrolment Registers: Students | Includes registers and reports concerning the enrolment/ attendance of students, recording of daily attendance, and daily absence reports. Intent to be absent forms, supporting absence documentation. Also includes class registers for non-school system programs such as continuing education, and heritage language programs. Also includes records related to attendance issues and SAL (Supervised Alternative Learning) attendance.                                                                                                                                                                                                                                                                                                                            | Schools                                                                                                       | Current Year+2 years                                                                  | Personal Information Bank<br><br>Subject to Ministry of Education Bank                                                                                                    | Ont. 1, Ont. 2, Ont. 4, Ont. 104, Ont. 201, Ont. 202 |
| Case Files: Professional Services          | Records, correspondence, and information relating to individual students who are referred for social work and/or psychological services for counselling/ behaviour management. Also includes students who receive services for speech and language and audiology. Records include referral forms, consent forms, notes, statistical forms, confidential notes from interviews and correspondence from third parties (including third-party reports). Includes assessments, such as consultation and clinical notes, testing protocols, recommendations, and programming suggestions. Includes records for students who are referred for counseling related to attendance problems. Also includes Supervised Alternative Learning (SAL) and behaviour analysis records. | Learning Support Services (Learning Support Teacher)<br><br>Schools; Learning Support Services (board office) | Student's age of 31 (files are retained separately from the OSR)<br><br>Event+5 years | Personal Information Bank<br><br>Event=date of retirement/transfer of student                                                                                             | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 204, Ont. 205   |
| Case Files: Referrals                      | Includes a compilation of all records for individual students who are referred for student services. Includes final summaries, confidential reports, and consents for disclosure and referral forms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Learning Support Services (board office)                                                                      | Event+1 year                                                                          | Personal Information Bank<br><br>Event=resolution of issue<br>OR<br>Event=date of last contact or date student turns 21 years of age.<br>Subject to inclusion in the OSR. | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 204.            |

## STUDENT SERVICES (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

| Record Series                      | Record Description                                                                                                                                                                                                                       | Responsible Site                                       | Retention                                     | Notes/References                                                                                                                                                                                                                                                                                                                                   | Value of Record                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Co-op/Work Agreement               | Includes records related to the co-op/work education agreement between student and employer.                                                                                                                                             | Learning Support Services (board office)               | Current Year+2 years                          | Personal Information Bank<br><br>Note: Filed outside the OSR.                                                                                                                                                                                                                                                                                      | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 41  |
| Continuing Education               | Includes records relating to Prior Learning Assessments (PLA) and Prior Learning Assessments/Recognition (PLAR).                                                                                                                         | Schools (Adult, Alternative, and Continuing Education) | Event+5 years<br><br>OR<br><br>Event+10 years | Event=graduation of student<br><br>OR<br><br>Event=date of assessment                                                                                                                                                                                                                                                                              | Ont. 1, Ont. 2, Ont. 4, Ont. 42          |
| Early Identification Process Files | Includes records related to the Early Identification Process, including student review, early intervention meetings, communication with guardians, and revisiting student needs.                                                         | Schools; Learning Support Services (board office)      | Event+4 years                                 | Personal information Bank<br><br>Event=date review is completed                                                                                                                                                                                                                                                                                    | Ont. 1, Ont. 2, Ont. 4, Ont. 53          |
| Graduation Summary                 | Includes a synopsis of the credits earned and attempted by secondary students. Denotes which compulsory and which elective credits have been earned and which are outstanding while working toward the Ontario Secondary School Diploma. | Schools, Records Centre                                | Event+55 years                                | Personal Information Bank<br><br>Event=retirement/transfer of student<br><br>Note 1: In some cases, a student may only have a graduation summary and no transcript depending on their enrollment history.<br><br>Note 2: The graduation summary is transferred to the Records Centre for long-term retention with the OSR as per Board procedures. | Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 42 |

## STUDENT SERVICES (STU)

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| Record Series                         | Record Description                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsible Site                                        | Retention                                                     | Notes/References                                                                                                                                                                                                                                                                                   | Value of Record                            |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Individual Education Plan (IEP) Files | An IEP is a written plan (hard copy and electronic) describing the special education program and/or services required by a particular student. It identifies learning expectations that are modified from or alternative to the expectations given in the curriculum policy document for the appropriate grade and subject or course, and/or any accommodations and special education services needed to assist the student in achieving his or her learning expectations. | Schools<br><br>Learning Support Services (board office) | Current Year+1 year; then Event+5 years<br><br>Event+5 years  | Personal Information Bank<br><br>Schools: Retain as directed until Event occurs.<br><br>Learning Support Services: Keep all copies until Event occurs, then keep last IEP for the required retention.<br><br>Event=date of retirement/transfer of student.<br><br>Subject to inclusion in the OSR. | Ont. 1, Ont. 2, Ont. 4, Ont. 53            |
| Home Instruction                      | Includes records related to home instruction. Includes a signed form indicating that the student will be withdrawn from school to be home-schooled. Also includes home instruction for students who are unable to attend school due to medical or behavioural reasons. Excludes FIN – Payroll Management.                                                                                                                                                                  | Learning Support Services/Schools                       | Current Year+2 years                                          | Subject to Ministry of Education Audit                                                                                                                                                                                                                                                             | Ont. 1, Ont. 2, Ont. 4, Ont. 104, Ont. 201 |
| Newcomer Student Assessments          | Includes assessments of individual newcomer students to determine their language background, immigration status, educational history, test results and recommendations for level placement and subjects.                                                                                                                                                                                                                                                                   | Schools (Elementary)<br><br>Director's Services         | Event+5 years (Elementary)<br>OR<br>Event+7 years (Secondary) | Event=retirement/transfer of student from secondary school                                                                                                                                                                                                                                         | Ont. 1, Ont. 2, Ont. 4, Ont. 41            |
| Office Index Cards (OIC)              | Includes all office index cards containing personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as OSR backup information.                                                                                                                                                                                                                                                                 | Schools, Records Centre                                 | Event+55 years                                                | Personal Information Bank<br><br>Event=retirement/transfer of student.<br><br>Note: The OIC is transferred to the Records Centre for long-term retention as per Board procedures with the OSR.                                                                                                     | Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 42   |

## STUDENT SERVICES (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

| Record Series                                  | Record Description                                                                                                                     | Responsible Site       | Retention            | Notes/References                                                                                                                                                                                                                                                                                                                                                                                                            | Value of Record                            |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Ontario Student Record (OSR)                   | The OSR folder includes the biographical information of the student, as well as their educational enrollment within Ontario.           | School, Records Centre | Event+55 years       | <p>Personal Information Bank</p> <p>Event=retirement/transfer of student.</p> <p>Note 1: All records retained within the OSR are destroyed in accordance with the retention schedule or destroyed according to the Board's purging process (whichever of the two occurs first).</p> <p>Note 2: The OSR is transferred to the Records Centre for long-term retention as per Board procedures.</p>                            | Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 42   |
| Ontario Student Transcript (OST)               | The OST is the official record of a student's educational progress and accomplishments towards their Ontario Secondary School Diploma. | School, Records Centre | Event+55 years       | <p>Personal Information Bank</p> <p>Event=retirement/transfer of student</p> <p>Note 1: The OST was established in 1983. Prior to that, an alternative record that shows a student's educational secondary school accomplishments will be considered the official record in place of the OST.</p> <p>Note 2: The OST is transferred to the Records Centre for long-term retention with the OSR as per Board procedures.</p> | Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 42   |
| Ontario Student Record (OSR) Transfer Requests | Requests received from other schools or school boards for Ontario Student Record.                                                      | Schools                | Current Year+2 years | <p>Personal Information Bank</p> <p>Subject to Ministry of Education Audit</p>                                                                                                                                                                                                                                                                                                                                              | Ont. 1, Ont. 2, Ont. 4, Ont. 104, Ont. 201 |

## STUDENT SERVICES (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

| Record Series                                                              | Record Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Responsible Site          | Retention                                                                                                                                                                                                       | Notes/References                                                                                                                                                                                                                                                                                                                                              | Value of Record                            |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Personal Support Worker (PSW): Student Evaluation                          | Includes copies of tests, mid-terms and final exams, and ISP & summative assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PSW Program               | Current Year+2 years                                                                                                                                                                                            | Personal Information Bank                                                                                                                                                                                                                                                                                                                                     | Ont. 1, Ont. 2, Ont. 4, Ont. 42            |
| Personal Support Worker (PSW): Student Portfolio                           | Includes transcript, registration form and program commitment, police vulnerable sector check, medical documentation, entrance interview documentation, certificates, and co-op documentation.                                                                                                                                                                                                                                                                                                                                                                                                                           | PSW Program               | Event+5 years                                                                                                                                                                                                   | Personal Information Bank<br><br>Event=retirement/transfer of students. Transcripts are retained for E+55 years after the student last attends school                                                                                                                                                                                                         | Ont. 1, Ont. 2, Ont. 4, Ont. 42            |
| Policing Agreements                                                        | Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, and related items.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Schools                   | Current Year+4 years                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                               | Operational value                          |
| Program Access Agreements                                                  | Includes records related to Program Access Agreements, including initial proposal, decision of the committee, signed agreement, renewal application, and all other supporting documentation.                                                                                                                                                                                                                                                                                                                                                                                                                             | Learning Support Services | Event+6 years                                                                                                                                                                                                   | Event=date that agreement expires                                                                                                                                                                                                                                                                                                                             | Ont. 1, Ont. 2, Ont. 4, Ont. 34            |
| Safe Schools Records (Suspension, Expulsion, and Incident Reports records) | Records on students who are suspended/ expelled from school when the student commits an infraction that is not allowed under the Education Act.<br><br>1) Suspension Documents:<br>1a) Suspension with No Expulsion and No Violent Incident (See Note)<br>1b) Suspension with No Expulsion Relating to a Violent Incident<br>2) Expulsion Documents:<br>2a) Expulsion but no further expulsions<br>2b) Second Expulsion<br>3) Incident Reports:<br>3a) Incident Report resulting in no action taken with student (See Note)<br>3b) Incident Report resulting in Suspension<br>3c) Incident Report resulting in Expulsion | Schools                   | 1a) Event+1 year<br><br>1b) Event+3 years<br><br>2a) Event +5 years<br>2b) Event +5 years<br><br>3a) Event +1 year*<br><br>3b) Incident report resulting in suspension: Event +1 year<br><br>3c) Event +5 years | Personal Information Bank<br><br>Event = date of incident<br><br>All documents relating to Safe Schools incidents that result in student disciplinary action are filed in TVDSB blue Safe Schools file folder within the OSR.<br><br>Note: Excludes records for incident reports where no action is taken—these files are retained in the Principal's office. | Ont. 1, Ont. 2, Ont. 4, Ont. 203, Ont. 207 |

## STUDENT SERVICES (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counseling records.

| Record Series                                                   | Record Description                                                                                                                                                                                                                                                                                                                                                                                                                                    | Responsible Site                                                            | Retention            | Notes/References                                                                                                 | Value of Record                                   |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Scholarships, Awards & Bursaries - Non-monetary                 | Includes records regarding bursaries and awards presented to students at commencement or graduation.                                                                                                                                                                                                                                                                                                                                                  | Director's Services                                                         | Event+1 year         | Personal Information Bank<br><br>Event=end of the school year in which the scholarship/award/ bursary is awarded | Ont. 1, Ont. 2, Ont. 4                            |
| Special Incidence Portion (SIP) Claims                          | Includes records that support the SIP claim, including checklist of required documents, summary of student needs for intensive staff support, application form, and assessment documents and/or reports, which demonstrate the intensity of student needs relevant to the application.                                                                                                                                                                | Schools; Learning Support Services (board office)                           | Event+5 years        | Personal Information Bank<br><br>Event=date of retirement/transfer of student<br>Subject to inclusion in the OSR | Ont. 1 Ont. 2, Ont. 4, Ont. 52, Ont. 74, Ont. 209 |
| Special Program                                                 | Includes records of individual students who are referred for placement in special program classes, such as applications for admission, tests, assessments, and raw data.                                                                                                                                                                                                                                                                              | Schools-Learning Support Teachers; Learning Support Services (board office) | Event+5 years        | Personal Information Bank<br><br>E=date of retirement/transfer of student<br>Subject to inclusion in the OSR     | Ont. 1, Ont. 2, Ont. 4, Ont. 52                   |
| Specialized Equipment Needs                                     | Includes records for students requiring special equipment to assist in the instruction of the student.                                                                                                                                                                                                                                                                                                                                                | Schools (Principal); Learning Support Services (board office)               | Event+5 years        | Personal Information Bank<br><br>Event=date of retirement/transfer of student                                    | Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 204          |
| Student Exams/Province-Wide Tests                               | Includes records regarding student exams and/or province-wide testing. Records include correspondence, exam day schedules, exam day attendance and originals of completed student examinations, and master copies of blank exams. Also includes OSSLC (Literacy Course) student portfolio.                                                                                                                                                            | Schools                                                                     | Current Year+2 years | Personal Information Bank                                                                                        | Ont. 1, Ont. 2, Ont. 4                            |
| Student Exchanges                                               | Includes correspondence, plans, schedules, and reports relating to the student(s) involved in the exchange.                                                                                                                                                                                                                                                                                                                                           | Schools                                                                     | Current Year+2 year  | Personal Information Bank                                                                                        | Ont. 1, Ont. 2, Ont. 4                            |
| Student Extra-Curricular/Co-Curricular Activities (Non-Program) | Records and information that pertain to student activities that are part of school life such as field trips, school dances, extra-curricular activities, student exchanges, competition, related correspondence, plans, schedules. Includes requests, consent forms, concerts, festivals, track meets, tournaments, facility tours, art or essay contests and science fairs. Includes records regarding clubs, choir, student council, and athletics. | Schools                                                                     | Event+1 year         | Personal Information Bank<br><br>Event=end of school year from which the records are from                        | Ont. 1, Ont. 2, Ont. 4                            |

## STUDENT SERVICES (STU)

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| Record Series              | Record Description                                                                                                                                                                                                                                                                                                                        | Responsible Site | Retention                           | Notes/References                                                                                                                                                                                                                                  | Value of Record                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Student Health             | Includes medical and health information regarding students required for the care and treatment of students in the school setting. Includes pediculosis, medical emergency plans, administration of medication plans and other health-related materials.<br><br>Concussion forms: As per Student Concussion Protocol Policy and Procedure. | School           | Superseded<br><br><br>Event+5 years | Personal Information Bank<br><br>Subject to inclusion in OSR.<br><br>Event=retirement/<br>transfer of student                                                                                                                                     | Ont. 1, Ont. 2, Ont. 3,<br>Ont. 4             |
| Student Marks              | Records relating to student marks (computer and/or manual registers) and related promotion meetings data, such as: course marks analysis, credits received, information of students' courses completed (including special education) and marks received.                                                                                  | School           | Event+5 years                       | Personal Information Bank<br><br>Event = retirement from the school                                                                                                                                                                               | Ont. 1, Ont. 2, Ont. 4,<br>Ont. 41            |
| Student Registration Forms | Registration forms for school entry or special programs such as French Immersion.                                                                                                                                                                                                                                                         | Schools          | Current Year+2 years                | Filed in OSR.<br><br>Most recent copy is retained within the OSR. Any former copies are superseded should a new registration form be created before the retention for the former copy is fulfilled.<br><br>Subject to Ministry of Education Audit | Ont. 1, Ont. 2, Ont. 4,<br>Ont. 104, Ont. 201 |
| Student Verification Forms | Data verification forms. May also include Release Form for use of student personal information.                                                                                                                                                                                                                                           | Schools          | Current Year+2 years                | Filed in OSR.<br><br>Subject to Ministry of Education Audit.                                                                                                                                                                                      | Ont. 1, Ont. 2, Ont. 4,<br>Ont. 104, Ont. 201 |

## STUDENT SERVICES (STU)

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| Record Series                           | Record Description                                                                                                                                                                                                                                                                                                                                                                     | Responsible Site                              | Retention            | Notes/References                                                                                                                                                                                                                                                                                                                                       | Value of Record                                      |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Student Welfare                         | Information and records relating to correspondence and confidential reports regarding individual students where there is suspicion of child abuse, neglect, or family violence. Student referral/action form for suspicion of child abuse to child protection agency.                                                                                                                  | Schools (Principal)/Learning Support Teachers | Event+1 year         | Personal Information Bank<br><br>Event = date of report. These records are not considered to be part of the OSR and should be filed the principal's office for security. A notation that a report has been forwarded to the Children's Aid Society is adequate for the OSR. After most recent reports, retained only by special approval of the Board. |                                                      |
| Timetables/<br>Schedules                | Includes elementary course timetables, secondary school course calendars, yard duty schedules, school year calendars, school bell schedules, and related records. Also includes timetables and "teacher day books" maintained by teachers. Also includes signed and dated forms authorizing students to add or withdraw from courses. Excludes STU – Student Exams/Province-wide Tests | Schools                                       | Current Year+2 years | Personal Information Bank<br><br>Subject to Ministry of Education Audit                                                                                                                                                                                                                                                                                | Ont. 1, Ont. 2, Ont. 4, Ont. 104, Ont. 201           |
| Transportation: Student Bus Services    | Includes school-based records concerning transportation/ busing for transportation of students to and from schools, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries, and student lists.                                                                                                                          | Schools                                       | Event+1 year         | Personal Information Bank<br><br>Event=end of school year from which the records are from                                                                                                                                                                                                                                                              | Ont. 1, Ont. 2, Ont. 4                               |
| Transfers, Admittances and Retirement   | Includes registers and reports concerning the enrolment/ attendance of students, recording of daily attendance, and daily absence reports. Intent to be absent forms, supporting absence documentation. Also includes class registers for non-school system programs such as continuing education and heritage language programs.                                                      | Schools                                       | Current Year+2 years | Personal Information Bank<br><br>Subject to Ministry of Education Audit                                                                                                                                                                                                                                                                                | Ont. 1, Ont. 2, Ont. 4, Ont. 104, Ont. 201           |
| Threat Assessment Process Documentation | Intervention Plan (filed with Safe Schools department or Board equivalent), Case Conference Form (filed in the OSR).                                                                                                                                                                                                                                                                   | Schools                                       | Current Year+3 years | Personal Information Bank                                                                                                                                                                                                                                                                                                                              | Ont. 1, Ont. 2, Ont. 4, Ont. 101, Ont. 102, Ont. 103 |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                          | Ontario Citation                                                                                                               | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 1             | Access Requests – Format                                                                | General Regulation, under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , RSO 1990, Reg 823, s. 11 | Not specified “shall be in written form”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 2             | Extended Requests — Limitation Period                                                   | <i>Municipal Freedom of Information and Protection of Privacy Act</i> , RSO 1990 Chapter M.56, ss. 17.(3) to (5)               | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 3             | Personal Health Information Custodians — Records Retention                              | <i>Personal Health Information Protection Act</i> , 2004, SO 2004, Chapter 3 s. 13.(2)                                         | Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Ont. 4             | Personal Information Retained by Institutions                                           | General Regulation under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , RRO 1990, Reg 823, s. 5   | s. 5. An institution that uses personal information shall retain it for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, except if,<br>(a) the individual to whom the information relates consents to its earlier disposal; or<br>(b) the information is credit or debit card payment data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 5             | Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports | <i>Accessibility for Ontarians with Disabilities Act</i> , 2005, SO 2005 Chapter 11, ss. 14.(1) to (4), 17.                    | Keep to make available to the public on request<br>s. 14 addresses obligations to have accessibility reports<br>s. 17 at the request of a director, a person or organization shall provide the director with reports relating to compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 6             | Electronic Commerce Act                                                                 | <i>Electronic Commerce Act</i> , 2000, SO 2000, Chapter 17, s. 12, s. 31(1)                                                    | 12. (1) A legal requirement to retain a document that is originally created, sent or received in written form is satisfied by the retention of an electronic document if (a) the electronic document is retained in the same format or in a format that accurately represents the information; and (b) the information in the electronic document will be accessible so as to be usable for subsequent reference<br><br>12.(2) A legal requirement to retain a document that is originally created, sent or received electronically is satisfied by the retention of an electronic document if, (a) the electronic document is retained in the same format, or in a format that accurately represents the information; (b) the information will be accessible so as to be usable for subsequent reference; and (c) if any its origin and destination and the date and time when it was sent or received was part of the record it must also be retained.<br><br>s. 31(1) The Act does not apply to the following documents:<br>4. Documents, including agreements of purchase and sale that create or transfer interests in land and require registration to be effective against third parties.<br><br>5. Negotiable instruments.<br><br>6. Documents that are prescribed or belong to a prescribed class.<br>(2) Except for section 23 (contracts for carriage of goods), this Act does not apply to documents of title.<br><br>Documents that create or transfer interests in land and require registration to be effective against third parties must be kept in their original form. |
| Ont. 7             | Land Transfer Tax Act— Documents, Records and Accounts                                  | <i>Land Transfer Tax Act</i> , RSO 1990 Chapter L.6, s. 9.3.                                                                   | Event + 7 years<br>Event = date conveyance registered or information given to Minister unless written permission for earlier disposal received from Minister; at principal place of business in Ontario                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 8             | Constructors — Posting and Retention of Construction Notification Form                  | Construction Projects Regulation, under <i>The Occupational Health and Safety Act</i> , O.Reg 213/91, ss. 6 (3),(6), 19        | Event + 1 year<br>Event = project finished                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 9             | Engineer’s Safety Net Inspections/Tests Documentation                                   | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O.Reg 213/91, s. 19; ss. 26.8 (4),(5)  | Event + 1 year<br>Event = project finished<br><br>s. 26.8(4),(5) – a copy of inspection and testing of the safety net shall be kept at the project while safety net is in service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                                     | Ontario Citation                                                                                                                | Retention Requirement or Limitation Period                                                                                                                   |
|--------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 10            | Constructors — Lifeline System Designs                                                                             | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O.Reg 213/91, s. 26.9 (8) pars. 1, 6    | Event = Keep design at project while system in use.                                                                                                          |
| Ont. 11            | Constructors — Record of Servicing, Cleaning and Sanitizing of Facilities and Facilities Location Change Documents | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O.Reg 213/91, ss. 29 (9),(12)           | Event = Keep for duration of project                                                                                                                         |
| Ont. 12            | Workplace Accessibility Tax Incentive Certificates                                                                 | <i>Corporations Tax Act</i> , RSO 1990 Chapter C.40, s. 13.3 (10)                                                               | Not specified “retains”                                                                                                                                      |
| Ont. 13            | Provincial Offence Tax Prosecutions — Limitation Period                                                            | <i>Income Tax Act</i> , RSO 1990, Chapter I.2, s. 48.(3).                                                                       | Event + 8 years<br>Event = day subject matter of information/complaint arose                                                                                 |
| Ont. 14            | Income Tax Accounting Records and Books of Account                                                                 | <i>Income Tax Act</i> , RSO 1990, Chapter I.2, s. 39                                                                            | Event + 6 years<br>Event = End of last taxation year to which records relate; at person’s place of business or residence in Ontario; unless exceptions apply |
| Ont. 15            | Constructors — Design Drawings / Specifications                                                                    | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O.Reg 213/91, ss. 19, 236(7).           | Event + 1 year<br>Event = project finished                                                                                                                   |
| Ont. 16            | Employer Health Tax Act Offence Prosecutions — Limitation Period                                                   | <i>Employer Health Tax Act</i> , RSO 1990, Chapter E.11, s. 37.                                                                 | Event + 6 years<br>Event = date on which offence was, or is alleged to have been committed                                                                   |
| Ont. 17            | Elevating Devices — Inspection and Tests Records Logbook                                                           | Elevating Devices Regulation, under the <i>Technical Standards and Safety Act</i> , 2000, O.Reg. 209/01, ss. 33(6),(7), 34.(2). | Event + 5 years<br>Event = date of last entry                                                                                                                |
| Ont. 18            | Owner/Contractors — Elevating Device Log Books                                                                     | Elevating Devices Regulation, under the <i>Technical Standards and Safety Act</i> , 2000, O.Reg. 209/01, s. 34.                 | Event + 5 years<br>Event = date of last entry                                                                                                                |
| Ont. 19            | Owners — List of Emergency Contacts                                                                                | Elevating Devices Regulation, under the <i>Technical Standards and Safety Act</i> , 2000, O.Reg. 209/01 s. 37.(e)               | Keep to make available on request                                                                                                                            |
| Ont. 20            | Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions                                  | Elevating Devices Regulation, under the <i>Technical Standards and Safety Act</i> , 2000, O.Reg. 209/01, ss. 25.(2), 37.(f),(g) | Keep to make available on request and transfer to new owners                                                                                                 |
| Ont. 21            | Employer Health Tax Refunds — Limitation Period                                                                    | <i>Employer Health Tax Act</i> , RSO 1990, Chapter E.11, s. 6.(1)(b).                                                           | Event + 4 years<br>Event = day return required to be delivered                                                                                               |
| Ont. 22            | Environmental Offence Prosecutions — Limitation Period                                                             | <i>Environmental Protection Act</i> , R.S.O. 1990, c. E.19, s. 195.                                                             | Event + 2 years<br>Event = later of: date of offence and day evidence of offence first came to attention of person appointed under s. 5.                     |
| Ont. 23            | Generator — Waste Disposal Records                                                                                 | General - Waste Management Regulation, under the <i>Environmental Protection Act</i> , R.R.O. 1990, Reg. 347, ss. 18(8), (9).   | Minimum retention 2 years.<br>s. 18 (9) A record referred to in subsection (8) may be disposed of after two years                                            |
| Ont. 24            | Employers — Employee Name and Address Records                                                                      | <i>Employment Standards Act</i> , 2000, SO 2000, Chapter 41, ss. 15.(1) par. 1, 15(5) par. 1; s. 16                             | Event + 3 years<br>Event = date employee ceased to be employed by employer                                                                                   |
| Ont. 26            | Employers — Employment Records / Date Employment Started                                                           | <i>Employment Standards Act</i> , 2000, SO 2000, Chapter 41, ss. 15.(1) par. 3, 15.(5) par. 1; s. 16                            | Event + 3 years<br>Event = date employee ceased to be employed by employer                                                                                   |
| Ont. 27            | Schedule 1 Employers — Wages Record                                                                                | <i>Workplace Safety and Insurance Act</i> , 1997, SO 1997, Chapter 16, Schedule A, s. 80                                        | Not specified                                                                                                                                                |
| Ont. 28            | Accident and First Aid Records                                                                                     | First Aid Requirements Regulation, under the <i>Workplace Safety and Insurance Act</i> , 1997, RRO 1990, Reg. 1101, s. 5.       | Not specified                                                                                                                                                |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                                                       | Ontario Citation                                                                                                                                                                                                                                                                                | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                    |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 29            | Offence Prosecutions — Limitation Period                                                                                             | <i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 157.1.(1) 2</i>                                                                                                                                                                                                | Event + 2 years<br>Event = most recent act or omission upon which prosecution is based comes to knowledge of Board                                                                                                                                                                                                            |
| Ont. 30            | Fire Insurance Claims – Limitation Period                                                                                            | <i>Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14.</i>                                                                                                                                                                                                                           | s.14. Every action or proceeding against the insurer for the recovery of a claim under or by virtue of this contract is absolutely barred unless commenced within one year next after the loss or damage occurs.                                                                                                              |
| Ont. 31            | Record destruction indexes                                                                                                           | CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence                                                                                                                                                                                                                                  | Record of disposition actions shall be kept permanently as proof by the organization                                                                                                                                                                                                                                          |
| Ont. 32            | Municipal or other Government Emergency Plans                                                                                        | <i>Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, s. 10</i>                                                                                                                                                                                                              | Keep to make available on request during ordinary business hours of municipality, ministry or branch of government                                                                                                                                                                                                            |
| Ont. 33            | Joint Health & Safety Committee — Minutes of Proceedings                                                                             | <i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22).</i>                                                                                                                                                                                                                       | Not specified “shall maintain and keep”                                                                                                                                                                                                                                                                                       |
| Ont. 34            | Basic Limitation Period                                                                                                              | Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.                                                                                                                                                                                                                                          | Event + 2 years<br>Event=Second anniversary of the day on which the claim was discovered                                                                                                                                                                                                                                      |
| Ont. 35            | Ultimate Limitation Period                                                                                                           | <i>Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).</i>                                                                                                                                                                                                                    | Event + 15 years<br>Event = act or omission on which claim is based took place<br><br>NOTE: Allegation of sexual abuse should be retained Event +50                                                                                                                                                                           |
| Ont. 36            | Workers Compensation Prosecution Limitation                                                                                          | 01                                                                                                                                                                                                                                                                                              | Last Event +2<br><br>s. 157.1(1) A prosecution for an offence under this section shall not be commenced more than two years after the date on which the most recent act or omission upon which the prosecution is based came to the attention of the Board.                                                                   |
| Ont. 37            | WHMIS — Toxicological Data for Material Safety Sheets                                                                                | Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, R. R. O. 1990, R. 860, s. 25</i>                                                                                                                                         | Keep to provide on request                                                                                                                                                                                                                                                                                                    |
| Ont. 38            | Emissions and Verification Reports and Other Greenhouse Gas Emissions / Biomass Documentation / Data / Facility Information and Logs | Greenhouse Gas Emissions: Quantification, Reporting, and Verification O. R. 390/18, s. 24                                                                                                                                                                                                       | Event + 7 years<br>Event = End of reporting period to which relates                                                                                                                                                                                                                                                           |
| Ont. 39            | Safety Data Sheets — Limitation/Expiry Period                                                                                        | <i>Occupational Health and Safety Act, RSO 1990, Chapter. O.1, ss. 37(1), 39</i>                                                                                                                                                                                                                | Shall retain or prepare/make available                                                                                                                                                                                                                                                                                        |
| Ont. 40            | WHMIS — Hazard Assessments and Worker Education Programs                                                                             | Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 860, ss. 3.(1), 7</i>                                                                                                                                     | Not specified “shall ensure developed/assess”                                                                                                                                                                                                                                                                                 |
| Ont. 41            | Student Records- Ontario Student Record (OSR)                                                                                        | <i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1)(d)</i><br>Ontario Student Record (OSR) Guideline, 2000 Ministry of Education<br><a href="http://edu.gov.on.ca/eng/document/curricul/osr/osr.htm">http://edu.gov.on.ca/eng/document/curricul/osr/osr.htm</a><br><a href="#">#top</a>        | The following components of the OSR will be retained for 5 years after a student retires from school:<br><ul style="list-style-type: none"> <li>report cards</li> <li>the documentation file, where applicable</li> <li>additional information that is identified by the school board as appropriate for retention</li> </ul> |
| Ont. 42            | Student Records- Ontario Student Record (OSR)                                                                                        | <i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1)(d)</i><br>Ontario Student Record (OSR) Guideline, 2000 <i>Ministry of Education</i><br><a href="http://edu.gov.on.ca/eng/document/curricul/osr/osr.htm">http://edu.gov.on.ca/eng/document/curricul/osr/osr.htm</a><br><a href="#">#top</a> | The following components of the OSR will be retained for 55 years after a student retires from school:<br><ul style="list-style-type: none"> <li>the OSR folder</li> <li>the Ontario Student Transcripts (OST)</li> <li>the office index card</li> </ul>                                                                      |

| Citation Table No. | Subject Matter                                                                                              | Ontario Citation                                                                                                                                          | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 43            | Obligated Organizations / Educational or Training Institutions — Accessible Student Records and Information | Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> , O. Reg. 191/11, s. 15(1) par. 2 | Not specified “shall provide in accessible formats”<br>Description:<br>15.(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given: . . .<br>2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ont. 44            | Board of Education Secretary — Meeting Minutes and Ministry Reports                                         | <i>Education Act, RSO. 1990, Chapter E.2</i> , ss. 198(1)(a), (b); 207(4)                                                                                 | Not specified “is responsible for keeping/keep to provide on request of Ministry”<br>s.207(4) Any person may, at all reasonable hours, at head office of the board inspect the minute book, the audited annual financial report and current accounts of a board, and, upon the written request of any person and upon the pay to the board at the rate of 25 cents for every 100 words or at such lower rate as the board fix, the secretary shall furnish copies of them or extracts therefrom certified under the secretary’s hand.<br>See also Ont. 47<br>See also Ont. 65                                                                                                                                                                                                                                                                                                                                                                                                     |
| Ont. 45            | School Principals — Course Outlines                                                                         | Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990</i> , Reg. 298, ss. 11.(3)(c), (d)                                     | Not specified “shall retain”<br>Description:<br>11.(3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26.(3), . . .<br>(c) retain on file up-to-date copies of outlines of all courses of study that are taught in the school;<br>(d) upon request, make outlines of courses of study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 46            | Dissolved Boards of Education                                                                               | <i>Education Act, R.S.O. 1990, c. E.2</i> , s. 66.(4)                                                                                                     | Event = Shall be filed as Minister may direct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Ont. 47            | Board — Education Records Management / Archival Retention                                                   | <i>Education Act, RSO. 1990, Chapter E.2</i> , s. 171.(1), par. 38; 207(4)                                                                                | Not specified “may establish schedules for destruction”<br>Description:<br>171.(1) A board may, . . .<br>38. institute a program of records management that will, subject to the regulations in respect of pupil records,<br>i. provide for the archival retention by the board or the Archivist of Ontario of school registers, minute books of the board and its predecessors, documents pertaining to boundaries of school sections, separate school zones and secondary school districts, original assessment and taxation records in the possession of the board and other records considered by the board to have enduring value or to be of historical interest, and<br>ii. establish, with the written approval of the auditor of the board, schedules for the retention, disposition and eventual destruction of records of the board and of the schools under its jurisdiction other than records retained for archival use<br><br>See also Ont. 44<br>See also Ont. 65 |
| Ont. 48            | Professional Activity Day Evaluations                                                                       | School Year Calendar, Professional Activity Days Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 304, s. 8                                    | Not specified “shall retain”<br>Description:<br>8. In each year, every board shall undertake an annual evaluation of the activities of the professional activity days of the previous year and retain such evaluations on file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                   | Ontario Citation                                                                                                                                          | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 49            | Principals — Management of Pupil Records / Register of Pupils / Timetables and other Information | <i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1) (c), (e), (i)</i>                                                                                    | Not specified “duties to maintain/retain/dispose/register/prepare”<br>Description:<br>265.(1) It is the duty of a principal of a school, in addition to the principal’s duties as a teacher, ...<br>(c) to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister;<br>(e) to prepare a timetable, to conduct the school according to the timetable and relevant school year calendar, to make the timetable and calendar accessible to pupils, teachers, designated early childhood educators and supervisory officers, to assign classes and subjects to teachers and to assign junior kindergarten or kindergarten classes or extended day program units to designated early childhood educators; |
| Ont. 50            | Schools for the Blind and the Deaf Superintendents — Pupil Records                               | Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 296, s. 18.(f)</i>                                       | Not specified “shall maintain and retain”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 51            | Principal — School Visitors Book                                                                 | <i>Education Act, R.S.O. 1990, c. E.2, s. 265.(1)(n)</i>                                                                                                  | Not specified “to maintain a visitor’s book in the school when so determined by the board”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 52            | Board — Special Education Plan                                                                   | Special Education Programs and Services Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 306, ss. 2.(2), 6</i>                                   | Not specified “shall maintain/ensure is amended”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Ont. 53            | Principal — Individual Education Plans                                                           | Identification and Placement of Exceptional Pupils Regulation, under the <i>Education Act, O. Reg. 181/98, s. 8</i>                                       | See Ont. 41 OSR Guideline – IEP to be stored in the Documentation File                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Ont. 54            | School Councils — Meeting Minutes / Financial Transaction Records                                | School Councils and Parent Involvement Committees Regulation, under the <i>Education Act, O. Reg. 612/00, s. 16 (1)</i>                                   | 4 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ont. 55            | Ministry — Plans for School Buildings                                                            | Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, s. 2.(1)</i>                                                | Not specified “shall file”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 56            | Personal Criminal History                                                                        | Collection of Personal Information, under the <i>Education Act, O. Reg. 521/01, s. 2</i><br><i>Police Record Checks Reform Act, 2015, S.O. 2015, c.30</i> | Retention not specified<br>O. Reg. 521/01 s.2 “shall collect”<br>Police Record Checks Reform Act, 2015 what may be collected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 57            | Board — Performance Appraisal System Information                                                 | <i>Education Act, R.S.O. 1990, c. E.2, s. 277.45.(1)</i>                                                                                                  | Keep to make available on request<br><br>277.45(1) Every board shall make information about the performance appraisal system set out in this Part available to,<br>(a) teachers employed by the board;<br>(b) pupils who are enrolled in schools of the board and their parents;<br>(c) the chair of the school council for each school governed by the board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Ont. 58            | School Principals — Posting of Ministry Documents                                                | Operation of Schools — General Regulation, under the <i>Education Act, RRO 1990, Reg. 298, ss. 11 (12), (13)</i>                                          | Not specified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ont. 59            | Teachers — Teaching Plans and Outlines                                                           | Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, s. 20.(f)</i>                                               | Keep to provide on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 60            | Teachers — Reports Cards                                                                         | Operation of Schools — General Regulation, under the <i>Education Act, RRO 1990, Reg. 298, s. 11</i>                                                      | See Ont. 41 OSR Guideline – Report Cards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 61            | Supervisory Officers — Visit and Annual Reports                                                  | <i>Education Act, RSO. 1990, Chapter E.2, ss. 286.(1)(d), (f) to (h)</i>                                                                                  | Not specified “duty to prepare/make/furnish”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 62            | Documents regarding Parental and Pupil Input into Teacher Evaluations                            | <i>Education Act, RSO. 1990, Chapter E.2, ss. 277.32(2) to (6)</i>                                                                                        | Not specified “recording”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 63            | Board Secretary — Appeal Records for Education Development Charge By-law                         | <i>Education Act, RSO. 1990, Chapter E.2, ss. 257.66.(1), (2), 257.75.(1), (2)</i>                                                                        | Not specified “shall compile”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                                     | Ontario Citation                                                                                                                     | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 64            | False Register Offence                                                                                             | <i>Education Act, RSO. 1990, Chapter E.2, ss. 213 (1)</i>                                                                            | Not specified “keeps”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 66            | Secretary — Rural<br>Separate School Authority & Combined<br>Separate School Zones Supporter<br>Elector<br>Records | <i>Education Act, RSO. 1990, Chapter E.2, ss. 92(8), 94(2)</i>                                                                       | Not specified “shall enter”<br>See also Ont. 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ont. 67            | Student Trustee Issues — Vote<br>Records                                                                           | <i>Education Act, RSO. 1990, Chapter E.2, s. 55.(3)</i>                                                                              | Not specified “recorded vote”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Ont. 68            | Ministry Access to Personal Information                                                                            | <i>Education Act, RSO. 1990, Chapter E.2, s. 8.1</i>                                                                                 | Indirect Collection of Personal Information by Ministry of Education<br><br>8.1(1) The Minister may collect personal information, directly or indirectly, for purposes related to the following matters, and may use it for those purposes:<br>1. Administering this Act and the regulations, and implementing the policies and guidelines made under this Act.<br>2. Ensuring compliance with this Act, the regulations, and the policies and guidelines made under this Act.<br>3. Planning or delivering programs or services that the Ministry provides or funds, in whole or in part, allocating resources to any of them, evaluating or monitoring any of them or detecting, monitoring and preventing fraud or any unauthorized receipt of services or benefits related to any of them.<br>3.1 Planning or delivering extended day programs, allocating resources to them, evaluating or monitoring them or detecting, monitoring and preventing fraud or any unauthorized receipt of services or benefits related to them.<br>3.2 Providing for financial assistance related to extended day programs, evaluating or monitoring the provision of the assistance or detecting, monitoring and preventing fraud or any unauthorized receipt of benefits related to the assistance.<br>4. Risk management, error management or activities to improve or maintain the quality of the programs or services that the Ministry provides or funds, in whole or in part.<br>4.1 Risk management, error management or activities to improve or maintain the quality of extended day programs.<br>4.2 Risk management, error management or activities to improve or maintain the provision of financial assistance related to extended day programs.<br>5. Research and statistical activities that relate to education and are conducted by or on behalf of the Ministry.<br><br>Not a retention citation |
| Ont. 69            | Boards — Annual School<br>Calendars and Professional Activity Day<br>Agendas                                       | School Year Calendar, Professional Activity Days<br>Regulation, under the <i>Education Act, RRO 1990, Reg. 304, s. 4.1(1), 7 (1)</i> | Keep to make available on request at beginning of school years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ont. 70            | Schools for the Blind and the Deaf<br>Teachers — Teaching Plans and<br>Outlines                                    | Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO 1990, Reg. 296, s. 15.(d)</i>                     | Not specified “shall prepare/keep to provide Superintendent on request”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 71            | Boards — Exceptional Pupils<br>Placement Guides                                                                    | Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO 1990, Reg. 296, s. 16.(d)</i>                     | Not specified “shall record”<br>Description:<br>16. A residence counsellor shall, . . .<br>(d) record the growth and development of each pupil in the residence area;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                   | Ontario Citation                                                                                                                                                        | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 72            | Boards — Exceptional Pupils Placement Guides                                     | Identification and Placement of Exceptional Pupils Regulation, under the <i>Education Act</i> , O. Reg. 181/98, s. 13                                                   | Keep to provide parent on request at each school in the board's jurisdiction and at board's head office in various formats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 73            | School Councils — Annual Report                                                  | School Councils and Parent Involvement Committees Regulation, under the <i>Education Act</i> , O. Reg. 612/00, s. 24                                                    | Keep to provide parents on request/shall submit/post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 75            | Educational Institutions — Pupil Records / Ontario Education Number              | Ontario Education Numbers Regulation, under the <i>Education Act</i> , O. Reg. 440/01, s. 4 par. 1                                                                      | Not specified "maintained"<br>4. Educational institutions prescribed by section 1 shall use an individual's Ontario education number to identify the individual in the following types of material:<br>par. 1. All pupil records that are compiled and maintained in accordance with the Act or under any policy, guideline or directive issued by the Minister of Education relating to pupil records.                                                                                                                                                                                                                               |
| Ont. 76            | Minister of Education — Personal Information Collection                          | Ontario Education Numbers Regulation, under the <i>Education Act</i> , O. Reg. 440/01, s. 3                                                                             | Indirect Collection of Personal Information by Ministry of Education<br><br>3. The Minister of Education and officials of the Ministry of Education may collect from an educational institution prescribed by section 1 or 1.1 the following personal information about an individual who is or was enrolled in an educational institution prescribed by section 1 or who seeks or sought to be enrolled in the institution:<br>par. 1. The individual's full name, any name the individual prefers to use and any previous names the individual used.<br>par. 2. The individual's gender.<br>par. 3. The individual's date of birth. |
| Ont. 78            | Teachers' Learning Plans                                                         | Teacher Learning Plans Regulation, under the <i>Education Act</i> , O. Reg. 98/02, s. 2.(5)                                                                             | Not specified "shall retain"<br><br>2.(5) The teacher and the appropriate principal shall each sign the teacher's learning plan for the year and each of them shall retain a copy.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ont. 79            | Boards — Performance Appraisal Records                                           | Teacher Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 99/02, s. 9                                                                          | Event + 6 years<br>Event = Summative report to which record relates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 80            | Boards — New Teacher Performance Appraisal Records                               | Teacher Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 99/02, s. 17                                                                         | Event + 6 years<br>Event = Summative report to which record relates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 81            | Boards — Delegation Policies and Guidelines                                      | <i>Education Act</i> , RSO. 1990, Chapter E.2, s. 302.(9.1)                                                                                                             | Keep to make policies and guidelines available on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Ont. 82            | Boards — Securities Transaction Records                                          | Board Borrowing, Investing and Other Financial Matters Regulation, under the <i>Education Act</i> , O. Reg. 41/10, ss. 14.(1), (2)(e)                                   | See Fed.16 Books of Account FY+6<br>Not specified "shall include"<br><br>14.(1) If a board has an investment in a security prescribed under this Part, the board shall require the treasurer of the board to prepare an investment report as part of the treasurer's annual financial report to the board.                                                                                                                                                                                                                                                                                                                            |
| Ont. 83            | Boards — Statement of Board's Investment Policies and Goals                      | Board Borrowing, Investing and Other Financial Matters Regulation, under the <i>Education Act</i> , O. Reg. 41/10, s. 13.(1)                                            | Not specified "shall adopt"<br><br>13.(1) Before a board invests in a security prescribed under this Part, the board shall, if it has not already done so, adopt a statement of the board's investment policies and goals.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 84            | Principals and Vice Principals— Performance Plans Growth Plans Improvement Plans | Principal and Vice-Principal Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 234/10, ss. 3.(1), (6), 6(4), 7(6), 11(5), 12(6)(7), 24, 48, 50 | Event + 6 years<br><br>Event = Summative reports of performance appraisals to which records relate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ont. 89            | Boards — Appraisal Info                                                          | Principal and Vice-Principal Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 234/10, s. 26                                                   | Keep to make available on request<br>26.(1) Every board shall make information about the performance appraisal system set out in this Part available to,<br>(a) supervisory officers, principals and vice-principals employed by the board;<br>(b) teachers employed by the board;<br>(c) pupils who are enrolled in schools of the board and their parents; and<br>(d) the chair of the school council for each school governed by the board.                                                                                                                                                                                        |

| Citation Table No. | Subject Matter                                                                                             | Ontario Citation                                                                                                                                                          | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 90            | Audit Committees — Conflict of Interest Records / Minutes                                                  | Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, ss. 14(3),                                                                                  | See Fed.16 Books of Account FY+6<br><br>Not specified “shall be recorded”<br><br>14(3) If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter. |
| Ont. 91            | Audit Committees — Audit Annual Reports                                                                    | Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, ss. 9(7), 15                                                                                | See Fed.16 Books of Account FY+6<br>Not specified “shall report /submit”                                                                                                                                                                                                                                                                                                                                    |
| Ont. 92            | Audit Committees — Minutes                                                                                 | Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, s. 11(7); s.207(4)                                                                          | Not specified “shall ensure taken”<br>See also Ont. 47                                                                                                                                                                                                                                                                                                                                                      |
| Ont. 93            | Director of Education — School Councils Summary of Activities                                              | School Councils and Parent Involvement Committees Regulation, under the <i>Education Act</i> , O. Reg. 612/00, s. 50.(3)                                                  | Not specified “shall provide/post”<br>See Ont.102<br>Event = Shall retain in accordance with policies of board. Shall be available for examination at the board’s office and on the Board website for four years                                                                                                                                                                                            |
| Ont. 94            | Parent Involvement Committees — Minutes of Meetings and Financial Transactions Record                      | School Councils and Parent Involvement Committees Regulation, under the <i>Education Act</i> , O. Reg. 612/00, s. 44                                                      | Event = Shall retain in accordance with policies of board<br><br>Shall be available for examination at the board’s office and on the Board website for four years                                                                                                                                                                                                                                           |
| Ont. 95            | Boards — Emergency Procedures                                                                              | Extended Day and Third Party Programs Regulation, under the <i>Education Act</i> , O. Reg. 221/11, ss. 22(6), (7)                                                         | Keep to make available on request                                                                                                                                                                                                                                                                                                                                                                           |
| Ont. 96            | Boards — Annual Day Care and Third Party Program Reports                                                   | Extended Day and Third Party Programs Regulation, under the <i>Education Act</i> , O. Reg. 221/11, ss. 24(4), (5)                                                         | Not specified “shall submit”                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 97            | School Boards — Annual Reports of Elementary School Class Size                                             | Class Size Regulation, under the <i>Education Act</i> , O. Reg. 132/12, s. 11                                                                                             | Not specified “shall submit/shall ensure kept at head office of board and at the office of each school of the board, and made available on request”                                                                                                                                                                                                                                                         |
| Ont. 98            | School Board Annuals — Reports of Secondary School Class Size                                              | Class Size Regulation, under the <i>Education Act</i> , O. Reg. 132/12, s. 15                                                                                             | Not specified “shall submit/keep to make available on request at head office of board / and school offices”                                                                                                                                                                                                                                                                                                 |
| Ont. 99            | Boards — Roster of Occasional Teachers / Long Term Teachers Lists                                          | Hiring Practices Regulation, under the <i>Education Act</i> , O. Reg. 274/12, ss. 3, 4                                                                                    | Not specified “shall maintain/post on website                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 100           | Boards — Policy and Guideline Changes                                                                      | <i>Education Act</i> , R.S.O. 1990, c. E.2, s. 301(11)                                                                                                                    | Not specified “shall submit”<br>Event = Shall retain in accordance with policies of board<br>Minister may require boards to submit any policy or guideline established under section 302 to the Ministers and to implement changes to the policy or guideline as directed by the Minister.                                                                                                                  |
| Ont. 101           | Boards — Posting of Bullying Prevention and Intervention Plans                                             | <i>Education Act</i> , R.S.O. 1990, c. E.2, s. 303.3(4)                                                                                                                   | Not specified<br>Event = Shall retain in accordance with policies of board                                                                                                                                                                                                                                                                                                                                  |
| Ont. 102           | Principals — Posting of Bullying Prevention and Intervention Plans                                         | <i>Education Act</i> , R.S.O. 1990, c. E.2, s. 303.3(5)                                                                                                                   | Not specified<br><br>303.3(5) A principal of a school shall make the board’s bullying prevention and intervention plan available to the public by posting it on the school’s website or, if the school does not have a website, in another manner that the principal considers appropriate.                                                                                                                 |
| Ont. 103           | Boards — Suspension and Expulsion Reports                                                                  | <i>Education Act</i> , R.S.O. 1990, c. E.2, s. 314.5(1)                                                                                                                   | Not specified “shall submit”<br><br>314.5(1) Every board shall submit annual reports to the Minister, in accordance with the policies or guidelines under subsection 301(7.3), respecting suspensions and expulsions                                                                                                                                                                                        |
| Ont. 104           | Ministry of Education — “Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016” | <i>Education Act</i> : Calculation Of Average Daily Enrolment For The 2014-2015 School Board Fiscal Year Regulation, under the <i>Education Act</i> , O. Reg. 75/14, s. 2 | Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website                                                                                                                                                                                                                                                                                              |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                            | Ontario Citation                                                                                                                                                                                                                   | Retention Requirement or Limitation Period                                                                                                                             |
|--------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 105           | Ministry of Education — Grants                                                                            | Education Act: Grants for Student Needs — Legislative Grants for the 2014-2015 School Board Fiscal Year Regulation, under the <i>Education Act</i> , O. Reg. 76/14, s. 3; as am. O. Reg. 199/15, s. 1; as am. O. Reg. 214/16, s. 1 | Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website                                                         |
| Ont. 106           | Ministry of Education — Grants                                                                            | Grants for Student Needs — Legislative Grants for the 2015-2016 School Board Fiscal Year, under the <i>Education Act</i> , O. Reg. 195/15, s. 3; as am. O. Reg. 219/16, s. 1                                                       | Keep to make available on request at offices of Education Finance Branch of the Ministry of Education / on Ministry's website                                          |
| Ont. 107           | Boards — Posting of Positions of Assignments                                                              | Hiring Practices Regulation, under the <i>Education Act</i> , O. Reg. 274/12, ss. 12(1), 13(1), 14(2)                                                                                                                              | Not specified<br>See Fed. 33 - 6 years                                                                                                                                 |
| Ont. 108           | Boards — Long-Term Occasional Teachers Lists                                                              | Hiring Practices Regulation, under the <i>Education Act</i> , O. Reg. 274/12, s. 10(1), (4)                                                                                                                                        | Not specified "shall maintain/post"<br>See Fed. 33 - 6 years                                                                                                           |
| Ont. 109           | Boards — Asthma Policies                                                                                  | <i>Ryan's Law (Ensuring Asthma Friendly Schools)</i> , 2015, S.O. 2015, c. 3, s. 2(1)                                                                                                                                              | Not specified "shall maintain"                                                                                                                                         |
| Ont. 110           | Schools Boards — Anaphylactic Policies                                                                    | <i>Sabrina's Law</i> , 2005, S.O. 2005, c. 7, s. 2.(1)                                                                                                                                                                             | Not specified "shall maintain"                                                                                                                                         |
| Ont. 111           | School, Private School, Day Nursery Operators — Pre 1990 Plumbing Daily Flushing and Verification Records | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 4(4), (5), 9                                                                              | 6 years                                                                                                                                                                |
| Ont. 112           | School, Private School, Day Nursery Operators — Cold Water Sample and Lead Testing Records                | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, s. 5(2) par. 12, 9                                                                            | 6 years                                                                                                                                                                |
| Ont. 113           | School, Private School, Day Nursery Operators — Safe Drinking Water Records/Test Results                  | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, s. 8.(1) par. 1, (3)                                                                          | 2 years; at school during normal business hours                                                                                                                        |
| Ont. 114           | School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders                     | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 8(1) par. 2, (3)                                                                          | 6 years; but shall keep readily available at school                                                                                                                    |
| Ont. 115           | School, Private School, Day Nursery Operators — Test Result Reports/Orders                                | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 8(1) par. 3, (3)                                                                          | 6 years; 2 years readily available at school                                                                                                                           |
| Ont. 116           | School, Private School, Day Nursery Operators — Regulations                                               | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, 8(1)                                                                                          | Keep to make available on request at school                                                                                                                            |
| Ont. 117           | School, Private School, Day Nursery Operators — Records Retention                                         | <i>Schools, Private Schools and Child Care Centres Regulations</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 9.(1), (2)                                                                               | See Ont. 121                                                                                                                                                           |
| Ont. 118           | School, Private School, Day Nursery Operators — Director's Directions                                     | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 8(1) par. 3.1, (4)                                                                        | 6 years; 2 years readily available at school                                                                                                                           |
| Ont. 119           | School, Private School, Day Nursery Operators — Combined Report                                           | <i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act</i> , 2002, O. Reg. 243/07, ss. 9(1) par. 5, (2)                                                                          | 6 years; 2 years readily available at school                                                                                                                           |
| Ont. 120           | Health Tax – Limitation Period                                                                            | <i>Employer Health Tax Act</i> , RSO 1990, c. E.11, s. 8(1)                                                                                                                                                                        | Event + 4 years<br>Event = later of (1) the day on which the return was delivered or received by the Minister and (2) the day the return was required to be delivered. |
| Ont. 121           | Complaints — Limitation Period                                                                            | <i>Human Rights Code</i> , RSO 1990, c. H.19, s. 34.(1)                                                                                                                                                                            | Event + 1 year<br>Event = incident to which application relates or last incident in series                                                                             |
| Ont. 122           | Applications regarding Contravened Settlements — Limitation Period                                        | <i>Human Rights Code</i> , RSO 1990, c. H.19, s. 45.9.(3)                                                                                                                                                                          | Event + 6 months<br>Event = contravention or last of contravention in series                                                                                           |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                 | Ontario Citation                                                                                                                                      | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 123           | Designations of Special Programs — Limitation Period                           | <i>Human Rights Code, R. S. O. 1990, c. H.19, s. 14(6); as en. S. O. 2006, c. 30, s. 1</i>                                                            | Event + 5 years<br>Event = day issued or earlier as may be specified by Commission                                                                                                                                                                                                                                |
| Ont. 124           | Industrial Establishment Accident Records                                      | Industrial Establishments Regulation, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 851, ss. 5.(3),(4), 6</i>                       | 6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for,<br><br>(a) a period of at least one year; or<br><br>(b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.                                 |
| Ont. 125           | Pension Benefits Offence Prosecutions — Limitation Period                      | <i>Pension Benefits Act, RSO 1990, c. P.8, s. 110(6)</i>                                                                                              | Event + 5 years<br>Event = Offence occurred or alleged occurred                                                                                                                                                                                                                                                   |
| Ont. 126           | Minister — Posting of Accessibility Standards                                  | <i>Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 10.(1).</i>                                                         | Not specified                                                                                                                                                                                                                                                                                                     |
| Ont. 127           | Minister — Posting of Progress Reports                                         | <i>Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 11.(2).</i>                                                         | Not specified                                                                                                                                                                                                                                                                                                     |
| Ont. 128           | Income Tax Offences Limitations                                                | <i>Income Tax Act, RSO 1990, c. I.2, s. 48.(3)</i>                                                                                                    | Event + 8 years (Event = Date of Information or Complaint)<br>48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose. |
| Ont. 129           | Employee wages                                                                 | <i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Sched. A, s. 80(1)</i>                                                                   | 80.(1) A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario.<br><br>See Fed. 27 6 years                                                                                                                                            |
| Ont. 130           | Operational Procedures, Tests and Corrective Measures Records                  | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1 to 1.1.2.3</i>                              | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                           |
| Ont. 131           | Fire Safety Plans                                                              | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg 213/07, Division B, Part II, s. 2.8.2.1, Division C, s. 1.3.2.5.(3)</i>      | Not specified "shall be kept in building in an approved location"                                                                                                                                                                                                                                                 |
| Ont. 132           | Posting of Fire Emergency Procedures                                           | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part II, ss. 2.8.2.5.(1),(2)</i>                             | Not specified                                                                                                                                                                                                                                                                                                     |
| Ont. 133           | Fire Drill Records                                                             | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part II, s. 2.8.3.4.(1), (2)</i>                             | Event + 1 year (12 months)<br>Event = fire drill                                                                                                                                                                                                                                                                  |
| Ont. 134           | Posting of Portable Extinguisher Locations/Operating Instructions              | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, ss. 6.2.1.5, 6.2.4.4</i>                            | Recommend Post Most Current                                                                                                                                                                                                                                                                                       |
| Ont. 135           | Portable Extinguisher — Maintenance Records                                    | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.2.7.5</i>                                      | Not specified "shall be maintained"<br><br>Recommend Event + 2 years (Event = Maintenance)                                                                                                                                                                                                                        |
| Ont. 136           | Tests Records of Devices, Components and Circuits of Fire Alarm Systems        | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.3.2.2.(4), Division B, s. 1.1.2.1, 1.1.2.2</i> | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                           |
| Ont. 137           | Test Records of Fire Alarm Monitoring Signals                                  | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division A, Part VI, s. 6.3.2.2.(5), Division B, s. 1.1.2.1, 1.1.2.2</i> | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                           |
| Ont. 138           | Sprinkler Systems Inspections Records                                          | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, ss. 6.5.1.8.(1),(2)</i>                             | Not specified "shall be kept"<br><br>Recommend Event + 2 years (Event = Inspection)                                                                                                                                                                                                                               |
| Ont. 139           | Special Fire Suppression Systems — Inspection, Maintenance and Testing Records | Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.8.2.2, Division B, s. 1.1.2.1, 1.1.2.2</i>     | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                           |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                          | Ontario Citation                                                                                                                                                                       | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 140           | Fire Protection Systems — Test, Corrective, Measure or Operational Procedure Reports    | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, OR 213/07, Division B, s. 1.1.2.2 (2)                                                                           | Event = Shall be retained throughout life of systems.                                                                                                                                                                                                                                                                          |
| Ont. 141           | Lead Employers / Contractors — Confined Space Co-ordination Documents                   | Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, ss. 4.(2),(4), 21                                                                        | Longer of:<br>Event + 1 year (Event = document created)<br>Or:<br>Event = Period necessary to ensure 2 most recent records of each kind are retained                                                                                                                                                                           |
| Ont. 142           | Employers — Confined Space Assessments                                                  | Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , 1997, OR 632/05, ss. 6.(1) to (4)                                                                   | Not specified “shall ensure carried out/recorded in writing”                                                                                                                                                                                                                                                                   |
| Ont. 143           | Employers — Confined Space Atmospheric Test Records                                     | Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05 ss. 18 (1) to (6); s. 21.(1)                                                              | Longer of:<br>Event + 1 year<br>Event = Document created<br>Or:<br>Event = Period necessary to ensure 2 most recent records retained                                                                                                                                                                                           |
| Ont. 144           | Employers — Confined Space Programs                                                     | Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, s. 5.(1);                                                                                | Not specified “shall ensure maintained”                                                                                                                                                                                                                                                                                        |
| Ont. 145           | Employers — Confined Space Plans                                                        | Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, s. 7.(1)                                                                                 | Not specified “shall ensure developed”                                                                                                                                                                                                                                                                                         |
| Ont. 146           | Employers — Workplace Violence / Harassment Policies and Information                    | <i>Occupational Health and Safety Act</i> , R. S. O. 1990, c. O. 1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.                                                                       | Not specified “shall prepare/keep to provide on request”                                                                                                                                                                                                                                                                       |
| Ont. 147           | Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results | Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 25 (c)                                                                           | Keep no less than 5 years                                                                                                                                                                                                                                                                                                      |
| Ont. 148           | Employers — Worker Personal Exposure Records                                            | Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 27                                                                               | Not specified “shall provide”                                                                                                                                                                                                                                                                                                  |
| Ont. 149           | Physicians — Worker Personal Exposure Records                                           | Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 30                                                                               | Later of:<br>Event + 40 years<br>Event = Date first record created in personal exposure record<br>And:<br>Event + 20 years<br>Event = Date last record added to personal exposure record<br>And<br>If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates |
| Ont. 150           | Physicians — Worker Clinical Tests and Examination Records                              | Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 31                                                                               | Later of:<br>Event + 40 years<br>Event = Date first record created in personal exposure record<br>And:<br>Event + 20 years<br>Event = Date last record added to personal exposure record<br>And<br>If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates |
| Ont. 151           | Constructors or Employers — Posting of Health/Safety Committee Information              | <i>Occupational Health and Safety Act</i> , RSO 1990, c. O.1, s. 9(32).                                                                                                                | Not specified<br>Recommend Posting Most Current                                                                                                                                                                                                                                                                                |
| Ont. 152           | Building Owners / Employers — Posting of Clearance Air Testing Results                  | Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the <i>Occupational Health and Safety Act</i> , OR 278/05, s. 18.(8) | Not specified                                                                                                                                                                                                                                                                                                                  |
| Ont. 153           | Pesticide Offence Proceedings — Limitation Period                                       | <i>Pesticides Act</i> , RSO 1990, c. P. 11, s. 48                                                                                                                                      | Event + 2 years                                                                                                                                                                                                                                                                                                                |

| Citation Table No. | Subject Matter                                                       | Ontario Citation                                                                                                                                                  | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                    |                                                                      |                                                                                                                                                                   | Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 154           | Employers — Assessment for Hazardous Materials                       | <i>Occupational Health and Safety Act, RSO. 1990, c. O. 1, s. 39</i>                                                                                              | Keep to make available on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 155           | Posting of Warning of Hazardous Physical Agents                      | <i>Occupational Health and Safety Act, RSO 1990, c. O. 1, ss. 41 (1),(2)</i>                                                                                      | Not specified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 156           | Posting of Hazardous Physical Agents Notices                         | <i>Occupational Health and Safety Act, RSO 1990, c. O. 1, ss. 41 (3),(4)</i>                                                                                      | Not specified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 157           | Employers — Assessment for Hazardous Materials                       | <i>Occupational Health and Safety Act, RSO. 1990, c. O. 1, s. 39</i>                                                                                              | Keep to make available on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 158           | Employers — Hazardous Biological or Chemical Agent Exposure Records  | Control of Exposure to Biological or Chemical Agents Regulations, under the <i>Occupational Health and Safety Act, RRO 1990, R. 833, s. 8.(4)</i>                 | Keep to make available to physician on request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 159           | Notice of Garnishment Extension Orders — Limitation Period           | Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act</i> , OR 258/98, rule 20.08.(2.1)                                                  | Event + 6 years<br>Event = Order made; unless leave of court                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 160           | Notice of Garnishment where Extension Order — Limitation Period      | Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act</i> , OR 258/98 rule 20.08.(2.2),(2.3)                                             | Event + 1 year<br>Event = Date order granting leave to issue made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 161           | Notices of Garnishment — Limitation Period                           | Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act</i> , OR 258/98, rule 20.08.(5.1),(5.2)                                            | Event + 6 years<br>Event = Date of issue or renewal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ont. 162           | Registered Code Agency Records — Construction Inspections and Orders | Building Code Regulation, (Part V), under the <i>Building Code Act, 1992</i> , OR 332/12, Division C, ss. 3.7.4.2.(3) to (5)                                      | Not specified “shall prepare”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 163           | Engineer’s Safety Net Inspections/Tests Documentation                | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , OR 213/91, s. 19; ss. 26.8.(4),(5)                                        | Event + 1 year<br>Event = Project finished                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ont. 164           | Workplace Hazardous Materials Information System (WHMIS)             | Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, RRO. 1990, R. 860, ss. 3.(1), 7</i>        | Not specified “shall ensure developed/assess”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Ont. 165           | Monitoring & Reporting                                               | Airborne Contaminant Discharge Monitoring and Reporting Regulation, under the <i>Environmental Protection Act</i> , OR 127/01, ss. 6, 12, 13                      | Event + 7 years<br>Event = Day report required to be submitted or day record required to be prepared<br>12. The owner and the operator of a facility who are required to ensure that a report is submitted under section 6 shall ensure that a copy of the report and of any record prepared for the purposes of the report are kept for at least seven years after the day the report is required to be submitted and shall ensure that any other record required to be prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared |
| Ont. 166           | Monitoring & Reporting                                               | Airborne Contaminant Discharge Monitoring and Reporting Regulation, under the <i>Environmental Protection Act</i> , O. R. 127/01, s. 11; as am. O. R. 37/06, s. 8 | Event = Shall be maintained in accordance with Guideline.<br>11. The owner and the operator of a facility who are required under section 3 or 4 to ensure that air emissions of a contaminant are monitored and calculated shall ensure that such records as may be specified in the Guideline are prepared and maintained in accordance with the Guideline.                                                                                                                                                                                                                                 |
| Ont. 167           | Engineers’ Log Books                                                 | Operating Engineers Regulation, under the <i>Technical Standards and Safety Act, 2000</i> , OR 219/01, s. 37                                                      | Event + 3 years<br>Event = Last entry made; at plant; shall retain electronic log or hard copies; logbook shall be bound and constructed so pages numbered and cannot be removed; in ink; any corrections shall not be erased but crossed out, corrected and initialled; if electronic user shall ensure dated paper print-out is created at end of each shift; No person shall destroy without permission of owner or user, or remove logbook from plant                                                                                                                                    |

| Citation Table No. | Subject Matter                                                                                                  | Ontario Citation                                                                                                                                                             | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 168           | Fire Systems Inspections Approved Records                                                                       | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part VI, ss. 6.5.1.8(1), (2)                                              | Not Specified “shall be kept”. An “Approved” record means approved by the Chief Fire Official.                                                                                                                                                                                                                                                             |
| Ont. 169           | Ontario Water Resources Act Offence Proceedings — Limitation Period                                             | <i>Ontario Water Resources Act</i> , RSO. 1990, c. O. 40, s. 94                                                                                                              | Event + 2 years<br>Event = later of: date offence committed and date: offence first came to attention of designated person                                                                                                                                                                                                                                 |
| Ont. 170           | Fixed Support Inspections, Tests, Repairs, Modifications and Maintenance Forms                                  | Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O. Reg. 213/91, s. 141.4(6)                                                          | Not specified “shall keep permanent record”                                                                                                                                                                                                                                                                                                                |
| Ont. 171           | Scaffold/Anchor Points Log Book                                                                                 | Window-Cleaning Regulation, under the <i>Occupational Health and Safety Act</i> , RRO 1990, Reg. 859, s. 41.(5)                                                              | Event = Maintain and retain as long as anchor points and suspended scaffold are used                                                                                                                                                                                                                                                                       |
| Ont. 172           | Hydrant Operations Records                                                                                      | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part VI, s. 6.6.5.8, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3           | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                                                                    |
| Ont. 173           | Emergency Electrical Power Supply Records                                                                       | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3                                                       | Event = Shall be maintained as required in CSA–C282, “Emergency Electrical Power Supply for Buildings                                                                                                                                                                                                                                                      |
| Ont. 174           | Liquid Gain or Loss Measurements for Storage Tests                                                              | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3 | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                                                                    |
| Ont. 175           | Out of Service Underground Storage Tanks — Liquid Measurement Levels Records                                    | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.17.1(1)(a), (2)(c), (3)(a)(i), (ii)                      | Not specified “shall be retained”                                                                                                                                                                                                                                                                                                                          |
| Ont. 176           | Piping Systems for Flammable Liquids or Combustible Liquids Documentation                                       | Fire Code, under the <i>Fire Protection and Prevention Act</i> , 1997, O. Reg. 213/07, Division B, Part IV, s. 4.4.6.2, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3           | Event + 2 years<br>Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request                                                                                                                                                                                    |
| Ont. 177           | Auditor’s Reports                                                                                               | <i>Municipal Act, 2001</i> , SO 2001, c. 25, ss. 296.(6), (7)                                                                                                                | Keep to make available during normal office hours                                                                                                                                                                                                                                                                                                          |
| Ont. 178           | Parking Conviction Records                                                                                      | <i>Provincial Offences Act</i> , RSO 1990, c. P.33, s. 18.2.(6)                                                                                                              | Not specified “shall record”                                                                                                                                                                                                                                                                                                                               |
| Ont. 179           | Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period | <i>Provincial Offences Act</i> , RSO 1990, c. P.33, s. 18.1.(2)                                                                                                              | 75 days                                                                                                                                                                                                                                                                                                                                                    |
| Ont. 180           | Building Code Act Offence Prosecutions — Limitation Period                                                      | <i>Building Code Act</i> , 1992, SO 1992, c. 23, s. 36.(8), (8.1)                                                                                                            | 1 year<br>36.(8) No proceeding under this section shall be commenced more than 1 year after the time when the subject-matter of the proceeding arose.                                                                                                                                                                                                      |
| Ont. 181           | Recovery of Future Estate Claims — Limitation Period                                                            | <i>Real Property Limitations Act</i> , RSO. 1990, c. L. 15, s. 6(1).                                                                                                         | Longer of:<br>Event + 5 years<br>Event = Estate of entitled person vested in possession<br>And:<br>Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)                                                                                                                                   |
| Ont. 182           | Operations and Maintenance Manuals                                                                              | Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , O. Reg. 129/04, s. 20                                                         | 2 years and after review                                                                                                                                                                                                                                                                                                                                   |
| Ont. 182           | Operator–in–charge — Adjustment and Equipment Operating Status Records                                          | Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , OR 129/04, ss. 18.(2)(c)(d).                                                  | Not specified “shall ensure maintained/prepared”                                                                                                                                                                                                                                                                                                           |
| Ont. 183           | Financial Statements - Annual                                                                                   | <i>Municipal Act, 2001</i> , SO 2001, c. 25, s. 294.1                                                                                                                        | Not specified “shall prepare”<br>294.1 A municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                                                   | Ontario Citation                                                                                                                                 | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 184           | Pregnancy / Parental / Emergency Leaves                                                                          | <i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(7)</i>                                                                                  | Event + 3 years<br>Event = day after which the leave expired                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ont. 185           | Employee Work Hours                                                                                              | <i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(1), par. 4</i>                                                                          | CY +5 years<br>15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:<br>.....<br>3. For information referred to in paragraph 4 of subsection (1) or in subsection (5, years after the day or week to which the information relates                                                                                                                                                                                                                                                                                                                                        |
| Ont. 186           | Schedule 1 Employers — Wages Record                                                                              | <i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Schedule A, s. 80</i>                                                               | Not specified “shall keep in Ontario”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 187           | Wage Statements and Termination Pay Records                                                                      | <i>Employment Standards Act, 2000, SO 2000, c. 41, ss. 15(1) par. 5; s. 15(5) par. 4; s. 16</i>                                                  | Event + 3 years<br>Event = Information given to employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ont. 188           | Accessibility Training Records - Designated Public Sector Organizations                                          | Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5)</i> | Not specified “shall keep”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 289           | Annual Status Reports -- Designated Public Sector Organizations                                                  | Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(3)</i> | Not specified “shall prepare/post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Ont. 190           | Multi-Year Accessibility Plans - Designated Public Sector Organizations                                          | Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)</i> | Not specified “shall maintain/post/review every 5 years”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ont. 191           | Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports & compliance information | <i>Accessibility for Ontarians with Disabilities Act, 2005, SO. 2005, c. 11, ss. 14.(1) to (4), 17</i>                                           | Shall file and keep to make available to the public on request.<br>Shall provide the director with reports or information relating to the compliance of the person or organization with the accessibility standards.<br><br>CY+6<br>The Accessibility Directorate Compliance reports for 6 years.                                                                                                                                                                                                                                                                                                                                                                                     |
| Ont. 192           | Operator-in-charge Records                                                                                       | Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act, OR 129/04, s. 17.(2).</i>                              | Not specified “shall ensure maintained”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ont. 193           | Posting of Certificate of Classification of Facility                                                             | Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act, OR 129/04, s. 4.(5)</i>                                | Not specified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ont. 194           | Accident Claims – Limitation Period                                                                              | <i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Schedule A, s. 22(1), (3)</i>                                                       | Event + 6 months<br>Event = accident or when worker learns he/she suffers from disease<br>22.(1) A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease.                                                                                                                                                                                                                                                                                    |
| Ont. 195           | Construction Accident Records                                                                                    | Construction Projects Regulation, under the <i>Occupational Health and Safety Act, OR 213/91, s. 10</i>                                          | Permanent<br>10.(1) An employer shall keep in the employer’s permanent records a record of any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker from performing his or her usual work.<br>(2) The record shall include particulars of,<br>(a) the nature and circumstances of the occurrence and the injury sustained by the worker;<br>(b) the time and place of the occurrence;<br>(c) the name and address of the injured worker; and<br>(d) the steps taken to prevent a recurrence.<br>(3) An employer to whom subsection (1) applies shall make the record available to an inspector upon request. |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                 | Ontario Citation                                                                                    | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 196           | Health & Occupational Safety Prosecutions Limitation Period –                  | <i>Occupational Health and Safety Act, RSO 1990, c. O.1, s. 69</i>                                  | Event + 1 year<br>Event = last act or default<br>69. No prosecution under this Act or the regulations shall be instituted more than one year after the later of,<br>(a) the occurrence of the last act or default upon which the prosecution is based; or<br>(b) the day upon which an inspector becomes aware of the alleged offence. 2017, c. 34, Sched. 30, s.5.                                                                                                                                                                                                                                                              |
| Ont. 197           | Proceedings Where No Limitation Period                                         | <i>Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1)</i>                                | Event = There is no limitation period for<br>- Environmental Claims not discovered<br>- sexual assault or sexual misconduct proceedings<br>- proceedings with no consequential relief or to enforce a court order<br>- arbitration act or civil remedies act proceeding<br>- proceeding with collateral                                                                                                                                                                                                                                                                                                                          |
| Ont. 198           | Municipal By-law Votes — Limitation Period                                     | <i>Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5)</i>                            | Event + 4 years<br>Event = day action took effect, or voting day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 199           | Provincial Offence Prosecutions — Limitation Period                            | <i>Provincial Offences Act, RSO 1990, c. P.33, s. 76</i>                                            | Retention/Limitation:<br>Event + 0.5 years (6 months) Event = Date offence was/alleged committed<br>Description:<br>76.(1) A proceeding shall not be commenced after the expiration of any limitation period prescribed by or under any Act for the offence or, where no limitation period is prescribed, after six months after the date on which the offence was, or is alleged to have been, committed.<br>(2) A limitation period may be extended by a justice with the consent of the defendant.                                                                                                                            |
| Ont. 200           | Land and Legacy Claims — Limitation Period                                     | <i>Real Property Limitations Act, RSO 1990, c. L. 15, s. 23.(1)</i>                                 | Event + 10 years<br>Event = Acknowledgement/last payment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ont. 201           | Audit of pupil enrolment records and related documents                         | <i>Ministry of Education Enrolment Management Instructions for Elementary and Secondary Schools</i> | The Ministry requires that for audit purposes, pupil enrolments and various related documents must be retained for the current year plus two additional school years (CY+2). Records can be stored electronically or in paper format unless otherwise specified. Where a principal's certification/signature is required (electronic signatures are acceptable), it can also be stored in an electronic (e-mails are acceptable) or paper format.<br><br><a href="http://www.edu.gov.on.ca/eng/policyfunding/forms.html#ec">http://www.edu.gov.on.ca/eng/policyfunding/forms.html#ec</a><br>See above link for list of documents |
| Ont. 202           | Supervised Alternative Learning & Other Excusals from Attendance at School     | <i>Education Act Reg. 374/10</i>                                                                    | <a href="https://www.ontario.ca/laws/regulation/100374#BK">https://www.ontario.ca/laws/regulation/100374#BK</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 203           | Serious Student Incidents reported on the Safe Schools Incident Reporting Form | Progressive Discipline & Promoting Positive Student Behaviour                                       | Policy/Program Memorandum 145<br><a href="http://www.edu.gov.on.ca/extra/eng/ppm/145.pdf">www.edu.gov.on.ca/extra/eng/ppm/145.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ont. 204           | Psychological Services Provider Client Records                                 | College of Psychologists of Ontario – Standards of Professional Practice 2017                       | <a href="http://www.cpo.on.ca/WorkArea/DownloadAsset.aspx?id=1716">http://www.cpo.on.ca/WorkArea/DownloadAsset.aspx?id=1716</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ont. 205           | Speech Service providers Client Records                                        | College of Audiologists and Speech Language Pathologists of Ontario                                 | <a href="http://www.caslpo.com/express/current-issue/volume-1-issue-2-sept-2015">http://www.caslpo.com/express/current-issue/volume-1-issue-2-sept-2015</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Ont. 206           | Environmental Assessments                                                      | <i>Environmental Assessment Act, RSO 1990, c. E. 18, s. 6.1(1); s. 6.4(1)</i>                       | Not specified “shall prepare/keep to provide on request at times set out in notice”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ont. 207           | Violent Student Incidents                                                      | <i>Reporting Violent Incidents to the Ministry of Education</i>                                     | Policy/Program Memorandum 120<br><br><a href="http://www.edu.gov.on.ca/extra/eng/ppm/120.html">http://www.edu.gov.on.ca/extra/eng/ppm/120.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                  | Ontario Citation                                                                                              | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                    |
|--------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ont. 208           | Conflict of Interest-Trustees                                                   | Municipal Conflict of Interest Act<br>R.S.O. 1990, Chapter M. 50 s. 5.1                                       | Retention: Not specified<br>“At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.” |
| Ont. 209           | Education Funding                                                               | <a href="#">Special Education Funding Guidelines: Special Incidence Portion (SIP) 2020-21</a>                 | Not specified<br>3 year application cycle and possible 7 year financial retention; may be retained outside the OSR by Program Services staff                                                                                                                                                                                                                  |
| Ont. 210           | Workplace Safety and Insurance Coverage for Students in Work Education Programs | Policy/Program Memorandum No. 76A (effective August 1 2018)                                                   | Not specified                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 211           | Life Insurance Beneficiary Forms                                                | Ontario Public School Board’s Association memo (effective April 3 2018)                                       | “(S)chool boards & authorities should permanently archive all employee life insurance beneficiary forms or records on file related to benefit plans in place prior to the transition to the ELHTs.”                                                                                                                                                           |
| Ont. 212           | Training Records                                                                | <i>Better Schools and Student Outcomes Act</i> (2023)                                                         | “If board members, directors of education, supervisory officers or superintendents are required by a policy or guideline issued under paragraph 3.4.1 of subsection (1) to complete training, the board shall keep records relating to the completion of the training for at least four years.”                                                               |
| Ont. 213           | Municipal Planning                                                              | <i>Planning Act</i> (1990)                                                                                    | Not specified                                                                                                                                                                                                                                                                                                                                                 |
| Ont. 214           | Recruitment Files—Job Postings                                                  | <i>Workers for Working Act</i> (2024) s.15 (7.1)                                                              | “An employer shall retain or arrange for some other person to retain copies of every publicly advertised job posting within the meaning of Part III.1 and any associated application for three years after access to the posting by the general public is removed.”                                                                                           |
| Ont. 215           | Director of Education Performance Appraisal                                     | Director Performance Evaluation Regulations, under the <i>Education Act</i> , RSO. 1990, Chapter E.2, s. 11   | “Every board that prepares or receives a document that is required to be prepared by the board or provided to the board under this Regulation shall keep the document for a period of at least six years from the date of the draft performance appraisal report to which the document relates.”                                                              |
| Ont. 216           | Director of Education Performance Plan                                          | Director Performance Evaluation Regulations, under the <i>Education Act</i> , RSO. 1990, Chapter E.2, s. 9(5) | “The director of education and the chair of the committee shall each sign the performance plan and each of them shall retain a copy for at least six years”                                                                                                                                                                                                   |

Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                           | Federal Citation                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fed. 1             | GST/HST – Electronic format                                                              | Canada Revenue Agency,<br>GST/HST Memoranda Series<br>Chapter 15: Books and Records (Revised July 1999)<br>15.2 Computerized Records, June 2005<br><br>Electronic records<br>Records, books of account, documents and other information in electronic form used for purposes of the verification of the Goods and Services Tax / Harmonized Sales Tax (GST/HST) charged and remitted on taxable supplies of goods and services as well as the tax paid on purchases. | 6 years<br>286(3.1) 8. Persons who keep records in an electronic format are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fed. 2             | GST/HST – Electronic format                                                              | Canada Revenue Agency,<br>GST/HST Memoranda Series<br>Chapter 15: Books and Records (Revised July 1999)<br>15.1 General Requirements for Books and Records, June 2005<br><br>Records that enable the determination of the tax charged and remitted on taxable supplies of goods and services as well as the tax paid on business purchases and claimed as an input tax credit (ITC) or rebate                                                                        | 24. Persons carrying on a business or engaged in a commercial activity, persons who are required to file a GST/HST return, and persons who make an application for a rebate are required to keep their books and records for a period of six years from the end of the latest year to which they relate.<br>Electronic records ss 286(3.1)<br>25. Persons who keep records electronically are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.<br>Minimum retention period<br>26. The minimum retention period for books and records is generally determined by the last year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, records supporting the acquisition and capital cost of property should be maintained until the day that is six years from the end of the last year in which such an acquisition could enter into any calculation for GST/HST purposes, including the basic tax content of the property. |
| Fed. 3             | Assessment Period Liability – Limitation Period                                          | <i>Excise Tax Act, RSC 1985, c. E-15, s. 298.(1)(f)</i>                                                                                                                                                                                                                                                                                                                                                                                                              | Event + 4 years (Event = Person liable/person paid or remitted the amount; as applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fed. 4             | Excise Tax Records and Books of Account                                                  | <i>Excise Tax Act, RSC. 1985, c. E-15, s. 98.(1)</i>                                                                                                                                                                                                                                                                                                                                                                                                                 | Event + 6 years (Event = End of calendar year for which records kept; or until written permission for prior disposal by Minister given; or longer if appeal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fed. 5             | Canada Pension Plan Records                                                              | <i>Canada Pension Plan, RSC 1985, c. C-8, s. 24</i>                                                                                                                                                                                                                                                                                                                                                                                                                  | Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Fed. 6             | Employers — Books of Account                                                             | <i>Employment Insurance Act, SC 1996, c. 23, s. 87</i>                                                                                                                                                                                                                                                                                                                                                                                                               | Event + 6 years (Event = end of year for which they are kept, or until written permission for their prior disposal is given by the Minister or if appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Fed. 7             | Employers — Undeliverable Record of Employment                                           | Employment Insurance Regulations, under the <i>Employment Insurance Act, SOR/96-332, ss. 19.(2), (4)(b)</i>                                                                                                                                                                                                                                                                                                                                                          | Earliest of:<br>1 year or Event = copy is requested by the Commission or by person                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fed. 8             | Employment Insurance Assessment — Limitation Period                                      | <i>Employment Insurance Act, SC 1996, c. 23, s. 85.(3).</i>                                                                                                                                                                                                                                                                                                                                                                                                          | Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Fed. 9             | Posting of Work Place Violence Prevention Policies and Emergency Notification Procedures | Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, ss. 20.3, 20.8.(2); as en. SOR/2008-148, s. 1.</i>                                                                                                                                                                                                                                                                                                                   | Not specified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fed. 10            | Work Place Violence Procedures and Emergency Notification Procedures                     | Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code,</i>                                                                                                                                                                                                                                                                                                                                                                              | Not specified “shall establish and update every 3 years”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                           | Federal Citation                                                                                                                                                                            | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                          | SOR/86-304, ss. 20.6.(3), 20.7.(1), 20.8.(1); as en. SOR/2008-148, s. 1                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Fed. 11            | Workplace Violence Records                               | Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code</i> , SOR/86-304, s. 20.7.(3); as en. SOR/2008-148, s. 1.                                                | 3 years; in written or electronic form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Fed. 12            | Investigation of Workplace Violence Reports              | Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code</i> , SOR/86-304, s. 20.9.(5); as en. SOR/2008-148, s. 1.                                                | Not specified “shall keep”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Fed. 13            | Workplace Violence Training Records                      | Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code</i> , SOR/86-304, ss. 20.10.(2),(4),(5); as en. SOR/2008-148, s. 1.                                      | Event + 2 years (Event = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Fed. 14            | Electronic Records Acceptability                         | <i>Personal Information Protection and Electronic Documents Act</i> , SC 2000, c. 5, s. 37                                                                                                  | Event = Retain for specified period in format made, sent or received, so can be read, and with information that identifies origin and destination<br>Description:<br>37. A requirement under a provision of a federal law to retain a document for a specified period is satisfied, with respect to an electronic document, by the retention of the electronic document if<br>(a) the electronic document is retained for the specified period in the format in which it was made, sent or received, or in a format that does not change the information contained in the electronic document that was originally made, sent or received;<br>(b) the information in the electronic document will be readable or perceivable by any person who is entitled to have access to the electronic document or who is authorized to require the production of the electronic document; and<br>(c) if the electronic document was sent or received, any information that identifies the origin and destination of the electronic document and the date and time when it was sent or received is also retained. |
| Fed. 15            | Storage Tank System Owners / Operators — Emergency Plans | Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the <i>Canadian Environmental Protection Act</i> , 1999, SOR/2008-197, ss. 30(1), 31(1), 46(1) | 5 years; Keep readily available for individuals required to carry it out, and at place storage tank system located if place of work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fed. 16            | Books of Account                                         | <i>Income Tax Act</i> , RSC 1985 (5 <sup>th</sup> Supp.), c. 1, s. 230(4)                                                                                                                   | FY + 6 years (FY= Fiscal Year)<br><br>4) Every person required by this section to keep records and books of account shall retain<br>(a) the records and any books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and<br>(b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.<br>(4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection 230(4).<br>(4.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection 230(4.1).              |
| Fed. 17            | Books of Account                                         | <i>Income Tax Act</i> , RSC 1985 (5 <sup>th</sup> Supp.), c. 1, s. 230(1), (2.1), (5)                                                                                                       | Filing date +6 years<br><br>Where, in respect of any taxation year, a person referred to in section 230 subsection (1) has not filed a return with the Minister as and when required by section 150, that person shall retain every record and book of account that is required by this section to be kept and that relates to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Citation Table No. | Subject Matter                                                                                                                                                                                                                                                                                              | Federal Citation                                                                                                                                                                                                                                                                    | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                     | that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed.                                                                                                      |
| Fed. 18            | Books of Account                                                                                                                                                                                                                                                                                            | Income Tax Regulations, under the <i>Income Tax Act</i> , C.R.C. 1978, c. 945, s. 5800 (2)                                                                                                                                                                                          | Two years after the end of the last calendar year to which the records or books of account relate.                                                                                                                                                                                                                 |
| Fed. 19            | Books of Account                                                                                                                                                                                                                                                                                            | <i>Income Tax Act</i> , RSC 1985, c. 1 (5th Supp.), s. 230                                                                                                                                                                                                                          | Event + 6 years (Event = end of last taxation year to which records and books of account relate, or year return filed, as long as no other exceptions apply)                                                                                                                                                       |
| Fed. 20            | Tax Limitation Period                                                                                                                                                                                                                                                                                       | <i>Income Tax Act</i> , RSC 1985, c. 1 (5th Supp.), ss. 222.(3),(4),(5),(8) to (10)                                                                                                                                                                                                 | Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)                                                                                                                                                                                                                                   |
| Fed. 21            | Employee Medical Records                                                                                                                                                                                                                                                                                    | Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , O. R. 490/09, s. 31                                                                                                                                                                         | Later of:<br>Event + 40 years (Event = Date first record created in personal exposure record)<br>And:<br>Event + 20 years (Event = Date last record added to personal exposure record)<br>And<br>If not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates |
| Fed. 22            | Books of Account                                                                                                                                                                                                                                                                                            | <i>Employment Insurance Act</i> , SC 1996, c. 23, s. 87(3)                                                                                                                                                                                                                          | CY +6 years<br><br>The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.             |
| Fed. 23            | Employee Termination                                                                                                                                                                                                                                                                                        | <i>Canada Labour Code</i> , R.S.C. 1985, c. L-2, s. 252(2)                                                                                                                                                                                                                          | T+3 years (T= after termination or ceased to be employed)                                                                                                                                                                                                                                                          |
| Fed. 24            | Employee Termination                                                                                                                                                                                                                                                                                        | Canada Labour Standards Regulations, under the <i>Canada Labour Code</i> , C.R.C. 1978, c. 986, ss. 24(2), as am., SOR/91-461, s. 21; SOR/94-668, s. 7(2), (3), (4); 27(3)                                                                                                          | T+3 years (T= after termination or ceased to be employed)<br><br>Three years after work is performed by an employee (C.R.C. 1978, c. 986, s. 24(2)(part), as am., SOR/94-668, s. 7(1))                                                                                                                             |
| Fed. 25            | Employee Termination                                                                                                                                                                                                                                                                                        | Canada Labour Standards Regulations, under the <i>Canada Labour Code</i> , C.R.C. 1978, c. 986, s. 24(1)                                                                                                                                                                            | T +2 years (T= after termination)<br><br>Twenty-four months after termination of employment (C.R.C. 1978, c. 986, s. 24(1)(part))                                                                                                                                                                                  |
| Fed. 26            | Canada Pension Plan, Income Tax and Employment Insurance records excluding: <ul style="list-style-type: none"> <li>corporation records (director &amp; shareholder meeting minutes, general ledger or other books of final entry)</li> <li>registered charities</li> <li>political contributions</li> </ul> | Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction. June 2010, para.24<br><br>interpretation of:<br>Income Tax Regulations, CRC, c 945, ss5800<br>Income Tax Act, ss.230, ss.230.1<br>Employment Insurance Act, s.87<br>Canada Pension Plan, s.24 | 24. Six years from the end of the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)                                                                                               |
| Fed. 27            | Employers—Records of Employment                                                                                                                                                                                                                                                                             | Employment Insurance Regulations, under the <i>Employment Insurance Act</i> , SOR/96-332, ss. 19.(2), (3), (3.1), (5), (6)                                                                                                                                                          | 6 years                                                                                                                                                                                                                                                                                                            |
| Fed. 28            | Notice of Garnishment where Extension Order — Limitation Period                                                                                                                                                                                                                                             | Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act</i> , OR 258/98, rule 20.08.(2.2),(2.3)                                                                                                                                                              | Event + 1 year (Event = Date order granting leave to issue made)                                                                                                                                                                                                                                                   |
| Fed. 29            | Tax Limitation Period<br>Tax Actions — Limitation Period                                                                                                                                                                                                                                                    | <i>Income Tax Act</i> , RSC 1985, c. 1 (5th Supp.), ss. 222.(3),(4),(5),(8) to (10)                                                                                                                                                                                                 | Retention/Limitation:<br>Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)                                                                                                                                                                                                          |
| Fed. 30            | General Ledger, Contracts relevant to Ledger and Books of Final Entry)                                                                                                                                                                                                                                      | Income Tax Regulations, under the <i>Income Tax Act</i> , CRC. 1978, c. 945, s. 5800.(1)(a)                                                                                                                                                                                         | Event + 2 years (Event = day corporation dissolved)<br>5800.(1) For the purposes of paragraph 230.(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows:                                                                                        |

## Appendix B: Citation Table

| Citation Table No. | Subject Matter                                                                | Federal Citation                                                                                                                                                                                                                                        | Retention Requirement or Limitation Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                               |                                                                                                                                                                                                                                                         | <p>(a) in respect of</p> <p>(i) any record of the minutes of meetings of the directors of a corporation,</p> <p>(ii) any record of the minutes of meetings of the shareholders of a corporation,</p> <p>(iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof,</p> <p>(iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and</p> <p>(v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv),</p> <p>The period ending on the day that is two years after the day that the corporation is dissolved.</p> |
| Fed. 31            | Taxpayer Records                                                              | <i>Income Tax Act, RSC, 1985, c. 1 (5th Supp.), s. 230</i>                                                                                                                                                                                              | Event + 6 years (Event = End of last taxation year to which records and books of account relate, or year return filed, as long as no other exceptions apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fed. 32            | Proceedings Where No Limitation Period                                        | <i>Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1); as am. S.O. 2007, c. 13, s. 44; ss. 16(4), 17; as. am. S.O. 2010, c. 1, Schedule 14, s. 1; as am. S.O. 2016, c. 2, Schedule 2, s. 4; as am. S.O. 2017, c. 2, Schedule 5, s. 14(1)</i> | <p>Event = There is no limitation period for</p> <ul style="list-style-type: none"> <li>- Environmental Claims not discovered</li> <li>- sexual assault or sexual misconduct proceedings</li> <li>- proceedings with no consequential relief or to enforce a court order</li> <li>- arbitration act or civil remedies act proceeding</li> <li>- proceeding with collateral</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Fed. 33            | Charity and Non-Profit Rebates — Limitation Period                            | <i>Excise Tax Act, RSC 1985, c. E-15, ss. 259.(5),(5.1)</i>                                                                                                                                                                                             | Event + 4 years (Event = Where person is registrant, day person required to file return and where person not registrant, last day of period, or end of particular claim period; as applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fed. 34            | FHR-CPP-9— Offence Prosecutions— Limitation Period                            | <i>Canada Pension Plan, RSC 1985, c. C-8, s. 103.(1)</i>                                                                                                                                                                                                | Event + 5 years (Event = Time subject matter of prosecution arose)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fed. 35            | Environnemental Emergency E2 Plan Documents                                   | Implementation Guidelines for the Environmental Emergency Regulations 2011, under the <i>Canadian Environmental Protection Act, 1999</i> , Minister of the Environment, 2011, s. 5.4                                                                    | 5 years; available at workplace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Fed. 36            | Environmental Emergency Plan E2 Plan Annual Testing Records                   | Implementation Guidelines for the Environmental Emergency Regulations 2011, under the <i>Canadian Environmental Protection Act, 1999</i> , Minister of the Environment, 2011, s. 5.3 par. 1                                                             | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fed. 37            | Environmental Emergency Plans and Record of Results from Annual Updates/Tests | Environmental Emergency Regulations, under the <i>Canadian Environmental Protection Act, 1999</i> , SOR/2003-307, s. 5.(1); s. 6                                                                                                                        | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fed. 38            | Determination made by an Accredited Laboratory Reports                        | Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 17, 22                                                                                                                                                      | Event + 5 years (Event = Day report made; or decommissioned; as applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fed. 39            | Wastewater System Combined Sewer Overflow Reports                             | Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 19, 21, 22(1)                                                                                                                                               | Event + 5 years (Event = Report made)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Fed. 40            | Wastewater System Identification Reports                                      | Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 18(1), (2), (4) to (7), 21, 22(3)                                                                                                                           | Event + 5 years (Event = Wastewater system decommissioned)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Fed. 41            | Wastewater System Monitoring Reports                                          | Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 19, 21, 22(1)                                                                                                                                               | Event + 5 years (Event = Report made)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Fed. 42            | Wastewater System— Wastewater Systems Effluent Information Records            | Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 17, 21, 22                                                                                                                                                  | Event + 5 years (Event = Day record or report made; or: or day equipment ceased to be used; or decommissioned; as applicable; at wastewater system or in Canada)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |