



## Records and Information Management #400.13

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<b>Responsibility:</b>	Director of Education
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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board or BHNCD SB) is committed to maintaining an authentic and reliable record of Board actions, transactions, and decisions through a coordinated and integrated approach to records and information management. These assets are valuable as evidence of Board function and activities.

Board information and records are the property of the Brant Haldimand Norfolk Catholic District School Board. Staff members do not retain a personal or proprietary interest in them. The destruction, removal or private use of Board records and information is against Board policy.

### Application and Scope

The purpose of this Policy and Administrative Procedure is to outline the provisions for the management of records and information at the BHNCD SB including the collection or creation, use, retention, storage, and disposition of records in accordance with regulation.

This Policy applies to:

- All records and information within the custody or control of the Board and addresses all aspects of Board operations regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of Board functions and activities and supports the delivery of Board programs and services.
- All business applications and information technology systems used to create, store, and manage records and information, including email, database applications and websites.
- All records and information obtained, created, and maintained within all departments and locations of the Board.

### References

- [Archives and Recordkeeping Act, 2006](#)
- [Canada Evidence Act](#)
- [Education Act and Regulations](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(M.F.I.P.P.A.\)](#)
- [Ontario Evidence Act](#)
- [Ontario Student Record Guideline, 2000 \(revised 2020\)](#)
- [Personal Health Information Protection Act \(P.H.I.P.A.\)](#)
- [Personal Information and Protection of Electronic Documents Act \(P.I.P.E.D.A.\)](#)



## Forms

- N/A

## Appendices

- OPS 400.13.XA – BHNCD SB Records Retention Schedule
- OPS 400.13.XB – Where in the World ... Methods of Communication
- OPS 400.13.XC – Legal Hold Process (staff only)

## Definitions

A list of any relevant definitions required for the Policy and associated Administrative Procedure. Definitions must be formatted as follows:

**Classification Scheme:** a logical and systematic arrangement for classifying records into subject groups, functions, or categories based on a scheme of natural relationships representing numbers, letters, and key words for identification.

**Legal Hold:** is a process used to preserve all forms of relevant information when litigation is reasonably anticipated. It overrules the prescribed period of retention until the concern passes.

**Non-Record:** has no bearing on the Board's functions, operations, or mandate. Non-records are typically used, if ever, only for a very limited period of time. They do not have to be collected and maintained. These documents are not required to be retained and therefore do not appear on a records retention schedule. Examples of non-records include reference books, published legislation from other boards, municipalities or government agencies, extra copies/convenience copies.

**Records:** is preserved Board information that serves as evidence of plans, decisions, actions, and history. Records can be in many formats: paper, video, audio, microfilm, or electronic. Examples of records include email, text message, digital media, websites, electronic document management systems.

**Records Disposition:** the disposal/destruction or transfer of records that are eligible for disposition according to the Retention Schedule.

**Records and Information Management:** the systematic management of all records created or received at any site operated by the Board to their final disposition (destruction or archival retention).

**Retention Schedule:** the length of time a record must be kept meeting administrative, fiscal, legal or historical requirements.

**School Administrator:** refers to a school's Principal or Vice-Principal.

**Transitory Record:** any record of information that is useful for only a short period of time and does not relate to school services and programs and school business transactions. When its use is over it should be deleted or destroyed. Examples of transitory records include personal messages, general notices and announcements, copies of documents and emails, cc, bcc, or FYI emails kept only for convenience, drafts and working documents to prepare final records with a few exceptions such as agreements/contracts, drafts in developing legislation.



## Administration Procedures

The Records Information Management (RIM) program facilitates accountability, transparency, privacy protection, accessibility, and preservation and fosters informed decision making.

The RIM program also maintains and provides security, confidentiality and effective control over Board records required for the administration of the Board's business and for the continual preservation of records. The RIM is guided by the Board's Record Retention Schedule (OPS 400.13.XA).

## Responsibility

Effective information management is critical to the operation of schools and the Board and is a part of every employee's responsibilities.

### Director of Education

- It is the responsibility of the Director of Education to administer this Policy.

### Privacy and Records Management Officer

- It is the responsibility of the Privacy and Records Management Officer to implement this Policy and related procedures. This includes policy development and maintenance, training and awareness, as well as configuration and administration of the electronic document management system.

## Employees

- All Board employees (including third party contractors who collect or receive records and information on behalf of the Board) are responsible for the records and information they create and maintain to support the business operations of the Board and comply with the requirements of this Policy. If required, employees will also assist in responding to information requests.

## School Administrators

- School Administrators are responsible for the management of records and information under their control including but not limited to office records, student records, teaching resources, and images created on electronic devices. Each school must have a secure storage area for managing paper records until the retention period has expired.

## Departments and Supervisors

- The Board's administrative departments are responsible for the management of records and information under their control in accordance with Board policy and procedures, and applicable federal and Ontario legislation.
- Department supervisors or people managers, including School Administrators, must ensure their employees are following BHNCD SB Records Retention Schedule (OPS 400.13.XA).

## Guidelines

Each department within the Board must support the Records Information Management Schedule by ensuring that policies and procedures are applied and must:

- manage all records and information regardless of format (paper, electronic, audio, videotape, etc.) according to applicable Federal, Provincial, and Municipal legislation and Board policies and procedures.
- manage and file records and information according to the Board's Records Retention Schedule.



- ensure that appropriate access and security procedures are in place to protect all records, as appropriate.
- apply the records retention and disposal schedules to all records and information.
- ensure that all third-party contractors or agents who receive or collect personal information on behalf of the Board are aware of and comply with this Policy.

Employees must not store official records on USB sticks, DVDs/CDs or other removable media.

Data on personal devices used for Board business must comply with the Records Information Management Policy and Administrative Procedure.

All records and information must follow a retention schedule as defined in this Policy.

Information Technology Services is responsible for providing appropriate storage and retrieval (as requested) of electronic records and overseeing the maintenance and capacity of electronic record-keeping systems and services in compliance with the Board's Records Retention Schedule.

All records will be efficiently and promptly disposed, when administrative, legal, and fiscal values have ceased and all legislative requirements as they affect Board documents have been met, while preserving those records of enduring value due to archival, historical, or vital reasons in compliance with the Board's Records Retention Schedule.

All records scheduled for disposal containing confidential information will be destroyed in a secure and permanent manner, as determined by Procurement Services.

Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in the Board's Records Retention Schedule.

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# Generic Records Retention Schedule

RELEASE DATE: **MAY 8, 2019**



## Acknowledgements

The Privacy and Information Management (PIM) Committee of OASBO would like to thank and acknowledge all the Generic Records Retention Schedule Working Group participants who contributed their boundless time, creativity and focused commitment to the completion of this document. Without the commitment, dedication, hard work, and patience of all Working Group members, it would not have been possible. We would also like to thank Caroline Werle, Certified Records Manager, of RIM Services Inc. for her invaluable knowledge and experience as a consultant on this project. We owe a debt of gratitude to our legal counsel Kimberley Ishmael of Keel Cottrelle LLP and her team, and Nadya Tymochenko of Miller Thomson LLP and her team, for their attentive and expert legal review, which was generously undertaken at no cost to the Committee. Thank you also to N. Dean Currie CPA, CGA, Principal Consultant, CMAC Group, who provided much-needed Effectiveness & Efficiency grant assistance that allowed this document to rise to a high standard of professionalism, Christine Kouremenos, Senior Policy Coordinator at the Ministry of Education, for lending an expert eye to ensure the conditions of the grant were met, and Alecia Lantz and the Bruce-Grey Catholic District School Board for sponsoring the grant.

## Generic Records Retention Schedule - Disclaimer

These documents provide practical suggestions with respect to records maintenance and privacy issues and make reference to portions of applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56; *Personal Health Information Protection Act*, S.O. 2004, c.3, Sched. A; and the *Education Act*, R.S.O. 1990, c.E.2.

They are intended for use by Ontario School Boards for non-profit educational purposes only and may be used in their entirety subject to the following conditions: (1) modifications are to support Ontario school board privacy and information management practices; (2) duplication is for an educational or implementation purpose in a not-for-profit institution; (3) copies are made available without charge beyond the cost of reproduction; and (4) the PIM Committee is acknowledged.

Information contained in these documents is for general reference purposes and should not be construed as legal advice. Boards should consult with their own legal counsel for the purposes of interpretation, modification or implementation.

The Privacy and Information Management – OASBO committee accepts no responsibility for the implementation, modification or proliferation of the documents.

## Records Retention Schedule Change Management

The following change management table lists all major modifications to the Generic Records Retention Schedule guide. These changes have been initiated by events such as revised legislation or updated retention best practices. The table displays in reverse chronological order.

Change Date (yyyymmdd)	Table of Contents Title (of area of change)	Description of Change	Author of Edit

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This Generic Records Retention Schedule (GRRS) was created by the OASBO Privacy and Information Management Committee (PIM), reviewed by a certified Records and Information Management Professional, and legally vetted.

The goal of the committee was to provide a simplified Records Retention Schedule in order to make it easy for anyone in a school district to implement a compliant records management practice. The guide has been published in various formats enabling school districts to customize it to meet their needs. While the document is editable, it is important to note that these guidelines identify the minimum amount of time, based on legislation, that a record must be kept.

Board records are vital to the organization. They are the corporate memory of the school Board. The records created in the course of your work:

- do not belong to you;
- are the property of the Board;
- are a corporate asset;
- are important sources of administrative, fiscal, legal, evidential and historical information;
- records must be accessible and available for current and future needs.

School boards are required to comply with information access and privacy legislation and must be able to fulfill requests for information from individuals or organizations in an efficient, thorough and timely manner. In order to accomplish these goals, a solid records management program must be in place.

Records management refers to the creation, maintenance, use and disposal of the records of an organization throughout their entire lifecycle. Records management also ensures that vital information is available to support the business of the organization.

## Record Defined

A **Record** is any information however recorded whether in print form, on film, by electronic means, or otherwise. Records can be in many formats: paper, video, audio, microfilm, or electronic. Examples of records include the following:

- email;
- text message;
- digital media;
- websites;
- electronic document management systems.

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. 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;
- drafts and working documents to prepare final records with a few exceptions such as agreements/contracts, drafts in developing legislation.

A **Non-Record** has no bearing on the organization's functions, operations, or mandate. Non-records are typically used, if ever, only for a very limited period of time. They do not have to be collected and maintained. These documents are not required to be retained and therefore do not appear on a records retention schedule. Examples of non-records include the following:



- reference books;
- published legislation from other boards, municipalities or government agencies;
- extra copies/convenience copies.

## Legislation

Managing information is fundamental to organizational efficiency, effectiveness, and economy. School boards manage records in accordance with statutory and organizational requirements in order to maintain an authentic and reliable record of its actions, transactions and decisions.

Some of the important legislation related to school board records management are:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Personal Health Information Protection Act (PHIPA);
- Education Act, R.S.O. 1990, Chapter E.2;
- Evidence Act, R.S.O. 1990, Chapter E.23;
- Personal Health Information Protection Act

however, there are many other pieces of legislation that contain records management requirements.

## Why Records Management

### Why do we need records management?

Records management ensures:

- the protection of records vital to the administration and governance of the Board;
- the protection of our valuable historical records;
- a common expectation of available and accessible information;
- a framework for effective, efficient, and economical information management practices.

### Can school boards deviate from the retention periods specified in this document?

Yes. This schedule provides the minimum retention requirements based on legislation, however; a board may decide to keep records longer based on operational need. Any retention beyond legislated minimums should be based on informed and justifiable records management decisions.

### Do I have to follow a records retention schedule? Why?

Yes. To ensure accountability and transparency, school board employees have an obligation to manage records in accordance with statutory and organizational requirements. Accurate and consistent classification and retrieval procedures support good business practices.

Any record created in your professional capacity, is a record belonging to the Board.

### Who is responsible for managing records?

All school board employees must ensure that records, for which they are responsible, are accurate, complete, and are retained and disposed of in accordance with the approved records retention schedule.

This records retention schedule identifies the Department of Responsibility for a record. The department of responsibility is the creator or source of a record and therefore holds the official record. The department of responsibility must follow the minimum retention as set out by the Board's records retention schedule. Copies and duplicates of records are transitory records and do not need to be retained.

## How to Use this Records Retention Schedule

A records retention schedule is an essential component of any records management program. It provides guidelines governing the minimum amount of time a record must be maintained and its disposition based on legislation and operational need.

Records are categorized by their content regardless of their format (e.g. paper, video, audio, microfilm, or electronic). As well, records are further organized by Business Function (function). The functions in this guide are as follows:

### **BUSINESS FUNCTIONS**

#### **Administration (Function Title)**

The function of overseeing the administration of the team and units within the board/authority and 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 & Public Relations (Function Title)**

The function of promoting and marketing boards/authorities/schools 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 (Function Title)**

The function of managing and maintaining board/ authority 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 such as parking.

#### **Financial Management (Function Title)**

The function of managing board/authority/school 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 & Legal (Function Title)**

The function of governing boards/authorities/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.

Also, the function of addressing legal issues relating to the operations of the board/ authority and 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, harassment incidents, etc.

**Human Resources Management (Function Title)**

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.

**Planning & Research (Function Title)**

The function of undertaking research and planning to support the ongoing operations of the school and board. 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.

**Program Design & Development (Function Title)**

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.

**Student Services (Function Title)**

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 counselling, 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 counselling records.

## Retention Schedule Explained

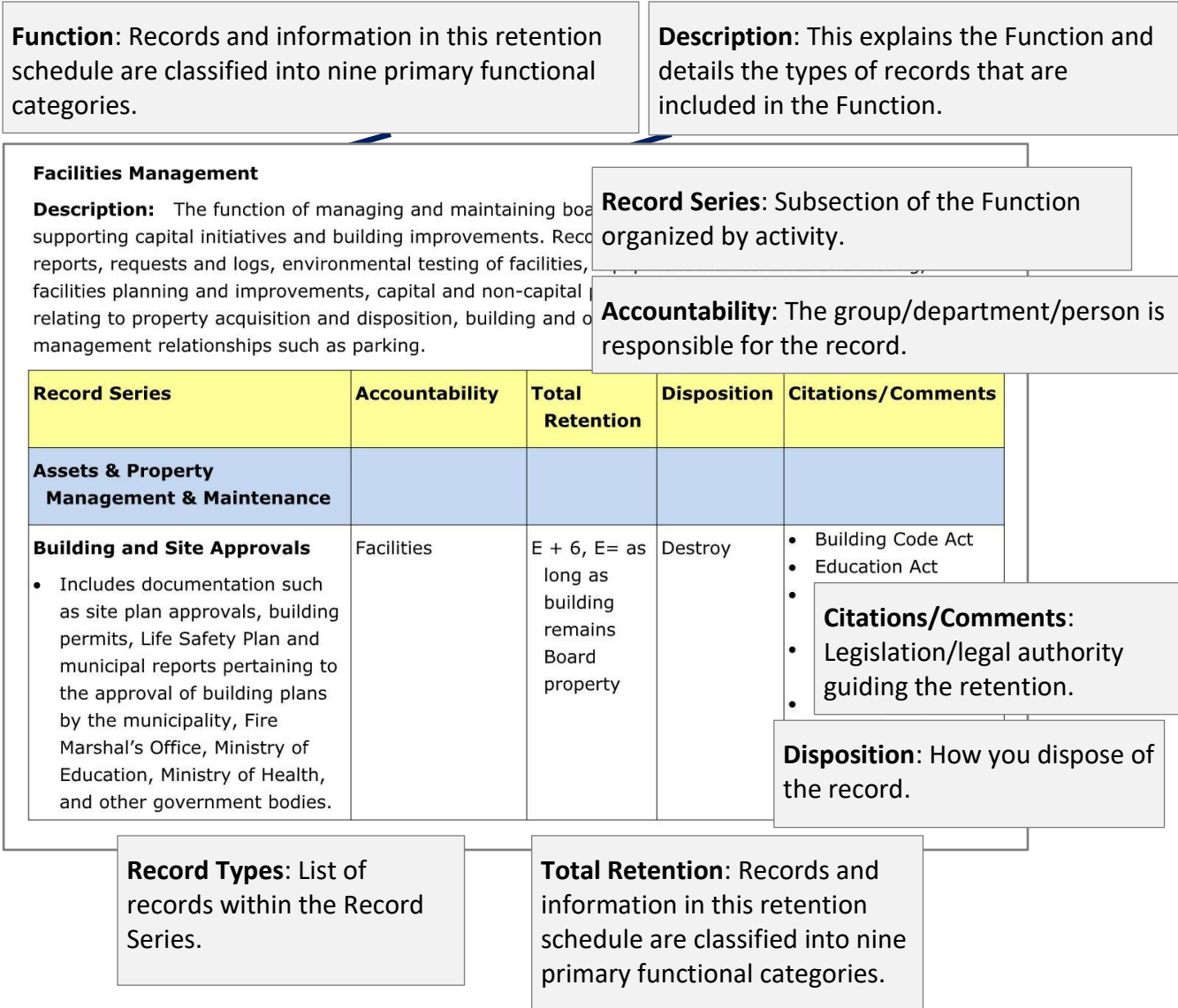


Image of Retention Schedule with all areas defined.

## Retention Schedule Terms and Timeframes

The retention schedule includes a minimum retention period based on applicable legislation and business need. The following explains the Codes used in the Total Retention column of the Records Retention Schedule. The schedule also includes a minimum retention period based on applicable legislation and business need.

### **Archival Review**

Refers to reviewing the records series before destruction to see whether they have an historic significance prior to destruction. This is different from archival because in the case of an archival designation the entire records series is kept for posterity, whereas in archival selection before destruction records are “selected” for potential historic significance.

### **CY (Current School Year)**

Refers to September 1st to August 31st.

### **FY (Fiscal Year)**

Refers to September 1st to August 31st.

### **Destroy**

Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).

### **S/O**

Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.

### **E (Event)**

Trigger for disposition. The trigger is the item that has to happen to start the retention period.

### **PIB (Personal Information Bank)**

Refers to records in which individuals are identifiable. (e.g. home address, phone number, social insurance number, image/photo, employee number). This information is protected under MFIPPA.

# Classification & Retention Schedule

## Administration

**Description:** The function of overseeing the administration of the team and units within the board/authority and 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.

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
<b>ACCESS &amp; PRIVACY</b>				
<b>Access Requests for Information</b> Includes requests and tracking sheets for Freedom of Information Requests made under the Municipal Freedom of Information Act.  Requests for access to student/employee records and information.	Freedom of Information, School, HR	E + 2 years E= appeal period expires+2 years	Destroy	PIB Ont.1, Ont.2, Ont. 4
<b>Information Breaches</b> Tracking sheets. Records relating to the resolution of breach.	Freedom of Information, Privacy, Records Information Management	E + 2 years E = Final resolution of the breach + 2 years	Destroy	PIB Ont.1, Ont.2, Ont. 4
<b>INFORMATION TECHNOLOGY</b>				
<b>Computer &amp; Information Systems</b> Records related to system architecture and maintenance.	I.T. Services	S/O + 1 year	Destroy	

<b>MEETINGS MANAGEMENT</b>				
<p><b>External Meetings: Associations/ Organizations/ Government</b></p> <p>Includes reports, newsletters, publications, conference and workshop information and proceedings from meetings between the school board and external organizations.</p>	Originating site	CY + 3 years	Destroy	
<p><b>Internal Meetings: Administrative and Staff</b></p> <p>Includes records regarding staff meetings, 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 Board Minutes.</p>	Originating site or meeting chair	CY + 3 years	Destroy	
<b>OFFICE SERVICES</b>				
<p><b>Board Internal Services</b></p> <p>Records relating to translation, audio visual services, duplicating/printing services, mail/courier and delivery services. Requisitions and memos for services, confirmations and service logs/reports, correspondence, reports, etc.</p>	Board Services	CY + 3 years	Destroy	

<b>RECORDS &amp; ARCHIVES MANAGEMENT</b>				
<b>Archives Management</b> Policies and procedures regarding archives management.	Office of Archives and Records Management	S/O + 1 year	Archival Review	
<b>Forms Management</b> Includes forms history, creation, revision, and retirement date.	Originating Site	S/O +1 year	Destroy	
<b>Records Disposition</b> Lists of stored and destroyed records, retention schedules	Freedom of Information, Privacy, Records Information Management	Life of Board + 5 years	Life of Board + 5 years	Ont. 31

## Communications & Public Relations

**Description:** The function of promoting and marketing boards/authorities/schools 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 (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/ Comments
<b>EVENT MANAGEMENT</b>				
<b>Events</b> 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.).	Communications or Site Specific	CY + 1 year	Archival Review	
<b>MEDIA &amp; PUBLIC RELATIONS</b>				
<b>Commendations, Awards &amp; Recognition</b> Includes commendations	Communications or Site Specific	CY + 1 year	Archival Review	PIB Ont. 1, Ont. 2, Ont. 4



Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/ Comments
received from the general public and parents regarding various programs and the treatment of students, certificates of appreciation, and awards a recognition of staff.				
<p><b>Complaints</b></p> <p>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.</p> <p>Excludes complaints specific to an individual student or staff member.</p>	Communications or Site Specific	E + 1 year E = date of complaint	Destroy	PIB Ont.1, Ont. 2, Ont. 4
<p><b>Contact and Mailing Lists</b></p> <p>Includes all lists of individuals or organizations to whom Board and school communications are sent for information purposes. Includes telephone directories, principal’s visitor book, emergency contact lists, etc.</p>	Site Specific	S/O	S/O	PIB Ont. 4
<p><b>Media Relations and News Releases</b></p> <p>Includes records regarding Board relations with the various media.</p> <p>Records include press releases and information releases.</p>	Communications	CY + 3 years	Archival Review	

<b>Record Series (Communications &amp; Public Relations)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/ Comments</b>
<p><b>News Reports</b> Includes news reports from newspapers, magazines, websites and other publications regarding the board/authority, school, staff, students and trustees.</p>	Communications	CY + 1 year	Archival Review	
<p><b>Photographs</b> Includes class photos, yearbook photos, and officials/trustees group photos.</p>	Communications or Site Specific	CY + 1 year	Archival Review	PIB Ont. 4
<p><b>Public Relations</b> 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.</p>	Communications	CY + 1 year	Destroy	
<p><b>Publications</b> Includes all publications produced for the Board by the Communications Department</p>	Communications	S/O + 5 years	Archival Review	
<p><b>Speeches and Presentations</b> Includes speeches and presentations prepared for delivery by Board/school staff and elected officials.</p>	Communications or Site Specific	CY + 3 years	Archival Review	
<b>SCHOOL PERSONAL COLLECTIONS</b>				
<p><b>Memorabilia</b> Includes records regarding school, program, department, and/or board memorabilia, collectibles and other historical items which reflect the individual nature of the</p>	Communications or Site Specific	CY + 1 year	Archival Review	PIB Ont. 4

Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/Comments
schools, programs and departments such as informal school histories, school logos and crests, songs, names, colours, equipment, reference material, etc. For Photographs See: <a href="#">Media &amp; Public Relations - Photographs</a>				

### Facilities Management

**Description:** The function of managing and maintaining board/ authority 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 such as parking.

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<b>ASSETS &amp; PROPERTY MANAGEMENT &amp; MAINTENANCE</b>				
<b>Building and Site Approvals</b> 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	E + 15 years E = as long as building remains Board property	Destroy	Ont. 35, Ont. 55, Ont. 142, Ont. 143, Ont. 145, Ont. 150, Ont. 174, Ont. 184, Ont. 190, Ont. 194

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Drawings and Specifications</b> Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect’s instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.</p>	Facilities	E + 15 years E = as long as building remains Board property	Destroy	Vital Ont. 15, Ont. 35
<p><b>Environment Assessments &amp; Studies</b> Includes information relating to soil, tree preservation and mitigation, geotechnical infrastructure expansion, water, air, and other environmental issues.</p>	Facilities	Life of Board + 5 years	Life of Board + 5 years	Ont. 221, Ont. 332
<p><b>Facilities Construction Projects</b> Includes budgets, estimates, project plans and schedules, progress reports, project meeting minutes, certificates of clearance, project drawings and correspondence regarding the building of schools and other properties. For Capital Projects Financing See: <a href="#">Capital Projects Financing</a> For Final (As-Built) Drawings See: <a href="#">Drawings &amp; Specifications</a></p>	Facilities	E + 6 years E = completion of project	Destroy	Ont. 8, Ont. 10, Ont. 15, Ont. 124, Ont. 194

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Facilities Improvement Projects</b></p> <p>Includes project records regarding the building improvements program and supporting documents specific to additions, renovations, and alterations to schools and buildings.</p> <p>Records include project drawings, project plans, meeting minutes, project updates, budgets, etc.</p> <p>For Final (As-Built) Drawings See: <a href="#">Drawings &amp; Specifications</a></p>	Facilities	E + 6 years E = completion of project	Destroy	Ont. 8, Ont. 9, Ont. 10, Ont.11, Ont. 15, Ont. 17. Ont. 19, Ont. 20, Ont. 55, Ont. 175, Ont. 184, Ont. 185, Ont. 190, Ont. 194
<p><b>Facilities Planning</b></p> <p>Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed enrolment studies and reports, facilities use plans, facilities designs and layouts, furniture layouts, etc.</p>	Facilities	CY + 3 years	Destroy	
<p><b>Maintenance and Operations: Buildings/ Physical Plant and Equipment</b></p> <p>Includes records related to support the maintenance and operations of buildings, physical plant and equipment.</p> <p>Includes office equipment.</p>	Facilities	E + 5 years E = disposal of facility or equipment	Destroy	Ont. 9, Ont. 10, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 141, Ont. 142, Ont. 145, Ont. 146, Ont. 147, Ont. 148, Ont. 149, Ont. 150, Ont. 151, Ont. 163, Ont. 164, Ont. 165, Ont. 175, Ont. 177, Ont. 178, Ont. 179, Ont. 180, Ont. 182, Ont. 183, Ont. 184, Ont. 185, Ont. 190, Fed. 15

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Maintenance and Operations: Grounds</b> Maintenance requisitions, work orders, logs and reports showing actions taken re grounds keeping, snow clearance, and cleaning.</p>	Facilities	E + 2 years E = completion of inspection or completion of maintenance	Destroy	Ont. 34
<p><b>Land Surveys</b> Includes land survey information such as legal property surveys, construction layout and control surveys, and field notes.</p>	Facilities	S/O	Archival Review	
<p><b>Parking</b> Records related to parking at sites.</p>	Originating Site	CY + 1 year	Destroy	Ont. 192, Ont. 193
<p><b>Permits/Facility Bookings</b> 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.</p>	Facilities	E + 2 years E = when permit expires	Destroy	PIB Ont. 1, Ont.2, Ont. 4, Ont. 34
<p><b>HEALTH, SAFETY &amp; SECURITY</b></p>				

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Accessibility of Services and Information</b></p> <p>Records relating to the accessibility of services and provision of information to persons with disabilities.</p> <p>Includes records that identify, remove and prevent barriers for persons who work, learn or volunteer in and/or use services in Board facilities.</p>	Human Resources	CY + 6 years	Destroy	Ont. 5, Ont. 43, Ont. 137, Ont. 210, Ont. 211, Ont. 212, Ont. 214
<p><b>Confined Spaces</b></p> <p>Includes records relating to the assessment of confined spaces and the written plan and procedures for the control of hazards in confined spaces.</p> <p>For HR Training Records See: <a href="#">Training &amp; Skills Development</a></p>	Human Resources	E + 3 years 3 years; as long as 2 most recent records retained.	Destroy	Ont. 152, Ont. 153, Ont. 154, Ont. 155, Ont. 156
<p><b>Emergency Plans and Procedures</b></p> <p>Includes records regarding emergencies and related plans to support the board/school in case of fire or other emergencies.</p> <p>Records include emergency plans and procedures including for lock-downs and business continuity plans.</p>	Facilities	S/O + 5 years	Destroy	Ont. 19, Ont. 32, Ont. 103, Ont. 143, Fed. 9, Fed. 10, Fed. 15, Fed. 42, Fed. 43, Fed. 44

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Hazardous, Biological, Chemical or Physical Agents</b></p> <p>Includes records regarding the monitoring or hazardous chemical &amp; physical agents, and designated substances in accordance with the Occupational Health &amp; Safety Act. NB includes air quality reports, and excludes exposure records.</p>	<p>Human Resources</p>	<p>E + 7 years E = End of reporting period to which relates</p>	<p>Destroy</p>	<p>Ont. 37, Ont. 38, Ont. 39, Ont. 40, Ont. 158, Ont. 163, Ont. 164, Ont. 166, Ont. 167, Ont. 168, Ont. 169, Ont. 176, Ont. 177, Ont. 178, Ont. 220, Fed. 42, Fed. 43, Fed. 44, Fed. 45, Fed. 46, Fed. 47, Fed. 48, Fed. 49</p>
<p><b>Designated Substances &amp; Hazardous Materials – Waste Monitoring and Management</b></p> <p>Includes records related to the management and disposal of chemical, biological or physical agents or substances.</p>	<p>Human Resources</p>	<p>E + 5 years Event = Report made</p>	<p>Archival Review</p>	<p>Ont. 181, Ont. 196, Ont. 197, Ont. 215, Ont. 216, Fed. 45</p>
<p><b>Health and Safety Incident Reports (Board Office)</b> <b>Health and Safety Incident Reports (kept at each school)</b></p> <p>Includes general records relating to incidents 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.</p> <p>For Serious Student Incidents See: <a href="#">Student Discipline</a></p>	<p>Human Resources</p>	<p>E + 3 years E = No further appeal + 3 years for adults <b>Note:</b> If student is under the age of 21, records must be kept until 21<sup>st</sup> birthday</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 132</p>



Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Occupational Health &amp; Safety</b> Includes general recorded information regarding the occupational health and safety of staff and students. Joint Health &amp; Safety Committee minutes, inspections, WHMIS, quarantines, infestations, playground safety, Safety Data Sheets (formerly known as Material Safety Data Sheets), health and safety inspection reports, etc. For Accident Reports See: <a href="#">Accident/Incident Claims and Reports</a> For Claims/Litigation See: <a href="#">Legal Claims/Litigation</a></p>	Facilities	CY + 3 years	Destroy	Ont. 33, Ont. 34, Ont. 37, Ont. 39, Ont. 40
<p><b>Site Security Administration</b> Includes records regarding the security of office and school facilities and properties such as control of keys, trespassing, emergency telephone numbers/contacts, and police station locations. Also includes school visitor book and contractor logs, etc. Excludes video surveillance system records.</p>	Facilities	CY + 2 years	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 19
<p><b>Video Surveillance Reports</b> Includes reports and footage captured through the use of video surveillance in schools and buses.</p>	Facilities	30 Days CY + 1 year if footage is viewed	Destroy	PIB Ont. 1, Ont. 2, Ont. 4

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<b>INSPECTIONS AND TESTING</b>				
<p><b>Fire Protection Systems and Emergency Power Systems</b> Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.</p>	Facilities	E+2 years E=Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)	Destroy	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
<p><b>Health &amp; Safety Inspection Reports</b></p>	<p>Health and Safety (Board Office)</p> <p>Health and Safety (kept at each School)</p>	CY + 6 years	Destroy	Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 122, Ont. 123, Ont. 124, Ont. 125, Ont. 126, Ont. 127, Ont. 128, Ont. 129, Ont. 130, Ont. 179, Ont. 189

Record Series (Facilities Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Logs and Inspection Reports: General</b></p> <p>Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property.</p> <p>Records include logs, inspection reports, year-end reports, equipment lists and locations.</p> <p>Includes water flushing logs, water testing reports, elevator logs, sanding and salting logs, playground equipment inspections logs, chemical treatment logs, underground storage tank inspections, playground inspections, physical education equipment inspections, technical program equipment, etc.</p> <p>For Emergency Power Systems Inspections and Testing, See: <a href="#">Fire Protection Systems &amp; Emergency Power Systems</a></p> <p>For Fire Protection Logs and Testing See: <a href="#">Fire Protection Systems &amp; Emergency Power Systems</a></p>	<p>Facilities</p>	<p>CY + 6 years</p>	<p>Destroy</p>	<p>Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 122, Ont. 123, Ont. 124, Ont. 125, Ont. 126, Ont. 127, Ont. 128, Ont. 129, Ont. 130, Ont. 179, Ont. 189</p>

## Financial Management

**Description:** The function of managing board/authority/school 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 (Financial Management)	Accountability	Total Retention	Disposition	Citations/Comments
<b>ACCOUNTING ADMINISTRATION</b>				
<b>Accounts Payable</b> Includes records documenting funds payable by the Board, such as invoices, employee and trustee expenses, legal fees, vendor transaction listings, payment vouchers, cheque requisitions, utilities and phone bills, petty cash disbursements.	Finance	FY + 6 years	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Accounts Receivable</b> Records relating to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account.	Finance	FY + 6 years	Destroy	Vital Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Banking</b> Includes records regarding banking transactions and relationships with banks, bank statements, bank reconciliations, deposit records, cancelled cheques, returned cheques, and cheque stubs.	Finance	FY + 6 years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Capital Revenue</b> Includes records related to	Finance	FY + 6 years	Destroy	Vital

<b>Record Series (Financial Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
capital revenue from sale of property and rental income from leased premises and other sources.				Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Scholarship Funds, Bequests &amp; Donations</b> Records regarding the administering & setting up of scholarship funds & donations, including fund histories, correspondence & data sheets. Background information, copies of wills regarding the administration of the bequests & donations of monies & other materials to the Board.	Finance	Life of Board + 5 years	Life of Board + 5 years	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 6, Ont. 195
<b>Grants &amp; Subsidies</b> Information and records relating to all grants and subsidies for Federal, Provincial and Municipal bodies.	Finance	FY + 6 years	Destroy	Ont. 14, Ont. 74, Ont. 115, Ont. 116, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38, Fed. 40
<b>Non-Board Funds</b> Includes records on funds allocated to or raised by the school/parent council, student council or other student, parent or community groups consisting of account receivable and payable documents such as invoices and vouchers.	Finance	FY + 6 years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>FINANCIAL PLANNING</b>				
<b>Budgets</b> Includes departmental and board budgets, both capital and operating. Includes all	Finance	FY + 6 years	Destroy	

Record Series (Financial Management)	Accountability	Total Retention	Disposition	Citations/Comments
working notes, budget formula calculations, current estimate highlights, and preliminary formula budget calculation sheet summaries and budgeted vs. actual reports.				
<b>Capital Projects Financing</b> Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Finance	E + 10 years E = Completion of project	Archival Review	Ont. 13, Ont. 14, Ont. 139, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 20, Fed. 30, Fed. 38
<b>FINANCIAL REPORTING</b>				
<b>Audits - Financial</b> Includes records regarding internal & external financial audits of accounts For Audited Financial Statements See: <a href="#">Financial Statements (Audited)</a>	Finance	FY + 6 years	Destroy	Ont. 14, Ont. 99, Ont. 191, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Enrolment &amp; Financial Reporting</b> Includes all counts, summaries and projecting documenting enrolments in the school system and statistical reports required by the Ministry of Education as part of the funding process for the preparation of educational statistics, e.g. OnSis October and March school/board reports.	Finance	FY + 6 years	Destroy	Vital Ont. 14, Ont. 114, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38

<b>Record Series (Financial Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
Also school audits on enrolment and documentation determining a student's status.				
<b>Financial Statements (Audited)</b> Includes the balance sheet, income statement, statement of source and application of funds, and other audited financial statements.	Finance	Life of Board + 5 years	Life of Board + 5 years	Ont. 65, Ont. 198
<b>Financial Working Papers</b> Includes all drafts, calculations, grant calculations and other working papers associated with the development of financial statements for the Board.	Finance	FY + 6 years	Destroy	
<b>Funding Assessments</b> Includes records relating to the direction of school support, levies and related assessments. Also includes information on fee-paying, non-resident and international visa students.	Corporate Services	FY + 6 years	Destroy	Ont. 14, Ont. 74, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Inventory Control: Fixed Assets</b> Records relating to the balance sheet, including fixed asset listings, depreciation details, asset transfer information, and details of extraordinary entries.	Finance	Life of Asset + 6 years	Life of Asset + 6 years	Vital Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Inventory Control: Non-Fixed Assets</b> Includes all records	Finance	FY + 6 years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18,

<b>Record Series (Financial Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
regarding inventories of board-owned equipment. Excludes hazardous materials inventories.				Fed. 19, Fed. 30, Fed. 38
<b>Investments &amp; Debentures</b> 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	E + 6 years E = closure of account, redemption of issue	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Ledgers: General</b> Includes all records in the books of original entry, whether maintained in book format or as a computer report.	Finance	Life of Board + 5 years	Life of Board + 5 years	Fed. 30, Fed. 37
<b>Ledgers: Subsidiary Ledgers, Registers and Journals</b> Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, journal vouchers, payroll registers, purchase order registers, and year-end adjustments.	Finance	FY + 6 years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>Taxation</b> Includes records documenting taxation such as gas surtax reports, income tax returns and sales tax tables. Also included Harmonized Sales Tax (HST), accounting and information on exemptions and refunds.	Finance	FY + 6 years	Destroy	Ont. 13, Ont. 14, Ont. 139, 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. 23, Fed. 30, Fed. 36, Fed. 38



<b>Record Series (Financial Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
<b>PAYROLL</b>				
<p><b>Payroll</b> Includes all records of payments 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 T4's, TD's, and ROE's.</p>	Finance	CY + 6 years	Destroy	<p>PIB Ont. 1, Ont.2, Ont. 4, Ont. 16, Ont. 21, Ont. 27, Ont. 131, Ont. 136, Ont. 140, Ont. 170, Ont. 171, Ont. 172, Ont. 206, Ont. 207, Ont. 208, Ont. 209, Fed. 5, Fed 6, Fed. 7, Fed. 8, Fed. 23, Fed. 25, Fed. 26, Fed. 27, Fed. 30, Fed. 33, Fed. 34, Fed. 40, Fed. 41</p>
<p><b>Pension Contributions/ Support</b> Includes contribution cards detailing pension and benefits obligations due to retired employees under OMERS and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments.</p>	Finance	E + 6 years E = until pension is paid out to all beneficiaries	Destroy	<p>PIB Ont. 1, Ont. 2, Ont. 4</p>
<b>PROCUREMENT</b>				
<p><b>Tenders &amp; Quotations</b> Records regarding tenders &amp; quotations obtained from suppliers of goods &amp; services such as office supplies, construction &amp; pest control. Requests for proposal, requests for quotations, specifications, bonds &amp; all documentation regarding the selection process.</p>	Finance	FY + 6 years	Destroy	<p>Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38</p>

Record Series (Financial Management)	Accountability	Total Retention	Disposition	Citations/Comments
Excludes vendors/suppliers/ caterers and contracts.				
<b>Purchase Orders &amp; Purchase Requisition</b> Includes purchase requisitions, purchase orders and blanket orders authorizing the procurement of goods and services.	Finance	FY + 6 years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38

### Governance and Legal

**Description:** The function of governing boards/authorities/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 it affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.

Also, The function of addressing legal issues relating to the operations of the board/ authority and 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.

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
<b>AGREEMENTS/CONTRACTS ADMINISTRATION</b>				
<b>Contracts &amp; Agreements</b> Includes all records relating to contracts and agreements.	Operations/ Purchasing	E + 3 years E = Contract Terminated or S/O	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>BOARD &amp; COUNCIL ADMINISTRATION</b>				
<b>Administrative Council(s)</b> Includes agendas and minutes of all administrative councils.	Director's Office Board Secretary	CY + 3 years	Destroy	

<b>Record Series (Governance and Legal)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
<p><b>Articles of Incorporation, By-Laws &amp; Constitution</b> Includes records related to the operation of the School Board as a legal entity.</p>	Director's Office	Life of Board + 5 years	Life of Board + 5 years	Ont. 47
<p><b>Board Agendas, Minutes and Reports</b> Records relating to Board minutes, agendas and reports, including all back-up material.</p>	Director's Office Board Secretary	Life of Board + 5 years	Life of Board + 5 years	PIB Vital Ont. 47
<p><b>Standing &amp; Ad Hoc Committees</b> Includes agendas and minutes of all Board committees with which staff, students, and trustees are involved.</p>	Director's Office Board Secretary	Life of Board + 5 years	Life of Board + 5 years	PIB Vital Ont. 1, Ont. 2, Ont. 4, Ont. 47
<p><b>Trustee Records</b> All records and relevant materials relating to position on Board.</p>	Director's Office	E + 4 years E = end of term	Destroy	PIB Ont.1, Ont.2, Ont.4, Ont. 222
<p><b>Trustees' Register</b> Includes a register of the names, addresses and occupations of trustees, including the dates on which each became or ceased to be a trustee.</p>	Director's Office	Life of Board + 5 years	Life of Board + 5 years	PIB Ont. 1, Ont. 2, Ont. 4
<b>POLICIES, PROCEDURES, DIRECTIVES</b>				
<p><b>Government Guidelines/ Directives</b> Includes correspondence, guidelines and information provided by government ministries.</p>	Director's Office	S/O	Destroy	Ont. 68, Ont. 81, Ont. 83, Ont. 102, Ont. 108, Ont. 112, Ont. 119, Ont. 120, Ont. 157

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Internal Guidelines, Policies, Procedures, Memoranda and Directives</b></p> <p>Includes policy and procedure manuals, guidelines and directives, and all other policies and procedures established by the Board, departments and schools.</p>	<p>Originating</p>	<p>Life of Board + 5 years</p>	<p>Life of Board + 5 years</p>	<p>Ont. 81, Ont. 83, Ont. 108, Ont. 119, Ont. 120, Ont. 157</p>
<p><b>RISK MANAGEMENT</b></p>				
<p><b>Accident/Incident Claims and Reports</b></p> <p>Includes reports related to student, employee, volunteer, and visitor accidents that occur on board property, schools and the administration offices or on school trips.</p> <p>Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident.</p> <p>Includes reports to insurer.</p>	<p>Corporate Services</p>	<p>E + 3 years E = resolution of claim or report No further appeal +3 years for adults <b>Note:</b> If student is under the age of 21, records must be kept until 21<sup>st</sup> birthday</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 34</p>

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Appeals &amp; Hearings</b> Includes records of hearings conducted with regard to issues that affect the school/board. Records include correspondence, reports, discover findings, hearing proceedings and final decisions. Examples: SEAC, IPRC, suspensions and expulsions, boundary reviews.</p>	<p>Corporate Services Director's Office</p>	<p>E = resolution of appeal or hearing No further appeal +3 years for adults <b>Note:</b> If the student is under the age of 21, records must be kept until 21<sup>st</sup> birthday</p>		<p>Ont. 1, Ont.2 , Ont. 4, Ont. 34</p>
<p><b>Insurance Policies</b> Includes records relating to policies to cover loss or damage to property or premises and to cover staff and general public against injury or death resulting from accidents on school/board premises, or otherwise occurring during employment. Documentation regarding the annual review of insurance policies, certificates, appraisals, and related correspondence. For Accident Reports See: <a href="#">Accident/Incident Claims and Reports</a></p>	<p>Corporate Services</p>	<p>Life of Board + 5 years</p>	<p>Life of Board + 5 years</p>	<p>Ont. 34</p>

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Property Damage/ Trespassing Reports</b> Includes reports and general correspondence regarding property damage, theft, or loss. Also includes vandalism reports, copies of repair invoices, monthly and annual summaries.</p>	<p>Originating Department</p>	<p>FY + 6 years</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4 Ont. 34, Ont. 223</p>
<p><b>Legal Claims/ Litigation</b> Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Records include reports, correspondence, investigations, etc. For Accident Reports See: <a href="#">Employee Incident/Accident Reports</a> For WSIB/STD/LTD Claims See: <a href="#">Disability Management</a></p>	<p>Originating Department/ Legal</p>	<p>E + 3 years E = resolution of appeal or hearing. No further appeal +3 years for adults. <b>Note:</b> If student is under the age of 21, records must be kept until 21<sup>st</sup> birthday.</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 34</p>
<p><b>Legal Opinions/ Precedents</b> Records include case law, correspondence, reports, and findings/opinions provided to requestor.</p>	<p>Originating Department Corporate Services</p>	<p>CY + 10 years</p>	<p>Archival Review</p>	
<p><b>REAL PROPERTY MANAGEMENT</b></p>				
<p><b>Deeds &amp; Titles</b> Includes original deeds to any board owned property.</p>	<p>Corporate Services</p>	<p>E = 10 years E = until Property Disposed</p>	<p>Destroy</p>	<p>Ont. 224</p>

<b>Record Series (Governance and Legal)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
<p><b>Property Acquisition &amp; Sales</b> Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands. Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board or under consideration for purchase.</p>	Corporate Services	E = 10 years E = Until Property disposed	Destroy	Ont. 7, Ont. 224

## Human Resources Management

**Description:** 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.

<b>Record Series (Human Resources Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
<b>COMPENSATION &amp; BENEFIT ADMINISTRATION</b>				
<p><b>Benefit Plans</b> Includes records regarding benefits offered to employees such as group insurance, dental plans, wellness &amp; Employee Assistance Program (EAP). Includes brochures, rates, quotes, correspondence, explanatory documents, benefit rate changes &amp; premium adjustments.</p>	Human Resources	S/O + 1 year	Archival Review	

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
Excludes Benefit Records of Specific Employees.				
<p><b>Compensation Planning</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay. For Pay Equity Planning See: <a href="#">Pay Equity</a></p>	Human Resources	CY + 10 years	Destroy	
<p><b>Pay Equity</b> Includes records regarding the establishment and implementation of the board’s pay equity plan. Records include background information, consultant information, questionnaires, interview documentation and job evaluation plans.</p>	Human Resources	CY + 5 years	Destroy	Ont. 132, Ont. 133, Ont. 134
<p><b>Pension</b> Includes: Information and records relating to pension information, such as: Annual Information Returns; General Information on OMERS and other Annuities; Ontario Teachers’ Pension Plan; Teacher’s Pension Plan Certification; Pension reconciliation balances. Excludes – Individual Employee Information and Pension Contributions/Support.</p>	Human Resources	Life of Board + 5 years	Life of Board + 5 years	Ont. 136, Fed. 5, Fed. 30, Fed. 41



Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
<b>HEALTH &amp; WELLNESS</b>				
<p><b>Disability Management</b>                      Long term disability, short- and long-term illnesses, WSIB, attendance management, workplace accommodations.                      Includes medical records, doctor’s notes, correspondence, and health reports related to an employee’s medical situation. Includes information and records relating to employee’s illness or injuries that will assist the employee’s return to the workplace (WSIB).</p>	Human Resources	Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record <b>Note:</b> DO not store in the employee HR file.	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 36, Ont. 158, Ont. 159, Ont. 160, Ont. 161, Ont. 169, Fed. 22
<p><b>Employee Incident/Accident Reports</b>                      Includes reports of accident/injury to board employees under the Workplace Safety and Insurance Act and designated substances exposure records under the Occupational Health and Safety Act.                      Records may include: doctor’s notes, follow-up notes and related correspondence, and short-</p>	Human Resources	Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 217, Ont. 219

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
term and long-term disability claims for both teaching and support staff and record of administration of first aid.		record		
<p><b>Employee Incident/Accident Reports</b></p> <p>Includes reports of accident/injury to board employees under the Workplace Safety and Insurance Act and designated substances exposure records under the Occupational Health and Safety Act.</p> <p>Records may include: doctor’s notes, follow-up notes and related correspondence, and short-term and long-term disability claims for both teaching and support staff and record of administration of first aid.</p>	Human Resources	Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 217, Ont. 219
<p><b>Medical Records: Hazardous Materials Exposure</b></p> <p>Records of staff exposure to asbestos and other hazardous materials.</p>	Human Resources	Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 36, Ont. 158, Ont. 159, Ont. 160, Ont. 161, Ont. 169, Fed. 22

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
		added to personal exposure record		
<b>LABOUR/EMPLOYEE RELATIONS</b>				
<p><b>Equity Issues</b> Includes information and records relating to all equity issues such as gender; questionnaires and plans; race relations; and strategies. For Pay Equity See: <a href="#">Pay Equity</a> For Harassment Incidents See: <a href="#">Respect in the Workplace</a></p>	Human Resources	CY + 10 years	Destroy	
<p><b>Grievances</b> Includes records regarding grievances filed by employees such as evaluation reports, notifications, correspondence with union concerning grievance initiators &amp; legal opinions. Includes arbitrations.</p>	Human Resources	E + 15 years	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 35, Ont. 132, Ont. 133
<p><b>Harassment Complaints, Allegations and Investigations (Respect in the Workplace)</b> Harassment includes acts of violence and vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender</p>	Human Resources	Life of Board + 5 years	Life of Board + 5 years	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 132, Ont. 133, Fed. 9, Fed. 10, Fed. 11, Fed. 12, Fed. 13, Fed. 39

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
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, incident reports, investigations, and correspondence regarding these issues.				
<b>Labour Certification</b> Includes original documents concerning the certification of labour unions.	Human Resources	Life of Board + 5 years	Life of Board + 5 years	
<b>Labour Relations &amp; Negotiations, Union/Non-Union</b> Includes records related to collective bargaining, e.g. final offers, memoranda of settlement, mediations, arbitrations and data used in preparation for bargaining. For Collective Agreements See: <a href="#">Union Collective Agreement/ Non-Union Terms &amp; Conditions Administration</a>	Human Resources	Life of Board + 5 years	Life of Board + 5 years	
<b>Union Collective Agreement/ Non-Union Terms &amp; Conditions Administration</b> Includes records regarding the actual administration and interpretation of the board’s collective agreements, including seniority lists,	Human Resources	Life of Board + 5 years	Life of Board + 5 years	

<b>Record Series (Human Resources Management)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
implementation plans, sub plans, and related records. Excludes Grievances, Collective Agreements, Certification Documents & Negotiations.				
<b>ORGANIZATIONAL PLANNING</b>				
<b>Human Resources Planning</b> Includes records of succession planning & retirement programs such as Early Retirement Incentive Program, staff turnover, staff mobility and related records.	Human Resources	CY + 3 years	Archival Review	
<b>Staffing</b> 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	E + 1 year E = when new lists are received	Archival Review	PIB Ont. 1, Ont. 2, Ont. 4
<b>Temporary Resourcing</b> Includes information and records relating to temporary employees of the Board, such as: Requests for Temporary Assistance; Student or Practice Teachers' Records.	Human Resources	E + 1 year E = conclusion of placement	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 107, Ont. 117
<b>Organization Structure</b> Includes records relating to reporting relationships, organization structure, organization analysis, etc.	Director's Office	S/O + 1 year	Archival Review	
<b>RECRUITING &amp; SELECTING</b>				

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Recruitment</b> Includes records regarding the recruitment of staff, job postings, applications, resumes and applicant evaluations. Successful applicants are moved to the Employee File.</p>	Human Resources	E + 1 year E = closing date of posting	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<b>STAFF MANAGEMENT</b>				
<p><b>Attendance – Employee</b> Includes records regarding employee attendance, absences (leaves, sabbaticals, special leaves, teacher exchanges, deferred salary) and vacations.</p>	Human Resources	CY + 5 years	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 207
<p><b>Criminal Background Checks</b> Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers that come into direct contact with students on a regular basis.</p>	Human Resources	E + 10 years E = Termination of employment/volunteer service	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 56
<p><b>Criminal Offence Declarations</b> Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.</p>	Human Resources	E + 10 years E = Termination of employment/volunteer service	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 56

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Employee Performance Appraisals</b> Includes records of job performance appraisals on all employees according to established timelines and criteria through board procedures.</p>	<p>Human Resources</p>	<p>E + 10 years Event + to years (Event = Summative reports of performance appraisals to which records relate) To be filed in the Employee File.</p>	<p>Destroy</p>	<p>PIB 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</p>
<p><b>Employee Records</b> Includes only those records that relate to a board employee that a principal/supervisor “needs to know” in order to administer their supervisory responsibilities.</p>	<p>Human Resources <b>Note:</b> When an employee is transferred to another school/ workplace within the Board, or the employee is terminated or retired, the file shall be forwarded to Human Resources Department. HR staff will inspect the file to ensure that “only information considered essential for a Supervisor to perform the functions of</p>	<p>E + 10 years E = termination or retirement</p>	<p>Forward to HR on termination</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 207, Ont. 209</p>

Record Series (Human Resources Management)	Accountability	Total Retention	Disposition	Citations/Comments
	his/her position” remains in the file. After reviewing the file, it will be forwarded to the new school/site.			
<b>TRAINING &amp; SKILLS DEVELOPMENT</b>				
<b>Professional Development Programs and Materials</b> Includes records regarding courses and conferences facilitated by the board for staff development and information on career and professional development programs. Also includes conference proceedings and presentations, orientation materials and staff development calendars.	Originating Department	CY + 3 years	Archival Review	



## Planning and Research

**Description:** The function of undertaking research and planning to support the ongoing operations of the school and board. 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.

<b>Record Series (Planning and Research)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
<b>RESEARCH DESIGN &amp; PLANNING</b>				
<b>Enrolment</b> Includes all counts and projections, including the Official Projected Enrolment, documenting enrolments in the school system.	Research		Archival Review	Ont. 114, Ont. 225
<b>Strategic Planning</b> Includes all strategic and operational documents, mandates, as well as related correspondence, background and reference information. Management plans, School Improvement Planning, Business Budget Planning, and Integrated System Plan.	Research & Director's Office	CY + 10 years	Destroy	
<b>School Boundaries</b> Includes information relevant to the establishment of school boundaries for purposes of enrolment and facility use, including boundary descriptions, school attendance areas, and maps.	Planning	Life of Board + 5 years	Life of Board + 5 years	Ont. 47

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Student Demographics</b> Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, country of birth, religion, and other trend data.</p>	<p>Research &amp; Planning</p>	<p>CY + 10 years</p>	<p>Destroy</p>	
<p><b>Municipal Planning and Development</b> Includes records regarding planning and development issues within the Municipality that may have 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.</p>	<p>Planning</p>	<p>CY + 4 years</p>	<p>Destroy</p>	
<p><b>Accommodations Planning</b> Includes records regarding the allocation of classroom and work space 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.</p>	<p>Planning</p>	<p>CY + 10 years</p>	<p>Destroy</p>	<p>Ont. 55</p>

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
<b>RESEARCH &amp; OUTCOMES REPORTING</b>				
<p><b>Research</b> Includes surveys, questionnaires and research dealing with a variety of topics such as Community and Parent research, Student research, Staff research, Curriculum &amp; Program research, Student research and External research from external sources such as other institutions and graduate students.</p>	Research	CY + 10 years	Archival Review	
<p><b>Ministry Reports</b> Includes statistical reports, September school reports, June Board reports or other reports required by or send to the Ministry of Education as part of the funding or process for the preparation of educational statistics.</p>	Research & Director's Office	CY + 10 years	Destroy	Ont. 58, Ont. 114

## Program Design and Development

**Description:** 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 (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
<b>CURRICULUM DESIGN &amp; PLANNING</b>				
<p><b>Program/Curriculum Guidelines</b></p> <p>Includes records regarding the planning and implementation of curriculum programs, program outlines, program reviews, curriculum guidelines and directives specifying curriculum and areas of study or courses of study that shall be taught in schools.</p> <p>Also includes procedures for the selection, approval, purchase, and distribution of school textbooks, learning materials, reference and library books and lists of these materials and books.</p>	Program Services	<p>S/O + 3 years</p> <p>S/O = last update</p>	Destroy	Ont. 45
<p><b>Courses of Study/Outlines</b></p> <p>Includes outlines of available programs including courses of study.</p>	Program Services	<p>S/O + 3 years</p> <p>S/O = last update</p>	Archival Review	Ont. 45
<p><b>Curriculum Projects, Programs, Planning, Proposals, and Review</b></p> <p>Includes recorded information regarding proposals for new curriculum programs, either system-wide or at the school</p>	Program Services	<p>S/O + 3 years</p> <p>S/O = last Ministry review or audit</p>	Archival Review	Ont. 45

Record Series (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
<p>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.</p>				
<p><b>PROGRAMS DESIGN &amp; PLANNING</b></p>				
<p><b>Program Development and Design</b> 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.</p>	<p>Program Services</p>	<p>S/O + 3 years S/O = last update</p>	<p>Destroy</p>	<p>Ont. 45</p>
<p><b>Programs: Continuing Education</b> Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs for</p>	<p>Continuing Education</p>	<p>S/O + 3 years S/O = last update</p>	<p>Destroy</p>	<p>Ont. 45</p>

Record Series (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
credit and also heritage awareness, second language, multicultural, seniors programs.				
<b>Programs and Services: Community</b> 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.	Program Services	CY + 3 years S/O = last update	Destroy	

## Student Services

**Description:** 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 counselling, 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 counselling records.

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<b>STUDENT ADMISSION/REGISTRATION/ENROLMENT</b>				
<b>Student Registration and Verification Forms</b> Registration forms, data verification forms, applications for school entry or special programs such as French Immersion. Also may include "Release	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit <a href="http://www.edu.gov.on">http://www.edu.gov.on</a>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Form for use of student personal information.”			<a href="http://www.edu.gov.on.ca/eng/policyfunding/forms.html#ec">ca/eng/policyfunding/forms.html#ec</a>	
<p><b>International Students – Admission, Enrolment and Registration</b></p> <p>Registration forms, applications for school entry, assessment information, admissions letters, visa information, guardian information (if available), immigration information, health information, criminal history information. Represents fee-paying and non-fee paying international students.</p>	Responsible Board-level staff	FY + 6 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 64, Ont. 114, Ont. 225
<p><b>Transfers, Admittances and Retirement</b></p> <p>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, driver education and heritage language programs.</p>	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 64, Ont. 114, Ont. 225
<p><b>Attendance &amp; Enrolment Registers: Student</b></p> <p>Includes registers and reports concerning the enrolment/ attendance of students, recording of daily attendance, and daily absence reports. Intent to be absent forms,</p>	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 64, Ont. 114, Ont. 225

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
supporting absence documentation. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.			<a href="http://ca/eng/policy/funding/forms.html#ec">ca/eng/policy/funding/forms.html#ec</a>	
<b>STUDENT SUPPORT &amp; WELLNESS</b>				
<p><b>Attendance Counselling</b> Records for students who are referred for counselling on attendance problems. Includes referral, consents, meeting notes and a summary. Also includes Supervised Alternative Learning (SAL) records.</p>	Attendance Counsellor/ Social Worker	E + 10 years E = Student's 21 <sup>st</sup> birthday	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>Career Counselling/Guidance Services</b> Includes information concerning career counselling and guidance services. Also includes records of individual students who are referred for career assessment and guidance such as results of vocational interest tests and exercises, counselling records, interview notes, etc.</p>	School	CY + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>Guidance Materials</b> Includes brochures, calendars, description sheets and catalogues relating to career opportunities, external school programs, post-secondary education, private schools, and scholarships to support students.</p>	School	S/O	Destroy	



Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Student Portfolio Individual Pathways Plan (IPP)</b> IPP becomes the primary planning tool that students use as they proceed through school towards their initial postsecondary destination. Ongoing development of the IPP provides students a valuable archive of their learning and a catalogue of the resources they need for planning.</p>	School	E + 5 years E = retirement from school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 55
<p><b>Child and Youth Counsellors/Workers</b> Records, correspondence and information relating to individual students who are referred for counselling/behaviour management, such as referral forms, consent forms, notes.</p>	School/Special Services Department	E + 10 years E = case closed	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4
<p><b>Student Welfare</b> 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.</p>	School	E + 1 year E = case resolved	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4
<p><b>Medical Home Instruction</b> Home instruction is a short-term intervention for students who are unable to attend school for medical or behavioural reasons. Excludes timesheets for teachers.</p>	School	E + 1 year E = end of home instruction period	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>Social Work</b></p>	School/Special	E + 10 years	Destroy	PIB

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Includes records of individual students who are referred for social worker services, such as referral forms, statistical forms, confidential notes from interviews and correspondence with third parties.	Services Department	OR If the client was less than 18 years at the time of his/her last relevant clinical contact, 10 years following the day the client became or would be 18 years of age.		Ont. 1, Ont. 2, Ont. 4, Ont. 228
<b>STUDENT ASSESSMENT &amp; PROGRESS</b>				
<p><b>Individual Education Plans (IEP)</b></p> <p>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. A signed hard copy of the IEP is retained in the student's OSR until superseded.</p>	School	S/O + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 53

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Student Exams/Province-Wide Tests</b></p> <p>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.</p>	<p>School</p>	<p>CY + 1 year</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4</p>
<p><b>Newcomer Student Assessments</b></p> <p>Includes assessments of individual newcomer students to determine their language background, immigration status, educational history, test results and recommendations for level placement and subjects.</p>	<p>School</p>	<p>E + 5 years E = retirement from school</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41</p>
<p><b>Speech &amp; Language Student Services</b></p> <p>Includes records of individual students who are referred to language/speech services, such as assessments, referral forms, test results, recommendations and programming suggestions.</p>	<p>Special Services/ School</p>	<p>E + 10 years E = when no longer receiving services</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 330</p>
<p><b>Psychological Services Records</b></p> <p>Includes professional records and information relating to individual students who are referred for psychological assessments, such as consultation and clinical</p>	<p>Student (Special Education) Services</p>	<p>E + 10 years E = when no longer receiving services</p>	<p>Destroy</p>	<p>PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4</p>

<b>Record Series (Student Services)</b>	<b>Accountability</b>	<b>Total Retention</b>	<b>Disposition</b>	<b>Citations/Comments</b>
notes, testing protocols, consents, referral forms, correspondence. May include third party reports.				
<b>Specialized Equipment Needs</b> Professional consultation records of individual students who are referred for placement in special education, classes and programs such as applications for admission, physical disability, and blind/low vision recorded information. May be subdivided by project/program/case file.	Special Education/School	E + 5 years E = retirement from school	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 41
<b>Student Health</b> 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.	School	S/O	Destroy	PIB Ont. 1, Ont. 2, Ont. 3, Ont. 4
<b>STUDENT RECORDS ADMINISTRATION</b>				
<b>Ontario Student Record (OSR) – Active</b> Includes all content prescribed according to the Ministry of Education OSR Guidelines, board processes, and at the discretion of the principal.  The following components of the OSR will be retained for	School	E + 5 years E = retirement from Ontario school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
five years after a student retires from school: <ul style="list-style-type: none"> <li>• Report cards</li> <li>• The documentation file, where applicable</li> <li>• Record of accumulated instruction in French/Indigenous as a second language</li> <li>• Additional information that is identified by the school board as appropriate for retention</li> </ul> For OSR Components Requiring 55-Year Post-Retirement Retention See: <a href="#">Ontario Student Record – Inactive</a>				
<b>Office Index Card</b> 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.	School	E + 55 years E = At retirement, final office index card for each school attended is retained for 55 years	Destroy	
<b>Ontario Student Record (OSR) - Inactive</b> Transcript or elementary final student report card and elementary record of instruction in French/Indigenous as a second language, if applicable. Inactive records are retained in accordance with board processes. (See Also – <a href="#">Office Index Card</a> )	Schools Records Department	E + 55 years E = retirement from Ontario school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 42

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>OSR Transfer Requests</b> Requests received from other schools or school boards for Ontario Student Record.</p>	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<p><b>Co-operative Education Student Records</b> Includes records of individual students participating in cooperative education work assignments, such as copies of work education agreements, introductions cards for employer interviews, training plans and applications for programs.</p>	Learning Services	E + 5 years E = retirement from school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41
<p><b>Community Involvement Activities Form 40 Hours</b> Document to support the completion of the required secondary school community service hours completed by students.</p>	Schools	E + 5 years E = retirement from school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41
<p><b>Continuing Education Student Records</b> Includes mature student appraisals, marks and other student-centered records for continuing education courses. Includes Certificate of Program Completion, and Prior Learning Assessment (PLA).</p>	Schools	E + 55 years E = retirement from school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 42

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Notice of Intent for Home Schooling</b> Signed form indicating a student will be withdrawn to be home-schooled.</p>	School	CY + 2 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<p><b>Timetables</b> Includes course timetables for students, as well as course selection sheets for each semester. Also includes signed and dated forms authorizing students to add or withdraw from courses. Excludes School Course Calendars.</p>	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<p><b>Supervised Alternative Learning (SAL) Records</b> Includes records of individual students who make application to a SAL program.</p>	Student Services/School	E + 5 years E = retirement from the school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 226
<p><b>Student Marks</b> 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.</p>	School	E + 5 years E = retirement from the school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>OYAP Participant Application Form</b> Form for co-op students whose placement is within an apprenticeship trade.</p>	Learning Services	E + 5 years E = retirement from the school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41
<p><b>Experiential Learning Student Records</b> Includes records of individual students participating in experiential learning work assignments, such as introduction cards, work portfolio, and evaluation forms for employer interviews, training plans and application for programs, student evaluation forms. SHSM Programs. Excludes: Experiential Learning Programs, Work Education Agreements.</p>	School	E + 5 years E = retirement from the school	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>STUDENT DISCIPLINE</b>				
<p><b>Expulsions</b> Safe School Incident Reporting Form Part 1, related documentation, and any correspondence, if relevant to the expulsion of a student. Filed in the OSR.</p>	Schools	CY + 1 E + 5 years if expulsion is a result of a violent incident as defined in PPM 120 E = Date of Expulsion Report	Destroy	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 227



Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Suspensions</b> Safe School Incident Reporting Form Part 1, related documentation and any correspondence, if relevant to the suspension of a student. Filed in the OSR.</p>	Schools	<p>CY + 1 E + 3 years if suspension is a result of a violent incident as defined in PPM 120 E = Date of suspension report</p>	Destroy	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 227, Ont. 333</p>
<p><b>Incidents Not Resulting in a Suspension or Expulsion</b> Safe School Incident Reporting Form Part 1, related documentation, and any correspondence. Filed in the OSR.</p>	Schools	<p>E + 1 years if a violent incident as defined in PPM 120 E = Date of incident report If not a violent incident, no retention required at principal's discretion.</p>	Destroy	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 227, Ont. 333</p>
<p><b>Threat Assessment Process Documentation</b> Includes Follow-up Intervention Plan (filed with safe schools department or Board equivalent), Case Conference Form (filed in the OSR).</p>	Schools Safe Schools Department or Board Equivalent	<p>CY + 1 year May be retained longer at principal's discretion.</p>	Destroy	<p>PIB Ont. 1, Ont. 2, Ont. 4, Ont. 110, Ont. 111, Ont. 112</p>
<p><b>STUDENT ACTIVITIES &amp; PROGRAMS</b></p>				

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Nutrition</b> Records relating to nutrition including milk programs, breakfast programs and litter less lunch programs, etc.</p>	Schools	CY + 1 year	Destroy	
<p><b>Transportation: Student Bus Services</b> 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.</p>	Schools	CY + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>School Course Calendars</b> Includes outlines of available programs and courses of study.</p>	Schools	CY + 2 years	Archival Review Subject to Ministry of Education Audit <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>	PIB Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<p><b>Student Exchanges</b> Includes correspondence, plans, schedules and reports relating to the student(s) involved in the exchange.</p>	Schools	CY + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p><b>Student Extra-Curricular/Co-Curricular Activities</b> 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, school field trips, concerts, festivals, track meets, tournaments, facility tours, art or essay contests and science fairs.</p>	School	CY + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>Scholarships, Bursaries &amp; Awards – Non-monetary</b> Record regarding names of awards, information on awards, such as engraving, selections criteria, candidate nominations and recommendations, names of candidates, and related records that document the selection process of awards and scholarships. Also includes Ontario Scholar lists. See Also: <a href="#">Financial Management: Scholarship Funds, Bequests &amp; Donations</a></p>	Secondary Schools	CY + 1 year	Archival Review	PIB Ont. 1, Ont. 2, Ont. 4
<p><b>Volunteer Programs</b> Information and records of volunteer programs. Includes Annual Receptions, After School Programs, Child Video Identification Program – Recruitment Workshops, Volunteer Activities in Schools, Volunteer’s Signed</p>	School or Site	S/O + 1 year	Destroy	PIB Ont. 1, Ont. 2, Ont. 4

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Application Form, and Volunteers Assisting Teachers (VAT).				
<b>Extended Day Administration</b> Current year information which includes program planning, participant information such as attendance, demographics, emergency contact information, confirmation of extended day funding, extended day binder report, extended day binders and vacation tracker	School	CY + 1 year	Destroy	

# Glossary

This glossary includes a list of commonly used acronyms, and records and information management terms.

## **Accession**

The process of transferring physical custody of documentary materials to an archival institution.

## **Accountability**

The person or department responsible for the record.

## **Activity**

The activities are the tasks performed to accomplish the Function e.g. Human Resources (Function), Recruiting (Activity).

## **Administration (Function)**

The Function of overseeing the administration of the team and units within the board/authority and 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.

## **Analogue Record**

A paper or micrographic record.

## **Archival Record**

An archival record is information considered permanently valuable and preserved for reference and research purposes because it reflects significant events or documents the history and development of the school board. Each Board will determine what is an archival record, based on the needs of the organization.

## **Archival Review**

Refers to reviewing the records series before destruction to see whether they have an historic significance prior to destruction.

## **Authority**

Statutory and organizational requirements that determine the retention of a record.

## **Citations/Comments**

Legislation/legal authority guiding retention.

## **Communications & Public Relations (Function)**

The function of promoting and marketing boards/authorities/schools 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.

## **Current Fiscal Year**

Refers to September 1<sup>st</sup> to August 31<sup>st</sup> for School Board/Authorities in Ontario.

## **Current Year**

Refers to the current school year for School Board/Authorities in Ontario.

## **Department of Responsibility**

The group within an organization charged with the management of the official record.

**Destroy (Disposal)**

Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).

**Disaster Recovery**

Actions taken after a disaster/business interruption by an organization to restore critical business functions and reclaim damaged or threatened records.

**Disposition**

The way in which an inactive or expired record is handled (e.g. retained, stored, digitized, deleted, shredded, selected for archival management).

**Document**

Recorded information regardless of medium or characteristics. Frequently used interchangeably with the word record.

**Electronic Document and Records Management (EDRM)**

Tools, techniques, and technologies for controlling and organizing information designated as records. Electronic Document Management (EDM)

Tools, techniques, and technologies for controlling and organizing documents stored electronically.

**Email**

A method of delivering information. Email is a communication system vital to Board operations. The information that you received via email (electronic delivery system) may be a record; official or transitory.

**Event**

Trigger for disposition. The trigger is the item that has to happen to start the retention period.

**Facilities Management (Function)**

The function of managing and maintaining board/ authority 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 such as parking.

**Financial Management (Function)**

The function of managing board/authority/school 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.

**Function**

The highest level category in a Records Management system.

## **Governance & Legal**

The function of governing boards/authorities/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.

Also, The function of addressing legal issues relating to the operations of the board/ authority and 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, harassment incidents, etc.

## **Historical Value**

A Board-level determination of records that possess value in documenting the history of the organization and are thus worthy of permanent preservation.

### **Human Resources Management (Function)**

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.

## **Legal Hold**

A process used to preserve all forms of relevant information as a result of current or anticipated litigation, audit, government investigation, or other such matter that suspends the normal disposition or processing of records.

## **Legislation**

Laws governing business practices of public sector (or other) organizations (e.g. PHIPA, MFIPPA).

### **Lifecycle (of a Record)**

The distinct phases of a record's existence, from creation to final disposition.

## **MFIPPA**

Municipal Freedom of Information and Protection of Privacy Act.

## **Non-personal Information**

Non-personal information is any information that relates to an individual but from which it is not possible to directly or indirectly identify the individual, including information that has been aggregated, anonymised or pseudonymised.

## **Non-record**

A Non-Record has no bearing on the organization's functions, operations, or mandate. Non-records are typically used, if ever, only for a very limited period of time. They do not have to be collected and maintained. These documents are not required to be retained and therefore do not appear on a records retention schedule. Examples of non-records include the following:

- reference books
- published legislation from other boards, municipalities or government agencies
- extra copies/convenience copies

## **OASBO**

Ontario Association of School Business Officials

## **Official Record**

Official records document or provide evidence of activity, and/or provide legal proof of a transaction or decision. They have continuing value and must be protected, managed, and retained according to the established retention schedule. They are often, but not necessarily, an original. The Department of Responsibility is the creator or source of a record, and therefore holds the official record and is responsible to follow the minimum retention.

## **Personal Information**

Personal information is any information or combination of information that relates to an individual and can be used to identify the individual. Examples of personal information include photographic image, name, cell phone number, and age.

Personal Information Bank (PIB)

Refers to records in which individuals are identifiable. (e.g. home address, phone number, social insurance number, image/photo, employee number). This information is protected under MFIPPA.

## **PHIPA**

Personal Health Information Protection Act

## **Planning & Research (Function)**

The function of undertaking research and planning to support the ongoing operations of the school and board. 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

## **Program Design & Development (Function)**

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**

A Record is any information however recorded whether in print form, on film, by electronic means, or otherwise. Records can be in many formats: paper, video, audio, microfilm, or electronic. Examples of records include the following:

- email
- text message
- digital media
- websites
- electronic document management systems

## **Record Series**

Subsection of the Function organized by activity.

Records and Information Management (RIM)

Records and Information Management is the application of systematic control to recorded information throughout its lifecycle, from creation through to final disposition.

## **Records Manager**

The individual(s) within an organization responsible for overseeing proper document management practices.



## **Regulatory Requirements**

Laws and legal precedents applicable to the business process or the RIM process.

## **Retention**

Retention of records refers to the methods engaged for continuing possession and control as determined by statutory, regulatory or operational need.

## **Retention Schedule**

A Retention Schedule provides guidelines governing the minimum amount of time a record must be maintained and its disposition based on legislation and operational need.

## **Student Services (Function)**

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 counselling, 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 counselling records.

## **Superseded (Superseded/Obsolete S/O)**

Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.

## **Total Retention**

How long you keep the record (minimum retention).

## **Transitory Record**

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. 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
- drafts and working documents to prepare final records with a few exceptions such as agreements/contracts, drafts in developing legislation.

## **Value of Record**

The usefulness, significance, or worth of a record. Records may have administrative, evidential, fiscal, historical, intrinsic, and legal value.

## **Vital Record**

A record that is fundamental to the functioning of an organization and necessary to continue the operations, without delay, under abnormal conditions.

# Ontario 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, RSO 1990, Reg 823, s. 11</i>	Not specified “shall be in written form”
Ont. 2	Extended Requests — Limitation Period	<i>Municipal Freedom of Information and Protection of Privacy Act, RSO 1990 Chapter M.56, ss. 17.(3) to (5)</i>	2 years
Ont. 3	Personal Health Information Custodians — Records Retention	<i>Personal Health Information Protection Act, 2004, SO 2004, Chapter 3 s. 13.(2)</i>	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, RRO 1990, Reg 823, s. 5</i>	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, (a) the individual to whom the information relates consents to its earlier disposal; or (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, 2005, SO 2005 Chapter 11, ss. 14.(1) to (4), 17.</i>	Keep to make available to the public on request s. 14 addresses obligations to have accessibility reports

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<p>s. 17 at the request of a director, a person or organization shall provide the director with reports relating to compliance</p>
Ont. 6	Electronic Commerce Act	<p><i>Electronic Commerce Act, 2000, SO 2000, Chapter 17, s. 12, s. 31(1)</i></p>	<p>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</p> <p>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.</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<p>s. 31(1) The Act does not apply to the following documents:</p> <p>4. Documents, including agreements of purchase and sale that create or transfer interests in land and require registration to be effective against third parties.</p> <p>5. Negotiable instruments.</p> <p>6. Documents that are prescribed or belong to a prescribed class.</p> <p>(2) Except for section 23 (contracts for carriage of goods), this Act does not apply to documents of title.</p> <p>Documents that create or transfer interests in land and require registration to be effective against third parties must be kept in their original form.</p>
Ont. 7	Land Transfer Tax Act— Documents, Records and Accounts	<i>Land Transfer Tax Act, RSO 1990 Chapter L.6, s. 9.3.</i>	<p>Event + 7 years</p> <p>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</p>
Ont. 8	Constructors — Posting and Retention of Construction Notification Form	Construction Projects Regulation, under <i>The Occupational Health and Safety Act, O.Reg</i>	<p>Event + 1 year</p> <p>Event = project finished</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		213/91, ss. 6 (3),(6), 19	
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 Event = project finished  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
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, RSO 1990 Chapter C.40</i> , s. 13.3 (10)	Not specified “retains”
Ont. 13	Provincial Offence Tax Prosecutions — Limitation Period	<i>Income Tax Act, RSO 1990, Chapter I.2</i> , s. 48.(3).	Event + 8 years Event = day subject matter of information/complaint arose
Ont. 14	Income Tax Accounting Records and Books of Account	<i>Income Tax Act, RSO 1990, Chapter I.2</i> , s. 39	Event + 6 years 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 Event = project finished

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 16	Employer Health Tax Act Offence Prosecutions — Limitation Period	<i>Employer Health Tax Act, RSO 1990, Chapter E.11, s. 37.</i>	Event + 6 years 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, 2000</i> , O.Reg. 209/01, ss. 33(6),(7), 34.(2).	Event + 5 years Event = date of last entry
Ont. 18	Owner/Contractors — Elevating Device Log Books	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000</i> , O.Reg. 209/01, s. 34.	Event + 5 years Event = date of last entry
Ont. 19	Owners — List of Emergency Contacts	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000</i> , 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, 2000</i> , 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, RSO 1990, Chapter E.11, s. 6.(1)(b).</i>	Event + 4 years Event = day return required to be delivered
Ont. 22	Environmental Offence Prosecutions — Limitation Period	<i>Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.</i>	Event + 2 years 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	Minimum retention 2 years.

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Regulation, under the <i>Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9).</i>	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, 2000, SO 2000, Chapter 41, ss. 15.(1) par. 1, 15(5) par. 1; s. 16</i>	Event + 3 years Event = date employee ceased to be employed by employer
Ont. 25	Employers — Employee Records / Date of Birth	<i>Employment Standards Act, 2000, SO 2000, Chapter 41, ss. 15(1) par. 2, 15(5) par. 2; s. 16</i>	Event + 3 years Event = earliest of: employee's 18th birthday or date employee ceased to be employed by employer
Ont. 26	Employers — Employment Records / Date Employment Started	<i>Employment Standards Act, 2000, SO 2000, Chapter 41, ss. 15.(1) par. 3, 15.(5) par. 1; s. 16</i>	Event + 3 years Event = date employee ceased to be employed by employer
Ont. 27	Schedule 1 Employers — Wages Record	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 80</i>	Not specified
Ont. 28	Accident and First Aid Records	First Aid Requirements Regulation, under the <i>Workplace Safety and Insurance Act, 1997, RRO 1990, Reg. 1101, s. 5.</i>	Not specified
Ont. 29	Offence Prosecutions — Limitation Period	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 157.1.(1)</i>	Event + 2 years Event = most recent act or omission upon which prosecution is based comes to knowledge of Board

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 30	Fire Insurance Claims – Limitation Period	<i>Insurance Act, R.S.O. 1990, c. 1.8, 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 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 Event = act or omission on which claim is based took place  NOTE: Allegation of sexual abuse should be retained Event +50



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 36	Workers Compensation Prosecution Limitation	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 157.1.(1)</i>	Last Event +2  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 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>	The following components of the OSR will be retained for 5

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Ontario Student Record (OSR) Guideline, 2000 Ministry of Education <a href="http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top">http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top</a>	years after a student retires from school: <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</i> , RSO. 1990, Chapter E.2, ss. 265(1)(d) Ontario Student Record (OSR) Guideline, 2000 Ministry of Education <a href="http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top">http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top</a>	The following components of the OSR will be retained for 55 years after a student retires from school: <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>
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” Description: 15.(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given: . . . 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 44	Board of Education Secretary — Meeting Minutes and Ministry Reports	<i>Education Act, RSO. 1990, Chapter E.2, ss. 198(1)(a), (b); 207(4)</i>	<p>Not specified “is responsible for keeping/keep to provide on request of Ministry”</p> <p>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 works 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.</p> <p>See also Ont. 47</p> <p>See also Ont. 65</p>
Ont. 45	School Principals — Course Outlines	<p>Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, ss. 11.(3)(c), (d)</i></p>	<p>Not specified “shall retain”</p> <p>Description:</p> <p>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), . . .</p> <p>(c) retain on file up-to-date copies of outlines of all courses of study that are taught in the school;</p> <p>(d) upon request, make outlines of courses of study</p>
Ont. 46	Dissolved Boards of Education	<i>Education Act, R.S.O. 1990, c. E.2, s. 66.(4)</i>	Event = Shall be filed as Minister may direct

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 47	Board — Education Records Management / Archival Retention	<i>Education Act</i> , RSO. 1990, Chapter E.2, s. 171.(1), par. 38; 207(4)	<p>Not specified “may establish schedules for destruction”</p> <p>Description:</p> <p>171.(1) A board may, . . .</p> <p>38. institute a program of records management that will, subject to the regulations in respect of pupil records,</p> <p>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</p> <p>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</p> <p>See also Ont. 44 See also Ont. 65</p>
Ont. 48	Professional Activity Day Evaluations	School Year Calendar, Professional Activity Days Regulation, under the <i>Education</i>	<p>Not specified “shall retain”</p> <p>Description:</p> <p>8. In each year, every board shall undertake an annual</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>Act, RRO 1990, Reg. 304, s. 8</i>	evaluation of the activities of the professional activity days of the previous year and retain such evaluations on file.
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>	<p>Not specified “duties to maintain/retain/dispose/register/prepare”</p> <p>Description:</p> <p>265.(1) It is the duty of a principal of a school, in addition to the principal’s duties as a teacher, . . .</p> <p>(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;</p> <p>(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;</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
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</i> , Reg. 296, s. 18.(f)	Not specified “shall maintain and retain”
Ont. 51	Principal — School Visitors Book	<i>Education Act, R.S.O. 1990, c. E.2</i> , s. 265.(1)(n)	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</i> , Reg. 306, ss. 2.(2), 6	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</i> , s. 8	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</i> , s. 16 (1)	4 years
Ont. 55	Ministry — Plans for School Buildings	Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990</i> , Reg. 298, s. 2.(1)	Not specified “shall file”
Ont. 56	Personal Criminal History	Collection of Personal Information, under the <i>Education Act, O. Reg. 521/01</i> , s. 2	Retention not specified O. Reg. 521/01 s.2 “shall collect” Police Record Checks Reform Act, 2015 what may be collected

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>Police Record Checks Reform Act, 2015, S.O. 2015, c.30</i>	
Ont. 57	Board — Performance Appraisal System Information	<i>Education Act, R.S.O. 1990, c. E.2, s. 277.45.(1)</i>	<p>Keep to make available on request</p> <p>277.45(1) Every board shall make information about the performance appraisal system set out in this Part available to,</p> <p>(a) teachers employed by the board;</p> <p>(b) pupils who are enrolled in schools of the board and their parents;</p> <p>(c) the chair of the school council for each school governed by the board.</p>
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

<b>Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
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”
Ont. 64	False Register Offence	<i>Education Act, RSO. 1990, Chapter E.2, ss. 213 (1)</i>	Not specified “keeps”
Ont. 65	Board Treasurers — Financial Statements	<i>Education Act, RSO. 1990, Chapter E.2, ss. 252.(1), (2), (3); 207(4)</i>	Not specified “shall keep/give to the Ministry/publish/mail See also Ont. 44 See also Ont. 47
Ont. 66	Secretary — Rural Separate School Authority & Combined Separate School Zones Supporter Elector Records	<i>Education Act, RSO. 1990, Chapter E.2, ss. 92(8), 94(2)</i>	Not specified “shall enter” See also Ont. 44
Ont. 67	Student Trustee Issues — Vote 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  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:



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<ol style="list-style-type: none"> <li>1. Administering this Act and the regulations, and implementing the policies and guidelines made under this Act.</li> <li>2. Ensuring compliance with this Act, the regulations, and the policies and guidelines made under this Act.</li> <li>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.                         <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol> </li> <li>4. Risk management, error management or activities to improve or maintain the</li> </ol>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<p>quality of the programs or services that the Ministry provides or funds, in whole or in part.</p> <p>4.1 Risk management, error management or activities to improve or maintain the quality of extended day programs.</p> <p>4.2 Risk management, error management or activities to improve or maintain the provision of financial assistance related to extended day programs.</p> <p>5. Research and statistical activities that relate to education and are conducted by or on behalf of the Ministry.</p> <p>Not a retention citation</p>
Ont. 69	Boards — Annual School Calendars and Professional Activity Day Agendas	School Year Calendar, Professional Activity Days Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 304, s. 4.1(1), 7 (1)	Keep to make available on request at beginning of school years
Ont. 70	Schools for the Blind and the Deaf Teachers — Teaching Plans and Outlines	Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 296, s. 15.(d)	Not specified “shall prepare/keep to provide Superintendent on request”
Ont. 71	Boards — Exceptional Pupils Placement Guides	Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO</i>	<p>Not specified “shall record”</p> <p>Description:</p> <p>16. A residence counsellor shall, . . .</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		1990, Reg. 296, s. 16.(d)	(d) record the growth and development of each pupil in the residence area;
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. 74	Special Education Funding Guidelines: Special Equipment Amount (SEA) and Special Incidence Portion (SIP) Grants for Student Needs Projections ) (updated annually	Grants for Student Needs — Legislative Grants for the 2018 – 2019 School Board Fiscal Year Regulations, under the <i>Education Act</i> , O. Reg. 284/18	Keep to make available on request
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” 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:  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>	Indirect Collection of Personal Information by Ministry of Education

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Act, O. Reg. 440/01, s. 3	<p>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:</p> <p>par.1. The individual’s full name, any name the individual prefers to use and any previous names the individual used.</p> <p>par. 2. The individual’s gender.</p> <p>par. 3. The individual’s date of birth.</p>
Ont. 78	Teachers’ Learning Plans	Teacher Learning Plans Regulation, under the <i>Education Act</i> , O. Reg. 98/02, s. 2.(5)	<p>Not specified “shall retain”</p> <p>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.</p>
Ont. 79	Boards — Performance Appraisal Records	Teacher Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 99/02, s. 9	<p>Event + 6 years</p> <p>Event = Summative report to which record relates</p>
Ont. 80	Boards — New Teacher Performance Appraisal Records	Teacher Performance Appraisal Regulation, under the <i>Education Act</i>	<p>Event + 6 years</p> <p>Event = Summative report to which record relates</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>Act, O. Reg. 99/02, s. 17</i>	
Ont. 81	Boards — Delegation Policies and Guidelines	<i>Education Act, RSO. 1990, Chapter E.2, s. 302.(9.1)</i>	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, O. Reg. 41/10, ss. 14.(1), (2)(e)</i>	See Fed.16 Books of Account FY+6 Not specified “shall include”  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, O. Reg. 41/10, s. 13.(1)</i>	Not specified “shall adopt”  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, O. Reg. 234/10, ss. 3.(1), (6), 6(4), 7(6), 11(5), 12(6)(7), 24, 48, 50</i>	Event + 6 years  Event = Summative reports of performance appraisals to which records relate

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
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 26.(1) Every board shall make information about the performance appraisal system set out in this Part available to, (a) supervisory officers, principals and vice-principals employed by the board; (b) teachers employed by the board; (c) pupils who are enrolled in schools of the board and their parents; and (d) the chair of the school council for each school governed by the board.
Ont. 98	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  Not specified “shall be recorded”  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. 99	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  Not specified “shall report /submit”

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 100	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” See also Ont. 47
Ont. 101	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” See Ont.102 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. 102	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  Shall be available for examination at the board’s office and on the Board website for four years
Ont. 103	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. 104	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. 105	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”

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 106	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. 107	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. 108	Boards — Climate Survey - Collection of Information	Education Act, R.S.O.1990, c. E.2, s. 169(2.1), (2.2); <i>Anti-Racism Act</i> , S.O. 2017, c.15	<p>Education Acts. 169.1(2.1) In fulfilling its duties under clause (1)(e) with respect to the effectiveness of policies developed by the board to promote the goals referred to in clauses (1)(a.1) and (a.2), every board shall use surveys to collect information from its pupils and staff, and parents and guardians of its pupils at least once every two years in accordance with any policies and guidelines made under paragraph 31 of subsection 8(1).(2.2) In collecting information under subsection (2.1), a board shall not collect any name or any identifying number, symbol or other particular assigned to a person</p> <p>Anti-Racism Acts.6 (1) The Minister, with the approval of the Lieutenant Governor in Council, shall establish data standards for the collection, use and management of information, including personal information, to identify and monitor systemic racism and racial disparities for the purpose of eliminating</p>



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			systemic racism and advancing racial equity.s.7(10)The public sector organization shall retain the collected personal information for the period specified in the applicable data standards or, if there is no such specified period, for at least one year after the day it was last used by the organization.
Ont. 109	Boards — Policy and Guideline Changes	<i>Education Act, R.S.O. 1990, c. E.2, s. 301(11)</i>	Not specified “shall submit” Event = Shall retain in accordance with policies of board 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. 110	Boards — Posting of Bullying Prevention and Intervention Plans	<i>Education Act, R.S.O. 1990, c. E.2, s. 303.3(4)</i>	Not specified Event = Shall retain in accordance with policies of board
Ont. 111	Principals — Posting of Bullying Prevention and Intervention Plans	<i>Education Act, R.S.O. 1990, c. E.2, s. 303.3(5)</i>	Not specified 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.

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 112	Boards — Suspension and Expulsion Reports	<i>Education Act, R.S.O. 1990, c. E.2, s. 314.5(1)</i>	Not specified “shall submit”  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. 114	Ministry of Education — “Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016”	<i>Education Act: Calculation Of Average Daily Enrolment For The 2014-2015 School Board Fiscal Year Regulation, under the Education Act, O. Reg. 75/14, s. 2</i>	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website
Ont. 115	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, O. Reg. 76/14, s. 3; as am. O. Reg. 199/15, s. 1; as am. O. Reg. 214/16, s. 1</i>	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website
Ont. 116	Ministry of Education — Grants	Grants for Student Needs — Legislative Grants for the 2015-2016 School Board Fiscal Year, under the <i>Education Act, O. Reg. 195/15, s. 3; as am. O. Reg. 219/16, s. 1</i>	Keep to make available on request at offices of Education Finance Branch of the Ministry of Education / on Ministry’s website
Ont. 117	Boards — Posting of Positions of Assignments	Hiring Practices Regulation, under the <i>Education Act, O.</i>	Not specified See Fed. 33 - 6 years

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Reg. 274/12, ss. 12(1), 13(1), 14(2)	
Ont. 118	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” See Fed. 33 - 6 years
Ont. 119	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. 120	Schools Boards — Anaphylactic Policies	<i>Sabrina’s Law, 2005, S.O. 2005, c. 7, s. 2.(1)</i>	Not specified “shall maintain”
Ont. 121	School, Private School, Day Nursery Operators — Post 1990 Plumbing Weekly Flushing and Verification Records	Schools, Private Schools and Child Care Centres Regulation, under the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, s. 3(4), (5), 9	6 years 9. (1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years:  1. Every record made under section 3, 4, 4.1, 5 or 5.1.  1.1 The instructions provided by the manufacturer of a filter or other device referred to in paragraph 6.2 of subsection 5 (2).  2. Every test result obtained in respect of a test required under section 5, 5.1 or an order.  3. Every test result in respect of which a report was required under section 6.

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<p>4. A copy of every director's direction given under section 4.1, subsection 5 (2.2) and section 5.1.</p> <p>5. A copy of every report provided or received under subparagraphs 5.3 iii and iv of subsection 5 (2). O. Reg. 243/07, s. 9 (1); O. Reg. 417/09, s. 10; O. Reg. 459/16, s. 12 (1-3).</p>
Ont. 122	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, 2002</i> , O. Reg. 243/07, ss. 4(4), (5), 9	6 years See Ont. 121
Ont. 123	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, 2002</i> , O. Reg. 243/07, s. 5(2) par. 12, 9	6 years See Ont. 121
Ont. 124	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, 2002</i> , O. Reg. 243/07, s. 8.(1) par. 1, (3)	2 years; at school during normal business hours
Ont. 125	School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders	<i>Schools, Private Schools and Child Care Centres Regulation</i> , under	6 years; but shall keep readily available at school

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, ss. 8(1) par. 2, (3)	
Ont. 126	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, 2002</i> , O. Reg. 243/07, ss. 8(1) par. 3, (3)	6 years; 2 years readily available at school
Ont. 127	School, Private School, Day Nursery Operators — Regulations	<i>Schools, Private Schools and Child Care Centres Regulation</i> , under the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, 8(1)	Keep to make available on request at school
Ont. 128	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, 2002</i> , O. Reg. 243/07, ss. 9.(1), (2)	See Ont. 121
Ont. 129	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, 2002</i> , O. Reg. 243/07, ss. 8(1) par. 3.1, (4)	6 years; 2 years readily available at school
Ont. 130	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, 2002</i> , O.	6 years; 2 years readily available at school

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Reg. 243/07, ss. 9(1) par. 5, (2)	
Ont. 131	Health Tax – Limitation Period	<i>Employer Health Tax Act, RSO 1990, c. E.11, s. 8(1)</i>	Event + 4 years 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. 132	Complaints — Limitation Period	<i>Human Rights Code, RSO 1990, c. H.19, s. 34.(1)</i>	Event + 1 year Event = incident to which application relates or last incident in series
Ont. 133	Applications regarding Contravened Settlements — Limitation Period	<i>Human Rights Code, RSO 1990, c. H.19, s. 45.9.(3)</i>	Event + 6 months Event = contravention or last of contravention in series
Ont. 134	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 Event = day issued or earlier as may be specified by Commission
Ont. 135	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,  (a) a period of at least one year; or  (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.
Ont. 136	Pension Benefits Offence Prosecutions — Limitation Period	<i>Pension Benefits Act, RSO 1990, c. P.8, s. 110(6)</i>	Event + 5 years Event = Offence occurred or alleged occurred
Ont. 137	Minister — Posting of Accessibility Standards	<i>Accessibility for Ontarians with Disabilities Act, 2005,</i>	Not specified

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>S. O. 2005, c. 11, s. 10.(1).</i>	
Ont. 138	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. 139	Income Tax Offences Limitations	<i>Income Tax Act, RSO 1990, c. 1.2, s. 48.(3)</i>	Event + 8 years (Event = Date of Information or Complaint) 48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
Ont. 140	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.  See Fed. 33 6 years
Ont. 141	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 Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 142	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”

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 143	Posting of Fire Emergency Procedures	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part II, ss. 2.8.2.5.(1),(2)	Not specified
Ont. 144	Fire Drill Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part II, s. 2.8.3.4.(1), (2)	Event + 1 year (12 months) Event = fire drill
Ont. 145	Posting of Portable Extinguisher Locations/Operating Instructions	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part VI, ss. 6.2.1.5, 6.2.4.4	Recommend Post Most Current
Ont. 146	Portable Extinguisher — Maintenance Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part VI, s. 6.2.7.5	Not specified “shall be maintained”  Recommend Event + 2 years (Event = Maintenance)
Ont. 147	Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part VI, s. 6.3.2.2.(4), Division B, s. 1.1.2.1, 1.1.2.2	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 148	Test Records of Fire Alarm Monitoring Signals	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division A, Part VI, s. 6.3.2.2.(5), Division B, s. 1.1.2.1, 1.1.2.2	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 149	Sprinkler Systems Inspections Records	Fire Code, under the <i>Fire Protection and</i>	Not specified “shall be kept”



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>Prevention Act, 1997</i> , OR 213/07, Division B, Part VI, ss. 6.5.1.8.(1),(2)	Recommend Event + 2 years (Event = Inspection)
Ont. 150	Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, Part VI, s. 6.8.2.2, Division B, s. 1.1.2.1, 1.1.2.2	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 151	Fire Protection Systems — Test, Corrective, Measure or Operational Procedure Reports	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , OR 213/07, Division B, s. 1.1.2.2 (2)	Event = Shall be retained throughout life of systems.
Ont. 152	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: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records of each kind are retained
Ont. 153	Employers — Confined Space Assessments	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act, 1997</i> , OR 632/05, ss. 6.(1) to (4)	Not specified “shall ensure carried out/recorded in writing”
Ont. 154	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: Event + 1 year Event = Document created Or: Event = Period necessary to ensure 2 most recent records retained
Ont. 155	Employers — Confined Space Programs	Confined Spaces Regulations, under	Not specified “shall ensure maintained”

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		the <i>Occupational Health and Safety Act</i> , OR 632/05, s. 5.(1);	
Ont. 156	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. 157	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. 158	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. 159	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. 160	Physicians — Worker Personal Exposure Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 30	Later of: Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record And

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates
Ont. 161	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: Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record And If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates
Ont. 162	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 Recommend Posting Most Current
Ont. 163	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. 164	Pesticide Offence Proceedings — Limitation Period	<i>Pesticides Act</i> , RSO 1990, c. P.11, s. 48	Event + 2 years Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director

<b>Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
Ont. 165	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. 166	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. 167	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. 168	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. 169	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. 170	Notice of Garnishment Extension Orders — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act, OR 258/98, rule 20.08.(2.1)</i>	Event + 6 years Event = Order made; unless leave of court
Ont. 171	Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act, OR 258/98 rule 20.08.(2.2),(2.3)</i>	Event + 1 year Event = Date order granting leave to issue made
Ont. 172	Notices of Garnishment — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act,</i>	Event + 6 years Event = Date of issue or renewal

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		OR 258/98, rule 20.08.(5.1),(5.2)	
Ont. 174	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. 175	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 Event = Project finished
Ont. 176	Workplace Hazardous Materials Information System (WHMIS)	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act</i> , RRO. 1990, R. 860, ss. 3.(1), 7	Not specified “shall ensure developed/assess”
Ont. 177	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 Event = Day report required to be submitted or day record required to be prepared 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

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			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. 178	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. 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. 179	Engineers' Log Books	Operating Engineers Regulation, under the <i>Technical Standards and Safety Act, 2000</i> , OR 219/01, s. 37	Event + 3 years 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
Ont. 180	Fire Systems Inspections Approved Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07,	Not Specified "shall be kept". An "Approved" record means approved by the Chief Fire Official.

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Division B, Part VI, ss. 6.5.1.8(1), (2)	
Ont. 181	Ontario Water Resources Act Offence Proceedings — Limitation Period	<i>Ontario Water Resources Act, RSO. 1990, c. O. 40, s. 94</i>	Event + 2 years Event = later of: date offence committed and date: offence first came to attention of designated person
Ont. 182	Fixed Support Inspections, Tests, Repairs, Modifications and Maintenance Forms	Construction Projects Regulation, under the <i>Occupational Health and Safety Act, O. Reg. 213/91, s. 141.4(6)</i>	Not specified “shall keep permanent record”
Ont. 183	Scaffold/Anchor Points Log Book	Window-Cleaning Regulation, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 859, s. 41.(5)</i>	Event = Maintain and retain as long as anchor points and suspended scaffold are used
Ont. 184	Hydrant Operations Records	Fire Code, under the <i>Fire Protection and Prevention Act, 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</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 185	Emergency Electrical Power Supply Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3</i>	Event = Shall be maintained as required in CSA–C282, “Emergency Electrical Power Supply for Buildings
Ont. 188	Liquid Gain or Loss Measurements for Storage Tests	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4),</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Division B, Part I, ss. 1.1.2.1 to 1.1.2.3	building premises for examination on request
Ont. 189	Out of Service Underground Storage Tanks — Liquid Measurement Levels Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , 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. 190	Piping Systems for Flammable Liquids or Combustible Liquids Documentation	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , 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 Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 191	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. 192	Parking Conviction Records	<i>Provincial Offences Act, RSO 1990, c. P.33</i> , s. 18.2.(6)	Not specified “shall record”
Ont. 193	Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	<i>Provincial Offences Act, RSO 1990, c. P.33</i> , s. 18.1.(2)	75 days
Ont. 194	Building Code Act Offence Prosecutions — Limitation Period	<i>Building Code Act, 1992, SO 1992, c. 23</i> , s. 36.(8), (8.1)	1 year 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.



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 195	Recovery of Future Estate Claims — Limitation Period	<i>Real Property Limitations Act, RSO. 1990, c. L.15, s. 6(1).</i>	Longer of: Event + 5 years Event = Estate of entitled person vested in possession And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
Ont. 196	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. 197	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. 198	Financial Statements - Annual	<i>Municipal Act, 2001, SO 2001, c. 25, s. 294.1</i>	Not specified “shall prepare” 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.
Ont. 206	Pregnancy / Parental / Emergency Leaves	<i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(7)</i>	Event + 3 years Event = day after which the leave expired

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 207	Employee Work Hours	<i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(1), par. 4</i>	CY +5 years 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: ..... 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. 208	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. 209	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 Event = Information given to employee
Ont. 210	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. 211	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

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 212	Multi-Year Accessibility Plans - Designated Public Sector Organizations	Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> , O. Reg. 191/11, s. 4(1)	Not specified “shall maintain/post/review every 5 years”
Ont. 214	Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports & compliance information	<i>Accessibility for Ontarians with Disabilities Act, 2005</i> , SO. 2005, c. 11, ss. 14.(1) to (4), 17	<p>Shall file and keep to make available to the public on request.</p> <p>Shall provide the director with reports or information relating to the compliance of the person or organization with the accessibility standards.</p> <p>CY+6 The Accessibility Directorate Compliance reports for 6 years.</p>
Ont. 215	Operator-in-charge Records	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , OR 129/04, s. 17.(2).	Not specified “shall ensure maintained”
Ont. 216	Posting of Certificate of Classification of Facility	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , OR 129/04, s. 4.(5)	Not specified
Ont. 217	Accident Claims – Limitation Period	<i>Workplace Safety and Insurance Act, 1997</i> , SO 1997, c. 16, Schedule A, s. 22(1), (3)	<p>Event + 6 months</p> <p>Event = accident or when worker learns he/she suffers from disease</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<p>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.</p>
Ont. 219	Construction Accident Records	Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , OR 213/91, s. 10	<p>Permanent</p> <p>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.</p> <p>(2) The record shall include particulars of,</p> <ul style="list-style-type: none"> <li>(a) the nature and circumstances of the occurrence and the injury sustained by the worker;</li> <li>(b) the time and place of the occurrence;</li> <li>(c) the name and address of the injured worker; and</li> <li>(d) the steps taken to prevent a recurrence.</li> </ul> <p>(3) An employer to whom subsection (1) applies shall make the record available to an inspector upon request.</p>
Ont. 220	Health & Occupational Safety Prosecutions Limitation Period –	<i>Occupational Health and Safety Act</i> , RSO 1990, c. O.1, s. 69	<p>Event + 1 year</p> <p>Event = last act or default</p> <p>69. No prosecution under this Act or the regulations shall be</p>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			instituted more than one year after the later of, (a) the occurrence of the last act or default upon which the prosecution is based; or (b) the day upon which an inspector becomes aware of the alleged offence. 2017, c. 34, Sched. 30, s.5.
Ont. 221	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 - Environmental Claims not discovered - sexual assault or sexual misconduct proceedings - proceedings with no consequential relief or to enforce a court order - arbitration act or civil remedies act proceeding - proceeding with collateral
Ont. 222	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 Event = day action took effect, or voting day
Ont. 223	Provincial Offence Prosecutions — Limitation Period	<i>Provincial Offences Act, RSO 1990, c. P.33, s. 76</i>	Retention/Limitation: Event + 0.5 years (6 months) Event = Date offence was/alleged committed Description: 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

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			offence was, or is alleged to have been, committed. (2) A limitation period may be extended by a justice with the consent of the defendant.
Ont. 224	Land and Legacy Claims — Limitation Period	<i>Real Property Limitations Act, RSO 1990, c. L.15, s. 23.(1)</i>	Event + 10 years Event = Acknowledgement/last payment
Ont. 225	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.  <a href="http://www.edu.gov.on.ca/en/policyfunding/forms.html#e_c">http://www.edu.gov.on.ca/en/policyfunding/forms.html#e_c</a> See above link for list of documents
Ont. 226	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. 227	Serious Student Incidents reported on the Safe Schools Incident Reporting Form	Progressive Discipline & promoting Positive Student Behaviour	Policy/Program Memorandum 145  <a href="http://www.edu.gov.on.ca/extra/eng/ppm/145.pdf">www.edu.gov.on.ca/extra/eng/ppm/145.pdf</a>

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 228	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. 330	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. 332	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. 333	Violent Student Incidents	<i>Reporting Violent Incidents to the Ministry of Education</i>	<i>Policy/Program Memorandum 120</i>  <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>
	College Members – Client Records	Ontario College of Social Workers and Social Service Workers  Code of Ethics and Standards of Practice Handbook – Second Edition  <a href="https://www.ocswssw.org/wp-content/uploads/2018/09/Code-of-Ethics-and-Standards-of-Practice-September-7-2018.pdf">https://www.ocswssw.org/wp-content/uploads/2018/09/Code-of-Ethics-and-Standards-of-Practice-September-7-2018.pdf</a>	Retention  Event + 7 years  (Event = Date of last entry in the record, or if client was less than 18 years at date of last entry, the day the client became or would have become eighteen)

Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
	Physiotherapists – Clinical and Financial Records	College of Physiotherapists of Ontario  Record Keeping Standard <a href="https://www.collegept.org/rules-and-resources/record-keeping">https://www.collegept.org/rules-and-resources/record-keeping</a>	Retention  Event + 10 years (Event = Later of the date of the last patient encounter or the date the patient reached, or would have reached, 18 years of age)
	Occupational Therapist - Records	College of Occupational Therapists of Ontario  Record Keeping Standard  <a href="https://www.coto.org/docs/default-source/default-document-library/record-keeping-standard-jan1.pdf?sfvrsn=ea445359_10">https://www.coto.org/docs/default-source/default-document-library/record-keeping-standard-jan1.pdf?sfvrsn=ea445359_10</a>	Retention  Event + 10 years (Event = Date of last entry in the record, or if client was less than 18 years at date of last entry, the day the client became or would have become eighteen)
	Public Sector Organizations – Collected personal information	<i>Anti-Racism Act SO 2017, c. 15, s. 7(10)</i>	Event + 1 year (Event = Day the information was last used by the organization)
	Employers – Records on Payments	<i>Employment Protection for Foreign Nationals Act, 2009 SO 2009, c. 32, s. 14(1)</i>	Event + 7 years (Event = Earlier of the date the employee ceases to be employed by the employer; or the employee becomes a permanent resident)
	Employers – Dates of Employee work and Wages	<i>Government Contract Wages Act, 2018 S.O.</i>	Event + 3 years



Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		<i>2018, c.9, s. 8(1), par. 1, 8(2), par. 1</i>	(Event = the day or week to which the information relates)
	Employers – Subcontracting Information	<i>Government Contract Wages Act, 2018 S.O. 2018, c.9, s. 8(1), par. 2-3, 8(2), par2</i>	Event + 3 years (Event = the last day work was performed under the subcontract)
	Operator of a Food Premise – Pest Control Measures	Food Premises under the <i>Health Protection and Promotion Act, O.Reg 493/17, s. 13(2)</i>	Event + 1 year (Event = date the records are made)
	Operator of a Food Premise – Food Processing Records	Food Premises under the <i>Health Protection and Promotion Act, O.Reg 493/17, s. 29(2)</i>	Not specified “Shall post”
	Employer – Pay Transparency Report	<i>Pay Transparency Act, 2018, S.O. 2018, c. 5, s. 7(5)</i>	Not specified “Shall post”
	Licensee – Public Vehicle Records	General Regulation under the <i>Public Vehicles Act, Reg. 982, s. 24</i>	Not specified “Shall keep”
	Provincial Offence Tax Prosecutions – Limitation Period	<i>Income Tax Act, RSO 1990, c. 1.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.</i>	Event + 8 years (Event = Day subject matter of information/complaint arose)
	Licensee – Liquor – Special Occasion Permit	<i>Liquor Licence Act, R.S.O. 1990, c.L.19</i>	Not specified <b>19</b> (1) A person may apply to the Registrar for a permit authorizing the holder thereof to sell or serve liquor on a prescribed special occasion <b>43</b> (1) The Registrar may designate persons employed by the Alcohol and Gaming Commission of Ontario as persons who may carry out inspections for the purpose of

<b>Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
			determining whether there is compliance with this Act and the regulations.

# Federal Citation Table

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
Fed. 1	GST/HST – Electronic format	<p>Canada Revenue Agency, GST/HST Memoranda Series</p> <p>Chapter 15: Books and Records (Revised July 1999)</p> <p>15.2 Computerized Records, June 2005</p> <p>Electronic records 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.</p>	<p>6 years</p> <p>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.</p>
Fed. 2	GST/HST – Electronic format	<p>Canada Revenue Agency, GST/HST Memoranda Series</p> <p>Chapter 15: Books and Records (Revised July 1999)</p> <p>15.1 General Requirements for Books and Records, June 2005</p> <p>Records that enable the determination of the tax charged and remitted on</p>	<p>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 <b>six years</b> from the end of the latest year to which they relate.</p> <p>Electronic records ss 286(3.1)</p>

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
		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	<p>25. Persons who keep records electronically are required to retain them in an electronically readable format for a period of <b>six years</b> 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. Minimum retention period</p> <p>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.</p>
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

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			written permission for prior disposal by Minister given; or longer if appeal)
Fed. 5	Canada Pension Plan Records	<i>Canada Pension Plan</i> , RSC 1985, c. C-8, s. 24	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</i> , SC 1996, c. 23, s. 87	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</i> , SOR/96-332, ss. 19.(2), (4)(b)	Earliest of: 1 year or Event = copy is requested by the Commission or by person
Fed. 8	Employment Insurance Assessment — Limitation Period	<i>Employment Insurance Act</i> , SC 1996, c. 23, s. 85.(3).	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</i> , SOR/86-304, ss. 20.3, 20.8.(2); as en. SOR/2008-148, s. 1.	Not specified

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
Fed. 10	Work Place Violence Procedures and Emergency Notification Procedures	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code</i> , SOR/86-304, ss. 20.6.(3), 20.7.(1), 20.8.(1); as en. SOR/2008-148, s. 1	Not specified “shall establish and update every 3 years”
Fed. 11	Work Place 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, SC 2000, c. 5, s. 37</i>	Event = Retain for specified period in format made, sent or received, so can be read, and with information that identifies origin and destination Description: 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

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			<p>(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;</p> <p>(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</p> <p>(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.</p>
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, 1999</i> , 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, RSC 1985 (5<sup>th</sup> Supp.), c. 1, s. 230(4)</i>	FY + 6 years (FY= Fiscal Year)

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			<p>4) Every person required by this section to keep records and books of account shall retain</p> <p>(a) the records and 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</p> <p>(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.</p> <p>(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).</p>



Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			(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, RSC 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5)</i>	Filing date +6 years  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 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, C.R.C. 1978, c. 945, s. 5800 (2)</i>	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, 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

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			return filed, as long as no other exceptions apply)
Fed. 20	Tax Limitation Period	<i>Income Tax Act, RSC 1985, c. 1 (5th Supp.), ss. 222.(3),(4),(5),(8) to (10)</i>	Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)
Fed. 22	Employee Medical Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act, O. R. 490/09, s. 31</i>	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record) And If not able to keep shall forward to Provincial Physician <b>or employer who shall keep until end of retention dates</b>
Fed. 23	Books of Account	<i>Employment Insurance Act, SC 1996, c. 23, s. 87(3)</i>	CY +6 years  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. 25	Employee Termination	<i>Canada Labour Code, R.S.C. 1985, c. L-2, s. 252(2)</i>	T+3 years (T= after termination or ceased to be employed)
Fed. 26	Employee Termination	Canada Labour Standards Regulations, under the <i>Canada Labour Code,</i>	T+3 years (T= after termination or ceased to be employed)

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
		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)	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. 27	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)  Twenty-four months after termination of employment (C.R.C. 1978, c. 986, s. 24(1)(part))
Fed. 30	Canada Pension Plan, Income Tax and Employment Insurance records <b>excluding</b> : <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> </ul> political contributions	Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction. June 2010, para.24  interpretation of: Income Tax Regulations, CRC, c 945, ss5800 Income Tax Act, ss.230, ss.230.1 Employment Insurance Act, s.87 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. 33	Employers—Records of Employment	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (3), (3.1), (5), (6)	6 years

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
Fed. 34	Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, OR 258/98, rule 20.08.(2.2),(2.3)	Event + 1 year (Event = Date order granting leave to issue made)
Fed. 36	Tax Limitation Period Tax Actions — Limitation Period	<i>Income Tax Act, RSC 1985, c. 1 (5th Supp.), ss. 222.(3),(4),(5),(8) to (10)</i>	Retention/Limitation: Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)
Fed. 37	General Ledger, Contracts relevant to Ledger and Books of Final Entry)	Income Tax Regulations, under the <i>Income Tax Act, CRC. 1978, c. 945, s. 5800.(1)(a)</i>	Event + 2 years (Event = day corporation dissolved) 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: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (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, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
			<p>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. 38	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. 39	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. 40	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. 41	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. 42	Environmental Emergency E2 Plan Documents	Implementation Guidelines for the Environmental Emergency	5 years; available at workplace

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
		Regulations 2011, under the <i>Canadian Environmental Protection Act, 1999</i> , Minister of the Environment, 2011, s. 5.4	
Fed. 43	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. 44	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. 45	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. 46	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. 47	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. 48	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)

Citation Table No.	Subject Matter	Federal Citations	Retention Requirement or Limitation Period
Fed. 49	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)

## Where in the World ... Methods of Communication

### **BHN Hub**

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### *BHN Hub Resources*

- *Coming soon! We are working on resources for BHN Hub*

### **Microsoft Teams**

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Administrators and staff can stay up-to-date and collaborate using Staff Teams for announcements and topical conversations. Educators can share instructional material using Professional Learning Communities.

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Microsoft Teams is the final destination for school/department specific documents only. Documents and resource files intended for a broader distribution (i.e. memos, protocols, etc.) are moved/archived to the appropriate file repository (i.e. BHN Hub). or used as a file repository.

Microsoft Teams is fully integrated with seamless access with other Microsoft services, including Word, Excel, PowerPoint, OneNote, Skype, Planner, and Lists.

### *Microsoft Teams Resources*

- <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- <https://support.microsoft.com/en-us/office/tips-for-better-meetings-80640ac4-b009-42ea-abcb-660e729e63e5>
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## **Instant Message or Chat Features in Microsoft Teams**

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## **Outlook Email**

Email is best used for formal correspondence or documentation to an internal or external audience, including

- Providing one or multiple recipients with a brief status update after a meeting
- Delivering longer messages or information
- Giving timely, consistent information to a group of recipients
- Prompting recipients to view web-based content, such as memos or new policies on BHN Hub

### *Outlook Email Resources*

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## **One Drive**

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## **Where does my file go?**

- Personal Files: One Drive
- Department Specific Files: Department team site
- School Files: Private channel in school team site (formerly Office Common/Teacher Common)
- Secondary Department Files: Private channel in school team site
- Collaborating Document: School/Department team site
- System File or Document: BHN Hub (can be viewed by everyone)
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## Which Software to Use for Tasks with Students

Task Description	Teams	Brightspace/D2L
<b>Providing Learning</b>		
Live/synchronous educator-led video, audio, or chat for instructional purposes (whole class, small groups, and individual)	Yes	No
Educators can record a learning session in a variety of ways: <ul style="list-style-type: none"> <li>• Use the new Brightspace "Capture" function</li> <li>• Record a PowerPoint presentation and export it as a video</li> <li>• Educators may choose to use an alternative method but must realize we may not be able to provide support on their software of choice. If choosing an alternative method, educators must also ensure that the privacy of student information is always considered.</li> </ul>	Yes	Yes
Students accessing recorded/asynchronous learning sessions	No	Yes
Online meetings	Yes	No
1 to 1 chat and 1 to many chat	Yes	No
Educator posting learning materials (e.g. reading material, instructions, exemplars, etc.)	No	Yes
Educator posting assignments to collect evidence of learning	No	Yes
Discussions (post, read and comment on other posts)	No	Yes
<b>Gathering Evidence of Learning and Providing Feedback</b>		
Students post completed assignments	No	Yes
Educator assessing and evaluating assignments (evidence of learning)	No	Yes
Educator providing real-time video, audio, or written feedback	Yes	No
Educator providing recorded video, audio, or written feedback	No	Yes
Collecting evidence to store in individual student portfolios	No	Yes
<b>Communicating with Students and Families</b>		
Announcements from the educator to the class	No	Yes
Educator providing live/synchronous video, audio, or written communication to all or some families	Yes	No
Educator providing recorded/asynchronous video, audio, or written communication to all families	No	Yes
Individual student communication to educator regarding student achievement (e.g. asking how to complete assignment, asking for clarification, letting the teacher know about an upcoming absence)	Yes & Outlook email	No
Notifying students about upcoming events (e.g. assignment due dates, virtual field trip)	No	Yes
<b>Working with Colleagues</b>		
Collaboration with colleagues via video, audio, or written communication	Yes	No

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