



**Authority:** Item 15, Corporate Administration Committee  
Report 06-014 (CL06010)  
CM: October 25, 2006

**Bill No. 333**

## **CITY OF HAMILTON**

### **BY-LAW NO. 06-333**

#### **TO ESTABLISH RETENTION PERIODS FOR RECORDS**

#### **OF THE CITY OF HAMILTON**

**WHEREAS** subsection 254(1) of the *Municipal Act, 2001* (the Act) provides that a municipality shall retain and preserve its records in a secure and accessible manner;

**AND WHEREAS** subsection 255(3) of the Act provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which its records must be retained and preserved;

**AND WHEREAS** subsection 255(2) of the Act provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. In this by-law,

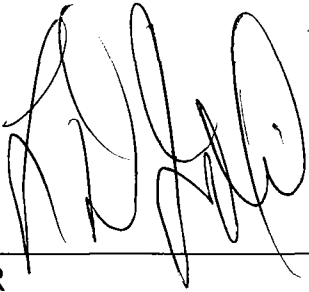
- (a) "Manager of Legislative Services/Records" means the Manager of Legislative Services/Records for the City of Hamilton or his or her designate;
- (b) "record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, and films;
- (c) "responsible department" means the office or department with primary responsibility for retaining a record;

- (d) "retention schedule" means the schedule prescribing retention periods for records as set out in Schedule "A" to this by-law;
- (e) "signing authority" means the General Manager of the responsible department or his or her designate;
- (f) "transitory record" means a record, including and e-mail, voice mail or text message, having only temporary value and which is not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of legal, financial, operational or other decisions for the City of Hamilton, including a record that is:
  - (i) retained solely for convenience of reference;
  - (ii) of insignificant value in documenting the business transactions of the City of Hamilton;
  - (iii) required solely for the completion of a routine activity, or the preparation of another record;
  - (iv) not related to the business of the City of Hamilton;
  - (v) not an integral part of a City record;
  - (vi) a miscellaneous notice or memorandum or a minor administrative nature;
  - (vii) a duplicate copy of a document such as a report or memorandum, retained only for distribution or convenience;
  - (viii) a copy of a record unless such copy has been annotated to reflect significant input;
  - (ix) a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record;
  - (x) one of a number of multiple copies of a record such as minutes, reports or agendas;
  - (xi) unsolicited advertising information;
  - (xii) a preliminary draft of a letter, memorandum or report, or information notes that do not represent significant steps in the preparation of a final document; or
  - (xiii) a tape or notes from a meeting for which the minutes or reports have been adopted or finalized.

2. This by-law shall not apply to transitory records and such records may be destroyed at any time.
3. Any record in a category set out in Schedule "A" shall be retained for the period set out in such category and may thereafter be destroyed.
4. The Manager of Legislative Services/Records shall determine the appropriate classification of records, taking into account the legal, financial, administrative, operational and historical values of each record, and shall:
  - (a) monitor the retention schedule and shall ensure that the schedule complies with all legislative requirements; and
  - (b) in determining the retention for any record, consult with the signing authorities and the following City officers: the City Clerk and the City Solicitor.
5. Where any record may be destroyed under this by-law, the following procedure shall apply:
  - (a) where a record has been retained in the custody of the responsible department, the signing authority shall notify the Manager of Legislative Services/Records in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed; and
  - (b) where the record has been retained in the custody of the office of the City Clerk, the Manager of Legislative Services/Records shall notify the signing authority in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed.
6. Where notice has been provided under subsection 5(a) or (b):
  - (a) the signing authority shall notify the Manager of Legislative Services/Records in writing, before the scheduled destruction date, if in his or her opinion any record included in the notice should be retained for a further period, and the rationale for further retention;
  - (b) if, in the opinion of the Manager of Legislative Services/Records, circumstances warrant retention of the record for further period, the destruction of the record shall be postponed for such further periods as may be determined by the Manager of Legislative Services/Records, in consultation with the signing authority; and
  - (c) if no notice is received under subsection 6(a) before the scheduled destruction date, the record shall be deemed to be authorized for destruction.
7. The following principles shall govern the destruction of records:

- (a) no record shall be destroyed unless first classified according to Schedule "A" of this by-law;
  - (b) all records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records; and
  - (c) any record pertaining to pending or actual litigation or investigation or a request under the privacy legislation shall not be destroyed until such record is no longer required for such purpose.
8. This by-law shall be enacted upon its adoption by Council.
9. Schedule "A", attached hereto, shall form part of this by-law.
10. By-law No. 93-55 of the former Town of Ancaster as amended, By-law No. 4121-93 of the former Town of Dundas as amended, By-law No. 90-108-P of the former Town of Flamborough as amended, By-law No. 111-76 of the former Township of Glanbrook as amended, By-law No. 81-217 of the former City of Hamilton as amended, By-law R82-088 of the former Region of Hamilton-Wentworth as amended, and By-law No. 185-75 of the former City of Stoney Creek as amended are hereby repealed.

**PASSED and ENACTED** this 25<sup>th</sup> day of October, 2006.

  
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MAYOR

  
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CLERK

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
AD	00		Administration - General	Records associated with records of a general administrative nature.	C	-	C	N	N	Originating		
AD	01		Associations and Organizations	Records associated with professional associations, clubs, societies and organizations in which an employee has a membership or interest. This record series may include minutes, annual reports, membership information, etc.	C	2	C+2	N	N	Originating		
AD	02		Staff Committees and Meetings	Records associated with activities of staff committees, task forces and meetings representing the function of routine administrative and office services. The record series may include notices of meetings, agendas, minutes, etc.  Excludes: Council Minutes, Agendas & Standing Committees	C	4	C+4	N	Y	Originating		303,304,305
AD	04		Conferences and Seminars	Records associated with conferences, conventions, seminars, workshops and special functions. This record series may include information kits, presentation handouts and proceedings.	C	5	C+5	N	Y	Originating	Only those sponsored by the Municipality are subject to archival review	
AD	05		Consultants	Records associated with the selection and appointment of consultants. This record series may include resumes, correspondence and proposals.	C	2	C+2	N	N	Originating		220
AD	06		Inventory Control	Records associated with inventory listings and reports and control of supply stock levels.	C	5	C+5	N	N	Treasury		2,7,8,17,20,21,22,23,24,25,26,27,28,31,190,196,197,213
AD	07		Office Equipment and Furniture	Records associated with design, selection and maintenance of owned and leased office equipment and furniture. This record series may include inventories, specifications and repair work orders.  Excludes: Service Agreements, Capital Assets and Insurance Policies.	T	-	T	N	N	Originating	T=Disposal of item	

AD	08		Office Services	Records associated with word processing, photocopying, mail, postal and courier services, catering and corporate printing. This record series may include the inter-office mail system, mail and fax logs, internal mail lists, logging or tracking, postal and mail directives, postal code directories, printing job requisitions, Canada Post regulations, courier service and tracking of lost or damaged mail.	C	2	C+2	N	N	Originating		
AD	09		Policies and Procedures	Records associated with the development of policies and procedures, manuals, guidelines and directives. This series includes working documentation, drafts and final versions.	S	P	P	N	Y	Originating		
AD	13		Travel and Accomodation	Records associated with employee travel and accomodation of official City business. This series includes receipts and ticket stubs.	C	5	C+5	N	N	Originating		
AD	14		Uniforms and Clothing	Records associated with uniforms used by municipal staff, such as public works, firefighters, ambulance and police.	S	-	S	N	Y	Originating		
AD	15		Vendors and Suppliers	Records associated with vendors and suppliers of goods and services. This record series includes specifications, price lists and catalogues.	C	2	C+2	N	N	Originating		
AD	16		Intergovernmental Relations	Records associated with communication between different governement levels	C+1	4	C+5	N	Y	Originating		
AD	17		Accessibility of Records	Records associated with requests for records from the public.	C	2	C+2	N	N	Clerk's		220
AD	18		Security	Records associated with the security of City ofices and installations. This series includes	C+2	3	C+5	N	N	Originating		200,306
AD	19	00	Building and Property Maintenance	Records associated with routine maintenance to municipal facilities.	C+2	4	C+6			Originating		
AD	19	01	Shop and Stores Reports	Records associated with inventory listings and reports and control of supply stock levels at municipal stores facilities.	C+6 months	-	C+6 months			Originating	Can also be disposed after completion of audit	

AD	20		Facilities Bookings	Records associated with the booking of facilities at municipal sites.	C+1	1	C+2			Originating		
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Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
CO	00		Council and By-laws - General	Records associated with council and legislative services including federal and provincial legislation that may affect that the municipality.	C	-	C	N	N	Originating		
CO	01		By-laws	Records associated with draft and final versions. This record series may include working documentation used in the development of by-laws.	C	P	P	Y	Y	Clerks		246,288,340,341
CO	02		By-laws - Other Municipalities	Records associated with by-laws of other municipalities.	S	-	S	N	Y	Clerks		
CO	03		Council Agenda	Records associated with Council notices of meetings and agendas.	S	5	S+5	Y	Y	Clerks		
CO	04		Council Minutes	Records associated with Council minutes of proceedings and original supporting documents to minutes. This record series may include attachments to and extracts from the minutes.	C	P	P	Y	Y	Clerks		109,110,111,112,288,341
CO	05		Council Committee Agenda	Records associated with Council Committee notices of meetings and agendas.	C	P	P	Y	Y	Clerks		
CO	06		Council Committee Minutes	Records associated with Council Committee minutes of proceedings and original supporting documents to minutes. This record series may include attachments to and extracts from the minutes.	C	P	P	Y	Y	Clerks		109,110,111,112,246,286,313,314,324,362
CO	07		Elections	Records associated with notices, lists of official voters' lists, name polling, polling places, nominations, ballots, official and unofficial results including recounts, preliminary voters lists and ward boundary information.	T	90 days	T+90 days	Y	Y	Clerks	T=Election of new council	285,290,291,292,293,294,295,296,297,298,299
CO	08		Council Motions and Resolutions	Records associated with the final signed resolutions and motions passed by Council. This series includes related background information and correspondence.	C	P	P	Y	Y	Clerks		246,288,341
CO	09		Motions and Resolutions - Other Municipalities	Records associated with the final signed resolutions and motions passed by other municipalities This series includes related background information and correspondence.	S	-	S	N	Y	Clerks		
CO	10		Reports to Council	Records associated with reports provided to City council.	C	P	P	N	Y	Clerks		282



CO	11		Appointments to Boards and Committees	Records associated with applications and appointments to boards and committees.	T	1	T+1	Y	Y	Clerks	T=Until successor takes office.	282
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Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	00		Development and Planning - General	Records of a general nature that cannot be filed under a specific subject relating to the planning and development of municipalities, including urban form, physical infrastructure, nature of development and the uses to which land is put in the context of realizing broad policy objectives, e.g. energy conservation, sustainable environment.	C	-	C	N	N	Originating		
DP	01		Demographic Studies	Records associated with the statistical study of population rate and level of growth. This record series includes employment and unemployment statistics. May include census information, land use surveys, inventories, employment/unemployment trends, composition of the workforce, social statistics, etc.	C+5	5	C+10	Y	Y	Planning		
DP	02		Economic Development	Records associated with economic development plans for the City and area.	C+5	5	C+10	Y	Y	Planning		
DP	03	00	Natural Environment Planning	Records associated with conservation, flood control, valley land, waterfront, dangerous substance transportation, pollution, natural resources and watersheds. This series also includes long range planning and policies, plans, protection and preservation of natural geographic areas.	C+5	5	C+10	Y	Y	Planning		

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DP	03	01	Natural Resources	Records Associated with forest and aggregate management,, and water and soil conservation	C+5	5	C+10	Y	Y	Planning		309
DP	04		Environmental Assessments	Records associated with the planning and performance of environmental assessments	C+5	5	C+10	Y	Y	Originating	A document related to environmental assessment may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purposes of inspection under s.36(6) of the <i>Environmental Assessment Act</i> .	155,158
DP	04		Residential Development	Records associated with the development of available housing. This series includes affordable hosuing, rental accomodation, multiple occupancy, housing cost statistics, federal and provincial agencies and programs.	C+5	5	C+10	Y	Y	Planning		
DP	05		Tourism Development	Records associated with the planning, development and promotion of the tourism industry within the municipality.	C+5	5	C+10	N	Y	Planning		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	06		Condominium Plans	Records associated with registered and unregistered condominium plans. This record series includes applications, drawings, reports, and certificates of approval and working documentation.	5	P	P	Y	Y	Planning	Applications can be destroyed 2 years after final decision	
DP	07	00	Official Plans - Former Municipalities	Records associated with the official plans from the former 7 municipalities	C	P	P	Y	Y	Clerk's		312,338
DP	07	01	Official Plans - Former Municipalities - Ancaster	Reocrds Associated with the Official plans from the former Town of Ancaster	C	P	P	Y	Y	Clerk's		312,338
DP	07	02	Official Plans - Former Municipalities - Dundas	Reocrds Associated with the Official plans from the former Town of Dundas	C	P	P	Y	Y	Clerk's		312,338
DP	07	03	Official Plans - Former Municipalities - Flamborough	Reocrds Associated with the Official plans from the former Town of Flamborough	C	P	P	Y	Y	Clerk's		312,338
DP	07	04	Official Plans - Former Municipalities - Glanbrook	Reocrds Associated with the Official plans from the former Township of Glanbrook	C	P	P	Y	Y	Clerk's		312,338
DP	07	05	Official Plans - Former Municipalities - Hamilton	Reocrds Associated with the Official plans from the former City of Hamilton	C	P	P	Y	Y	Clerk's		312,338
DP	07	06	Official Plans - Former Municipalities - Stoney Creek	Reocrds Associated with the Official plans from the former City of Stoney Creek	C	P	P	Y	Y	Clerk's		312,338
DP	07	07	Official Plans - Former Municipalities - Hamilton-Wentworth	Reocrds Associated with the Official plans from the former Region of Hamilton-Wentworth	C	P	P	Y	Y	Clerk's		312,338
DP	08	00	Official Plan Amendments - Former Municipalities	Records associated with the official plan amendments from the former 7 municipalities	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	01	Official Plan Amendments - Former Municipalities - Ancaster	Reocrds Associated with the Official plan amendments from the former Town of Ancaster	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	02	Official Plan Amendments - Former Municipalities - Dundas	Reocrds Associated with the Official plan amendments from the former Town of Dundas	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	08	03	Official Plan Amendments - Former Municipalities - Flamborough	Reocrds Associated with the Official plan amendments from the former Town of Flamborough	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	04	Official Plan Amendments - Former Municipalities - Glanbrook	Reocrds Associated with the Official plan amendments from the former Township of Glanbrook	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	05	Official Plan Amendments - Former Municipalities - Hamilton	Reocrds Associated with the Official plan amendments from the former City of Hamilton	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	06	Official Plan Amendments - Former Municipalities - Stoney Creek	Reocrds Associated with the Official plan amendments from the former City of Stoney Creek	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	08	07	Official Plan Amendments - Former Municipalities - Hamilton-Wentworth	Reocrds Associated with the Official plan amendments from the former Region of Hamilton-Wentworth	T + 1	49	T + 50	Y	Y	Planning	T = Final Decision	338
DP	09		Official Plan - Post Amalgamation	Records associated with the development of the new official plan for Hamilton	C	P	P	Y	Y	Clerrk's		312,338
DP	10		Rural Planning	Records associated with rural planning policy issues	C	P	P	Y	Y	Clerk's		
DP	11		Institutional Planning	Records associated with institutional planning policy issues	C	P	P	Y	Y	Clerrk's		
DP	12		Open Space Planning	Records associated with open space planning policy issues	C	P	P	Y	Y	Clerk's		
DP	13	00	Pronvincial Planning Legislation	Records associated with provincial legislation (i.e Parkway Belt West, NEC, Planning Act, etc.) and matters from a planning perrerspective	C	P	P	N	Y	Planning		
DP	13	01	Pronvincial Planning Legislation - NEC	Records associated with provincial legislation related to the NEC	C	P	P	N	Y	Planning		
DP	13	02	Pronvincial Planning Legislation - Parkway Belt West	Records associated with provincial legislation related to the Parkway Belt West	C	P	P	N	Y	Planning		
DP	13	03	Pronvincial Planning Legislation - Provincial Policy Statement	Records associated with provincial legislation related to the Provincial Policy Statement	C	P	P	N	Y	Planning		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	13	04	Provincial Planning Legislation - Planning Act	Records associated with provincial legislation related to the Planning Act	C	P	P	N	Y	Planning		
DP	13	05	Provincial Planning Legislation - OMB reform	Records associated with provincial legislation related to OMB reform	C	P	P	N	Y	Planning		
DP	14		Growth Related Integrated Development Strategy (GRIDS)	Records associated with GRIDS	C + 5	5	C + 10	Y	Y	Planning		
DP	15		Social Planning	Records associated with Social Planning	C + 5	5	C + 10	Y	Y	Planning		
DP	16		Severances	Records associated with the division of parcels of land. This series includes applications, background information, appeals and decisions of the Ontario Municipal Board.	T+1	49	T+50	Y	Y	Planning	T=Final Decision	315
DP	17		Site Plan Control	Records associated with the approval procedure of providing services to buildings and individual land sites. This records series includes information on access, sewers, water, utilities, appeals and decisions of the Ontario Municipal Board.	T+2	P	P	Y	Y	Planning	Application 2 years after final decision	
DP	18		Subdivision Plans	Records associated with the control of registered and unregistered subdivision plans. This series includes drawings, reports, background information, notices, and certificates of approvals and working documentation.	C	P	P	Y	Y	Planning	Application 2 years after final decision	338
DP	19		Variances	Records associated with the approval of applications for variances or the expansion of non-conforming uses of land under the zoning by-law. This series includes notices, reports and necessary documentation including appeals and decisions of the Ontario Municipal Board.	T	3	T+3	Y	Y	Planning	T=Final Decision	

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	20	00	Zoning	Records associated with the development of standards to designate zones of land for specific purposes. This series includes applications for zoning and rezoning, reports, notices, approvals, reviews, appeals and decisions of the Ontario Municipal Board.	T	3	T+3	Y	Y	Planning	T=Final Decision	
DP	20	01	Zoning Verification ? Proerpty Reports	Records associated with D.A. comments or issued zoning verifications and or property reports	T	3	T+3	Y	Y	Planning	T=Final Decision	
DP	21		Easements	Records associated with the municipality's interest in maintaining public services suc as water and sewer on privately owned property.	T+1	5	T+6	Y	Y	Planning	T=Termination of right	
DP	22		Encroachments	Records associated with properties in the municipality that have encroachments.	T+1	5	T+6	Y	Y	Planning	T=Termination of right	
DP	23		Annexation/Amalgamati on	Records associated with the merging of neighbouring municipal lands to accommodate growth.	C	10	C+10	Y	Y	Clerk's		
DP	24		Community Improvement Projects	Records associated with the planning and development of rehabilitation programs for the community area. This series includes provincial and federal program funding, studies and statistics.	T+1	6	T+7	Y	Y	Planning	T=Completion of project	
DP	25		Municipal Addressing	Records associated with the municipal addressing system.	S	10	S+10	Y	Y	Engineering		282
DP	26		Reference Plans	Records associated with planning reference plans.	S	P	P	Y	Y	Planning		
DP	27		Industrial/Commercial Development	Records associated with the development of land for commercial and industrial purposes.	C+5	5	C+10	Y	Y	Planning		
DP	28		Institutional Development	Records associated with the development of land for institutional purposes	C+5	5	C+10	Y	Y	Planning		
DP	29		Development Permit System	Records associated with the development permit system	C + 1	4	C + 5	N	N	Planning		
DP	30		NEC Development Permits	Records associated with NEC development permits	C+1	4	C+5	N	N	Planning		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	31	00	Official Plan, Other Municipalities	Records associated with the official plan of other municipalities.	S	5	S+5	N	N	Planning		
DP	32		Facilities Constructions and Renovations	Records associated with new building and alterations to existing municipal structures.	T	6	T+6	N	Y	Originating	T=Completion of project	164,172,199,202,211,244,245,265,267,310
DP	33		Mapping	Records associated with the management of the municipal mapping system. This series includes blueprints, charts, sketches, maps and plans.	S	-	S+10	Y	Y	Planning		
DP	34	00	Downtown Renewal	Records of a general nature that cannot be filed under a specific subject relating to downtown renewal.	C	1	C+1	N	N	Planning		
DP	34	01	Downtown Hamilton Residential Loan Program	Records associated with the Downtown Hamilton Residential Loan Program.	C	7	C+7	N	N	Planning		
DP	34	02	Commercial Property Improvement Grant Program	Records associated with the Commercial Property Improvement Grant Program.	C	7	C+7	N	N	Planning		
DP	34	03	Enterprise Zone Program	Records associated with the Enterprise Zone Program.	C	7	C+7	N	N	Planning		
DP	35		Business Improvement Areas	Records associated with the improvement of a business are. This record sereis may include petitions, surveys, statistics, plans and development reports	C	10	C + 10	Y	Y	Planning		
DP	36		Secondary Planning	Records associated with the preparation of the Secondary Plans including Secondary Plans completed under an integrated Environmental Assessment process	C + 5	5	C +10	Y	Y	Planning		



Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Department	Remarks	Citations
DP	37	00	Urban Design	Records associated with research, planning, design, management, drawing, public consultation and staff reports of urban design projects. Projects include: Neighbourhood master plans, streetscape master plans, community core design guidelines, site specific development (building and landscape) design guidelines, Urban Braille system, civic gateway designs, civic landscape design, and other public space designs. All projects include conceptual drawings and reports. Excludes: detailed desing and construction documents.	C + 5	5	C + 10	Y	Y	Planning		
DP	37	01	Neighbourhood Plans	Records associated with existing neighbourhood plans, the preparation of new neighbourhood pland and amendments to neighbourhood plans	C + 5	5	C + 10	Y	Y	Planning		
DP	38		Strategic Planning	Records associated with strategic planning including VISION 2020, Council's Strategic Plan Review, Strategic Plan Implementation (including business planning process, VISION 2020 corporate training and integration	C + 5	5	C + 10	N	Y	Planning		

EMERGENCY SERVICES

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
EM	00		General									
EM	01		Daily Occurrence Logs	Records associated with daily reporting and tracking number of occurrences involving police dispatching, fire and ambulance assistance calls.	T	3	T+3	N	N	Emergency Services	T=date of last report	
EM	02		Disaster Plan Recovery	Records associated with plans for potential loss of services and protection of vital records during unforeseeable events such as fires, natural disasters, terrorism and theft.	S	-	S	Y	Y	Emergency Services		
EM	03		Dispatch Complaint Records	Records associated with emergency services dispatch complaints.	C	2	C+2	N	N	Emergency Services		
EM	04		Dress Uniforms	Records associated with uniforms used by municipal staff, such as firefighters, ambulance and police.	C	2	C+2	N	N	Emergency Services		
EM	05		Emergency Calls	Records associated with emergency calls such as fire, ambulance and police incidents. Includes damage reports.	C	5	C+5	N	N	Emergency Services		
EM	06		Fire Hose and Hydrant Maintenance	Records associated with the maintenance and routine inspection of fire hoses, flushing of fire hydrants and sprinkler reports. This series also includes permits, reports and use statistics.	C	2	C+2	N	N	Emergency Services		
EM	07		Fire Prevention	Records associated with a fire prevention program and inspections for institutions, residences, industrial and commercial buildings.	C	2	C+2	Y	Y	Emergency Services		
EM	08		Investigations	Records associated with investigations regarding accidents and emergency service investigations.	T	5	T+5	N	Y	Emergency Services	T=Termination of investigation	
EM	09		Notice of Violation	Records associated with notice of violation of municipal by-laws, such as parking, fencing, traffic infractions, etc.	T	5	T+5	N	N	Emergency Services	T=Resolution of action	
EM	10		Protective Equipment	Records associated with protective equipment used such as breathing apparatus, breathing tanks and rescue equipment.	C	2	C+2	N	N	Emergency Services		
EM	11		Run Reports	Records associated with run reports used for ambulance and fire calls.	C	2	C+2	N	N	Emergency Services		

EM	12		Telephone Operator's Log	Records associated with the operator's logbook for emergency service calls.	T	3	T+3	N	N	Emergency Services	T=last date in log	
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Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
ES	00		Environmental Services - General		1	-	1			Originating		
ES	01		Sanitary Sewers	Records associated with the design, construction and management of sanitary sewers including inspections.	C	20	C+20	Y	N	Works	Specifications are kept permanently	346,347
ES	02		Storm Sewers	Records associated with the design, construction and management of storm sewers. This series includes agreements, damage, and drainage and storm lift inspection reports.	C+2	3	C+5	Y	Y	Works	Specifications are kept permanently	346,347
ES	03		Treatment Plants	Records associated with the management and operation of treatment and pumping plants.	C+2	3	C+5	Y	Y	Works	Specifications are kept permanently	347,351,352,353
ES	04		Trees	Records associated with the planning and maintenance of trees on municipal land.	C+2	3	C+5	N	N	Works		
ES	05		Environmental Monitoring	Records associated with environmental monitoring.	C+2	3	C+5	Y	Y	Public Health		156,158,220,242,309,347
ES	06		Utilities	Records associated with utility services provided to residents. This series includes telephone lines, gas mains, power lines, and relevant equipment and facilities.	C+2	3	C+5	N	Y	Works		326,327
ES	07		Waste Management	Records associated with the management and disposal of waste within area landfill sites.	C+2	3	C+5	N	Y	Works		220,234,235,236,237,238,239,240,241,242,328,329,330,331,332,333,334,335
ES	08		Water Works	Records associated with the planning, design, construction and maintenance of the water works systems such as water mains, pipelines, etc.	C+2	3	C+5	Y	Y	Works	Specifications are kept permanently	159,347,351,352,353,354
ES	09		Drains	Records associated with the policy and procedures, design, construction, maintenance and management of drains and drainage systems.	C+2	3	C+5	Y	Y	Works	Specifications are kept permanently	347

ES	10		Air Quality	Records associated with the routine control and monitoring of air quality.	T	5	T+5	Y	Y	Works	T=Completion of the inventory	
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Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
FA	00		Finance and Accounting - General	Records associated with the administration and management of municipal funds, expenditures and resources.	C	-	C	N	N	Originating	Do not file accounting records required for tax purposes	
FA	01		Accounts Payable	Records associated with the payment for goods and services for the municipality. This record series includes all records relating to the following areas of accounts payable: initial purchase of goods and services, such as invoices, purchase orders and requisition forms; books or reports of initial accounts payable entries such as accounts payable journals or registers, account summary reports.	C	6	C+6	N	N	Treasury	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.  Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance	2,3,4,5,9,15,16,17,29,31,108,148,149,150,151,173,174,186,198,201,213,221,247,254,255,256,268,337,342,362
FA	02		Accounts Receivable	Records associated with the payments received from the user(s) of the goods and/or services of the municipality. This record series includes the following: transactional information such as adjustment accounts receivable, building receipts, accounts receivable analysis, controls, invoices and statements; and books of initial entry such as accounts receivable ledgers or registers.	C	6	C+6	Y	N	Treasury	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.	2,3,4,5,16,17,29,31,173,174,186,189,198,221,247,266,284,337,342,362
FA	03	00	Audits									
FA	03	01	Audit Reports - Internal	Records associated with monitoring the integrity of accounting and management controls of municipal programs. This record series includes audits, such as audit systems tests and other financial and procedural audits.	C	6	C+6	Y	N	Treasury		221
FA	03	02	Audit Reports - External	Records associated with external auditor's financial audit reports.	C	P	P	Y	Y	Treasury		221

FA	04	00	Banking									
FA	04	01	Bank Statements	Records associated with the management of cash and other banking activity. This record series may include all records relating to banking and cash management, such as accounts reconciliation reports.	C+1	9	C+10	Y	Y	Treasury		3,4,16,17,29,31,149,169,208,247,285,337,342,362
FA	04	02	Accounts Payable Cheques Cashed by Banks	Records associated with the management of accounts payable cheques cashed by banks.	C+1	9	C+10	N	N	Treasury		3,4,16,17,29,31,149,169,208,247,285,337,342,362
FA	04	03	Payroll Cheques Cashed by Banks	Records associated with the management of cheques cashed by banks.	C+1	9	C+10	Y	N	Treasury		3,4,16,17,29,31,149,169,208,247,285,337,342,362
FA	04	04	Duplicate Copies of Cheques Attahced to Vouchers	Records associated with the management of cash	C+1	9	C+10	N	N	Treasury		3,4,16,17,29,31,149,169,208,247,285,337,342,362
FA	05		Budgets	Records associated with establishing expenditure levels to measure the financial progress of each department, division and section. This record series includes the preparation of the current (or operational) budgets, such as estimates, status and budget annual reports to Council.	C	6	C+6	Y	Y	Treasury		181
FA	06		Assets	Records associated with the City financial assets.	T+1	6	T+7	Y	Y	Treasury	T=Disposal of asset	2,4,5,16,30,149,189,247,269,270,337
FA	07	00	Cheques	Records associated with the support of the reconciliation of all financial transactions, used to provide a proper audit trail. This record series includes all records relating to issuance of cheques, trust cheques and <del>Excluded cheques</del> Excludes: Ambulance Service Cheques	C+1	6	C+7	Y	N	Treasury	The register is a vital record.	3,16,17,29,30,149,169,173,186,198,221,247,289,337,342,362

FA	07	01	Ambulance Service Cheques	Records associated with the support of the reconciliation of financial transactions related to the ambulance service. These records are used to provide a proper audit trail.	T+1	6	T+7	Y	N	Treasury	T=Use of Ambulance Service	
FA	08		Debentures and Bonds	Records associated with all records relating to the raising of capital for projects conducted by and for the municipality.	T+1	6	T+7	Y	Y	Treasury	T=Debentures surrendered for exchange/cancellation	3,16,17,30,149,247,278,279,280,281,336,337,339,342,362
FA	09		Employee and Council Expenses	Records associated with employee and council expenses while engaged on City business.	C+1	5	C+6	N	N	Treasury		3,4,16,17,29,30,149,174,189,198,247,278,280,337,342,361,362
FA	10		Financial Statements	Records associated with the financial status of the municipality, in accordance with reporting requirements. This record series includes financial statements, balance sheets, income statements, statements of source and application of funds.	C+2	P	P	Y	Y	Treasury		144,221,247,337,342,362
FA	11		Grants and Loans	Records relating to the receipt or provision of monies by means of acquiring or issuing grants and loans. This record series contains grant applications, correspondence, grant revenue information, and other related documents and records for the municipality.	C+1	5	C+6	Y	Y	Treasury		3,4,6,16,31,174,186,247,278,280,337,342
FA	12		Investments	Records associated with the investment of municipal funds to fund capital projects and current budget.	T+1	5	T+6	Y	N	Treasury	T=Closure of account	3,5,16,31,149,247,278,337,342
FA	13	00	Journal Vouchers	Records associated with the journal used to transfer transactional information to the General Ledger. This record series includes general journal vouchers.  Excludes: General Ledgers and General Journals	C+1	5	C+6	N	N	Treasury		2,3,15,16,17,29,149,169,173,174,186,189,198,221,247,266,283,337,342,362
FA	13	01	Ambulance Service Vouchers	Records associated with the recording of ambulance services vouchers.	T+1	6	T+7	Y	N	Treasury	T=Use of Ambulance Service	



FA	14		Subsidiary Ledgers, Registers and Journals	Records associated with the documentation of financial transactions to appropriate cost centres and accounts. This record series includes the following: journal and ledger entries, such as journal entry input forms.	C+1	9	C+10		Y	Treasury	Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention period must be obtained from the Minister of Revenue.	1,2,3,5,9,10,11,12,13,14,15,16,17,30,144,149,173,174,186,189,198,221,247,266,280,283,337,342,362
				Excludes: the General Ledger and other books of final entry such as the General Journal								
FA	15		General Ledger	Records associated with the accounting for all financial transactions of the municipality during each fiscal year and for audit purposes. This record series includes the following general ledger information: financial reports; account code lists to track general ledger codes; and general ledger (final version) reports.	C	P	P	Y	Y	Treasury		3,4,16,17,144,149,173,186,189,198,221,247,266,283,337,342,362
FA	16		General Journal	Records associated with the journal used to transfer transactional information to the General Ledger. This record series includes support documentation that feeds directly into the General Journal.	C	P	P	Y	Y	Treasury		
FA	16	00	Payroll - Original Registers for Salary and Wage	Records associated with the administration of payroll services for the municipality.	C+1	5	C+6	Y	N	Treasury		1,3,9,10,11,12,13,14,16,17,30,149,186,198,220,221,232,247,280,337,342,355,356,357,358,362
FA	16	01	TD1s	Records associated with TD1 statements.	P	-	P	N	N	Treasury	Only on Replacement	
FA	16	02	T-4s	Records associated with T-4 statements for employees.	P	-	P	N	N	Treasury		
FA	16	03	OHSC and Medical	Records associated with OHSC and medical statements.	C	3	C+3	N	N	Treasury		
FA	16	04	Unemployment Insurance Records	Records associated with employee unemployment insurance claims.	C+2	5	C+7	Y	N	Treasury		
FA	17		Purchase Orders and Requisitions	Records associated with purchase orders and requisitions	C+1	5	C+6	Y	N	Treasury		2,3,5,15,16,17,29,30,149,169,174,198,221,224,247,280,337,342
FA	18		Quotations and Tenders	Records associated with quotations and tenders for the City.	C+1	5	C+6	N	Y	Treasury		

FA	19	00	Receipts and Revenue	Records associated with the proof of payments owed to or proof of proceeds donated to the municipality.	C+1	5	C+6	N	N	Treasury		2,3,15,16,30,169,186,189,198,205,221,247,266,287,337,342
FA	20		Reserve Funds	Records associated with reserve funds.	C+1	5	C+6	Y	N	Treasury		144,337,342
FA	21		Mortgages	Records associated with mortgages on City properties.	C+1	9	C+10	Y	N	Treasury		2,4,6,17,31,149,173,186,189,198,221,239,268,269,270,283,284,342
FA	22	00	Tax Rolls and Records	Records associated with the accounting of monies owed to or paid by the municipality in the form of taxes.	S	P	P	Y	Y	Clerk's	The sections of the <i>Education Act</i> related to Protestant and Roman Catholic School Board Index Books have been repealed.	3,6,16,31,146,147,278,284,287,300,337,342,362
FA	23		Write Offs	Records associated with all records relating to write offs, such as outstanding payment reports, recommendations to Council and lists of accounts being considered for write off.	C+1	5	C+6	N	N	Treasury		2,16,17,337,342
FA	24		Trust Funds	Records associated with trust funds managed by the City.	T	6	T+6	Y	N	Treasury	T=Closure of account	178,219,224,226,337,342
FA	25		Security Deposits	Records associated with securites managed by the City.	T	6	T+6	Y	N	Treasury	T=Closure of account	337,342
FA	26		Working Papers	Records associated with working papers required for internal financial audits.	T+1	-	T+1	N	N	Treasury	T=After completion of audit	
FA	27	00	Amortization Schedules	Records associated with fixed assets, such as records of depreciation and amortization, used to evaluate and manage municipal assets	T	6	T+6	Y	Y	Treasury	T=Disposal of asset	2,3,4,5,16,17,29,31,173,174,186,189,198,221,247,266,284,337,342,362

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
IM	03	-	Computer/Information Systems		S	-	S			Information Technology Services		30
IM	03	01	Computer Hardware	Records associated with the installation, maintenance, operation and use of micro and mainframe computers. This record series may include personal computers, laptop notebook computers, minicomputers and peripheral hardware, network hardware and communication lines.	S	-	S	N	N	Information Technology Services		
			Hardware Documentation	Records associated with operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	S	-	S	N	N	Information Technology Services		
IM	03	02	Computer Software	Records associated with the use and support or application, operating and packaged software. This record series may include network software.	S	-	S	N	N	Information Technology Services		
			Technical Documentation	Records associated with all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. This series includes documentation describing how a system operates and necessary items for using the system such as user guides, etc.	S	-	S	N	N	Information Technology Services		

IM	03	03	Computer Systems	Records associated with the research, development, design and implementation of new computer systems and technology for office automation and electronic document management. This record series may include feasibility studies and needs analysis research for data communications.	S	-	S	Y	Y	Information Technology Services		
			System Monitoring Records	Records associated with the electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	C	6	C+6	N	N	Information Technology Services		
IM	03	04	System Development	Records associated with the development of information systems, system development methodologies and system architecture.	S	-	S	N	Y	Information Technology Services		
IM	03		Micrographics	Records associated with microform and imaging technology.	S	-	S	N	N	City Clerk		
IM	12		Telecommunications Systems	Records associated with the installations, maintenance, operation and use of telecommunications systems. This record series includes voice messaging, fax, telephone directories, pagers, cell phones, towers, antennae, base and mobile stations, police and fire communication systems, and emergency systems cables.  Excludes: 911 and Computer Hardware and Software.	S	-	S			Originating		

IM	10	00	Records Management	Records associated with the implementation of a corporate records program, development of policies and procedures for the records disposition, conversion projects and classification systems.	C	5	C+5	N	Y	City Clerk		100,278
IM	10	01	Records Retention Schedule By-Laws	Records associated with the development and implementation of council approved records retention schedule by-laws that identify the length of time a record must be retained in active and inactive status before the final disposition.	S	-	S	Y	Y	City Clerk		
IM	10	02	Records Disposition	Records associated with the disposition of records. This series includes the method of disposal used, destruction authorization forms and descriptions of records destroyed.	C	P	P	Y	Y	City Clerk		100,278
IM	10	03	Records Destruction Certificates	Records associated with records destruction certificates obtained when records are destroyed. This series includes company name, date of deswtruction and the witness' signature.	C	P	P	Y	Y	City Clerk		
IM	10	04	Records Transfer	Records associated with transfer reports for the management of inactive records transferred to records centres.	C	P	P	N	N	City Clerk		
IM	11		Forms Management	Records associated with the design, production, form review and requests. Excludes: blank forms	S	-	S	N	N	City Clerk		

INFORMATION MANAGEMENT

IM	12		Data Processing Policies and Procedures	Manuals, guidelines or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	S	-	S	Y	Y	Information Technology Services		
IM	13		Quality Assurance Records	Information verifying the quality of the system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, document	S	-	S	Y	Y	Information Technology Services		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
HR	00		Human Resources - General		C	-	C			Originating		
HR	01		Attendance and Scheduling	Records associated with work attendance reporting.	C+2	T+7	C+2,T+7	N	Y	Personnel	C+2 within department then documentation is forwarded to human resources	183,220,341,353
HR	02		Benefits Records	Records associated with benefit payments, general correspondence, subscriber listings, benefit information, such as group insurance, dental plans and tuition assistance.	S	5	S+5	N	N	Personnel		9,150
HR	03		Employee Records	Records associated with the individual employee and the information contained is vital and confidential. This record series includes name, address, change of address, beneficiary, social insurance number, date of birth, marital status, resumes, job applications, work and educational history.	T+2	5	T+7		Y	Personnel	T=Termination of employment	145,152,153,154,168,220,227, 258,350,355,356,357
HR	04		Health and Safety	Records associated with the health and safety of staff. This record series includes accident reports, inspections, Workplace Safety and Insurance Board (WSIB) reports, and health and safety programs.	T	5	T+5	Y	Y	Personnel	Records related to exposure to airborne aresnic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	113,114,115,116,117,118,119, 120,121,122,123,124,125,126, 127,128,129,130,131,132,133, 134,135,136,137,138,139,140, 141,142,143,167,187,220,243, 303,304,306,328

HR	05		Job Descriptions	Records associated with the description of job duties, specifications, experience and education requirements. This series includes the establishment of job specifications and background information.	S	5	S+5	Y	Y	Personnel		
HR	06		Labour Relations	Records associated with relations between labour and management. This record series includes the administration of contracts, agreements, collective bargaining, pre-grievance and disciplinary issues, and lists of unions and staff associations.	C	P	P	Y	Y	Personnel		
HR	07		Organizational Structure	Records associated with the organizational structure of the corporation and its departments, divisions and business units. This series includes charts representing departmental and divisional hierarchies.	S	5	S+5	Y	Y	Originating		
HR	08	00	Salary Planning	Records associated with the administration and planning of salary schedules by job evaluations, classifications and surveys. This series also includes information relating to pay equity.	C	5	C+5	Y	Y	Personnel		
HR	08	01	Salary and Wage Records	Records associated with rates of pay by group, salaries earned and job title.	C	5	C+5	Y	Y	Personnel		



HR	09		Pension Records	Records associated with pension plans offered to employees. This record includes OMERS, remittance, statutory information, employee pension data and government annuities.	T	6	T+6	N	Y	Personnel	T=Death of last surviving beneficiary. Pension plans, annual information returns are kept permanently.	1,311
HR	10		Recruitment	Records associated with staff recruitment for job competitions and posting.	T	1	T+1	N	N	Personnel	T=closing of competition	220
HR	11		Training and Development	Records associated with internal and external courses, seminars, workshops and conferences for career and professional development offered to employees.	C	2	C+2	N	Y	Personnel	Only courses developed and presented by the Municipality are subject to archival selection.	
HR	12		Employee Retirement	Records associated with termination of employment due to retirement.	T	6	T+6	Y	N	Personnel	T+death of last surviving beneficiary	
HR	13		Employee Terminated Records	Records associated with employment terminations other than retirement	T	6	T+6	Y	N	Personnel		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
LA	00		Legal Affairs - General		1	-	1			Originating		
LA	01		Appeals and Hearings	Records associated with appeals, hearings and decisions from legal proceedings, documentation and transcripts.	T	P	P	Y	Y	Clerk's	T=Resolution of appeal	
LA	02	00	Claims	Records associated with liability claims made by parties against the municipality and liability claims by the municipality against other parties.	T	6	T+6	Y	Y	Clerk's	T=Resolution of claim and all appeals	
LA	02	01	Claims Against the Municipality	Records associated with damage claims against the corporation by another.	T	6	T+6	Y	Y	Clerk's	T=Resolution of claim and all appeals	
LA	02	02	Claims by the Municipality	Records associated with damage claims by the corporation against another party.	T	6	T+6	Y	Y	Clerk's	T=Resolution of claim and all appeals	
LA	02	03	Claims Against the Police	Records associated with liability claims made by other parties against the Police.	T	6	T+6	Y	Y	Police	T=Resolution of claim and all appeals	
LA	04		Contracts and Agreements - Under Seal	Records associated with contracts and agreements under the corporate seal entered into by the municipality and authorized by Council. This record series may include easements, encroachments and collective agreements.	T	21	T+21	Y	Y	Clerk's	T=Termination of agreement	22,273,362
LA	05		Insurance Appraisals	Records associated with insurance appraisals.	S	-	S	N	N	Finance		
LA	06		Insurance Policies	Records associated with insurance policies.	T+2	-	T+2	Y	N	Finance	T=Expiration of policy	107,259,260,261,262,263,264
LA	07		Land Acquisition and Sale	Records associated with transactions of land through buying, selling and leasing of land. This record series includes agreements of purchase and sale, appraisals, leases, deeds, certificates of registration, notices of applications for approval to expropriate land.	T	21	T+21	Y	Y	Finance	T=Property disposition	31,270,271,272,273,275,280,360
LA	08		Opinions and Briefs	Records associated with legal opinions and briefs.	S	-	S	N	Y	Clerk's		
LA	09		Precedents	Records associated with legal precedents.	S	-	S	N	Y	Clerk's		

LA	10		Federal Legislation	Records associated with federal legislation.	S	-	S	N	Y	Originating		
LA	11		Provincial Legislation	Records associated with provincial legislation.	S	-	S	N	Y	Originating		
LA	12		Vital Statistics	Records associated with births, deaths and marriage registrations. This series includes death notices, registers, stillbirths and incomplete birth registrations.	C	P	P	Y	Y	Clerk's		276,277,348,349
LA	13		Prosecutions	Records associated with prosecutions involving the municipality.	T	7	T+7	N	Y	Originating	T=Delivery of judgement	
LA	14	00	Contracts and Agreements - Simple	Records associated with agreements and contracts not under seal, but entered into for the provision of material and goods or services. This record series may include rental, leasing, purchasing and services contracts.	T	10	T+10	Y	Y	Clerk's	T=Expiry of contract	221,252,266,274,362
LA	14	01	Contracts for Buildings	Records associated with agreements and contracts for buildings.	T+5	15	T+20	Y	Y	Clerk's		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
MP	00		Media and Public Relations - General		1	-	1			Originating		
MP	01		Advertising	Records associated with the municipality advertising to the public in magazines, newspapers, radio, television and transit.	C	2	C+2	N	Y	Originating		
MP	02		Ceremonies and Events	Records associated with hosting, attendance and performance of official business at special ceremonies, inaugurals and awards.	C	2	C+2	N	Y	Originating		
MP	03		Charitable Campaigns/Fund Raising	Records associated with fund raising and donations to charitable organizations. This record series may include records for charitable campaigns, such as the United Way, and information about Finance deductions.  Excludes: Payroll Records	C	2	C+2	N	N	Originating		
MP	04		Complaints, Commendations and Inquiries		1	-	1		Y	Originating		318,319
MP	05		News Clippings	Records associated with clippings from newspapers, journals and other media regarding the municipality's public relations.	C	2	C+2	N	Y	Originating		
MP	06		News Releases	Records associated with working documentation and final versions of news releases issued by the municipality.	C	2	C+2	N	Y	Originating		
MP	07		Publications	Records associated with production and dissemination of City publications.	S	-	S		Y	Originating		
MP	08		Speeches and Presentations	Records associated with working documentation and final versions of public addresses and speeches. This record series may include video presentations.	C	2	C+2	N	Y	Originating		
MP	09		Visual Identity and Insignia	Records associated with the copyright, patent and trademark protection of municipal logos, and products used for visual identity. This series includes the municipal crest, coat of-arms, letterhead design, emblem, vehicle identification and seals of office.	C	P	P	Y	Y	Clerk's		

PROTECTION AND ENFORCEMENT SERVICES

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
PE	00		Protection and Enforcement Services - General		C	-	C	N	N	Originating		
PE	01		By-law Enforcement	Records associated with by-law enforcement such as legal actions, parking violations, zoning issues, licenses, permits and animal control.	T	2	T+2	Y	Y	Originating	T=Resolution of action	
PE	02		Daily Occurrence Logs	Records associated with daily reporting and tracking number of occurrences involving police dispatching.	C+1	4	C+5	N	N	Emergency Services		
PE	03		Emergency Planning	Records associated with emergency measures planning and services provided by the municipality.	S	-	S	Y	Y	Emergency Services		33,177,191,193,223,225
PE	04		Hazardous Materials	Records associated with hazardous materials storage and regulation in City facilities.	S	-	S	N	N	Originating	T+5 years for PCB material storage records after PCB removed from site	31,32,33,328
PE	05		Incident/Accident Reports	Records associated with accidents involving protection and enforcement personnel.	T	2	T+2	N	N	Originating	T=Cause of action or age of majority	171,243
PE	06		Building and Structural Inspections	Records associated with building inspections.	S	-	S	N	N	Building	T+2 years for inspections, maintenance and testing related to the fire code	165,185,225
PE	07		Health Inspections	Records associated with inspections for health reasons.	S	-	S	N	N	Public Health		
PE	08		Investigations	Records associated with protection and enforcement services investigations.	C+2	8	C=10	N	Y	Originating		316

PROTECTION AND ENFORCEMENT SERVICES

PE	09		Licenses	Records associated with licenses issued to citizens and businesses.	C	7	C+7	N	Y	Clerk's	T=Expiry of license	
PE	10		Building Permits	Records associated with the issuance of residential and commercial building permits.	C+2	P	P	N	Y	Building	5 years off-site for residential permits	
PE	11		Permits, Other	Records associated with the issuance of other permits.	T	7	T+7	N	Y	Originating	T=Expiry of permit	
PE	12		Warrants	Records associated with the issuance of warrants.	T+2	8	T+10	N	N	Police	T=Execution of warrant	220
PE	13		Criminal Records	Records associated with criminal records.	T	10	T+10	Y	Y	Police	T=Occurrence/investigation closed or disposition of charge	220,317
PE	14		Animal Control	Records associated with animal control.	C+2	3	C_5	N	N	Originating		7,8,20,21,22,23,24,25,26,27,28,321
PE	15		Community Protection Programs	Records associated with community protection programs.	S	2	S+2	N	Y	Originating		

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
RC	00		General	Records associated with the administration of parks, recreational facilities and programs within the municipality.	1	-	1	N	N	Originating		
RC	01		Heritage Preservation	Records associated with the development and preservation of heritage and historical designated buildings, archaeological areas and artifacts.	T	-	T	Y	Y	Clerk's	T=Removal of designation	307
RC	02		Library Services	Records associated with the management and provision of library services.	C+2	3	C+5	N	Y	Clerk's		322
RC	03		Museum and Archival Services	Records associated with the management and provision of museum and archival services.	C+2	3	C+5	N	Y	Clerk's		220
RC	04		Parks Management	Records associated with the management, maintenance, design and landscaping of municipal parks.	C	2	C+2	N	Y	Parks & Recreation		286,323,324
RC	05		Recreational Facilities	Records associated with the management and operation of municipal recreation facilities, such as arenas, rinks, pools and fitness centres.	C	2	C+2	N	Y	Parks & Recreation		310,325
RC	06		Recreational Programming	Records associated with the administration and development of community recreational programs.	C	2	C+2	N	N	Parks & Recreation		220

SOCIAL AND HEALTH CARE SERVICES

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
SH	00		General	Records associated with public health services and programs provided to the community and municipal employee.	C	-	C	N	N	Originating		
SH	01		Children's Day Nursery Services	Records associated with the planning, regulation, funding and administration of municipal and private child care facilities.	T	6	T+6	Y	Y	Comm Service	T=discharge of client Fire drills are kept for 2 years and Inspection reports are kept for 2 years.	175,176,179,180,182,184,187,188,192,193,194,220,228,229,230,231
SH	02		Elderly Assistance	Records associated with municipal elderly assistance programs.	C+2	3	C+5	N	Y	Comm Service	Fire drills 2 years	301,302
SH	03		Homes for the Aged Residents	Records associated with the management of nursing homes.	T+2	5	T+7	N	Y	Comm Service	T=Date of last entry Records pertaining to a resident can be destroyed 5 years after the death of the resident.	103,201,203,204,205,206,207,208,209,210,212,214,215,216,217,218,220,222,223,225,344
SH	04		Social Assistance Programs	Records associated with City social assistance programs.	C+2	3	C+5	N	Y	Comm Service		
SH	05		Welfare Case Records	Records associated with welfare case records.	T+2	5	T+7	N	Y	Comm Service	T=File closed	220,308,340
SH	06		Medical Case Records	Records associated with medical case records.	T	7	T+7	N	Y	Public Health	T=Discharge of patient	102,220,257,344
SH	07		Children's Services	Records associated with children's services.	C+2	3	C+5	N	Y	Comm Service	Child abuse records must be kept for 25	175,195,343
SH	08		Public Health	Records associated with the provision of public health services and programs to the community.	C	2	C+2	N	Y	Public Health	T=discharge of client	
SH	09		Cemetery Records	Records associated with the management of City cemeteries.	C+2	P	P	N	Y	Clerk's		160,161,162,163
SH	10		Day Nursery Case Records	Records associated with the planning, regulation, funding and administration of municipal and private day nursery care facilities.	T	6	T+6	N	Y	Comm Service	T=Discharge of child	102,178,185,195,220,325



SH	11		Social Housing Administration	Records associated with the regulation, funding and administration of social housing.	T	P	P	Y	Y	Planning	T=Discharge of mortg	Social Housing Reform Act
SH	12		Social Housing Tenant Records	Records associated with tenant records.	T	7	T+7	N	Y	Planning	T+file closed	Tenant Protection Act

TRANSPORTATION

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
TS	00		General	Records associated with the operation and maintenance of transportation systems.	C	-	C	N	N	Originating		
TS	01		Illumination	Records associated with the installation, inspection and repair of equipment used to illuminate streets and pedestrian crossover lights.	T	6	T+6	N	N	Works	T=Completion of project specifications	
TS	02		Parking	Records associated with municipal parking issues. This series includes handicapped parking, fire routes, parking facilities and parking meter reports.	T	6	T+6	N	N	Works	T=Closure of lot or space	
TS	03		Public Transit	Records associated with the public transit systems with the City and connecting regional route schedules.	T	6	T+6	Y	Y	Works	T=Closure of route/shelter/stop	104,105,106,228,233,345
TS	04		Road Construction	Records associated with road construction projects such as the design and planning of new roads, road improvements, resurfacing and bridge widening.	T	6	T+6	Y	Y	Works	T=Completion of project. Specifications are kept permanently.	282
TS	05		Road Design and Planning	Records associated with the planning and design of City roadways.	T	6	T+6	N	Y	Works	T=Completion of project. Specifications are kept permanently.	282
TS	06		Road Maintenance	Records associated with the maintenance of roads that includes placement of culverts, minor road surface repairs, curbs, medians, sidewalks, etc. This series includes ploughing, grading, salting and sanding, snow removal and securing safe use of manholes.	T	6	T+6	Y	N	Works	T=Completion of project. Specifications are kept permanently.	
TS	07		Signs and Signals	Records associated with the manufacture, installation and inspection of signs and traffic signals.	T	6	T+6	Y	N	Works	T=Removal of sign or signal	

TS	08		Traffic	Records associated with the control of speed and flow of traffic by traffic signals, stop and yield sign intersections, and pedestrian crossover signals.	T	10	T+10	Y	N	Works	T=modification of installation	
TS	09		Roads and Lane Closures	Records associated with the closure of lanes and roads.	C	P	P	N	Y	Works	Temporary closures 2 years	
TS	10		Bridge Plans	Records associated with the plans for the construction, maintenance and restoration of bridges.	C	P	P	Y	Y	Works		
TS	11		Cycling Paths	Records associated with general information on cycling paths, which includes maps and locations of paths	S	-	S	N	N	Works		
TS	12		Railways and Crossings	Records associated with railways, signals and line closures.	C	P	P	Y	Y	Works		
TS	13		Sidewalks	Records associated with the maintenance of sidewalks including construction and repairs.	C	2	C+2	N	N	Works		

VEHICLES AND EQUIPMENT

Primary	Secondary	Tertiary	Series Title	Scope Notes	Active	Inactive	Total Retention	Vital Record	Archival Record	Responsible Dept.	Remarks	Citations
VE	00		General	Records associated with the management and operation of vehicles, and light and heavy equipment.	C	-	C	N	N	Originating		
VE	01		Fleet Management	Records associated with vehicles that the municipality leases, owns and operates.	T	2	T+2	N	N	Originating	T=after disposal of vehicle	18,19,103,104,105,106,170,220,248,249,250,251,253
VE	02		Mobile Equipment	Records associated with mobile equipment.	T	2	T+2	N	N	Originating	T=after disposal of vehicle	166
VE	03		Transportable Equipment	Records associated with transportable equipment.	T	2	T+2	N	N	Originating	T=after disposal of vehicle	
VE	04		Protective Equipment	Records associated with protective equipment.	T	2	T+2	N	N	Originating	T=after disposal of vehicle	
VE	05	00	Garage Reports	Records associated with the management of City vehicle garages. This series includes gasoline tickets, garage issues, vehicle usage cards and vehicle report cards.	C+1	-	C+1	N	N	Originating		
VE	05	01	Vehicle Record of Repairs and Mileage	Records associated with the mileage summary and repairs of vehicles used by municipal employees.	C	1	C+1	N	N	Originating		

Number	Citations	Subject	Text	Retention/Limitation
1	<i>Canada Pension Plan</i> , R.S. 1985, c. C-8 s. 24.	Canada Pension Plan - Records	<p><b>24.</b> (1) Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada, or at such other place as may be designated by the Minister, in such form and containing such information as will enable any contributions payable under this Act or any contributions or other amounts that should have been deducted or paid to be determined, and where any such employer has failed to keep adequate records and books of account, the Minister may require him to keep such records and books of account as he may specify, and the employer shall thereafter keep records and books of account as so required.</p> <p>(2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister. (2.1) Every employer 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 (2).</p> <p>(2.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt an employer or a class of employers from the requirement in subsection (2.1).</p> <p>(3) If the employer or an employee of the employer is subject to a ruling under section 26.1 or has made an appeal to the Minister under section 27 or 27.1, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the 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.</p>	Six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.
2	Department of National Revenue, Excise Memorandum ET 102 (February 24, 1989), "Books and Records".		Replaced by Information Circular IC78-10R3 October 5, 1998	Not specified
3	<i>Excise Tax Act</i> , R.S.C. 1985, c. E-15, s. 286(3), as am., S.C. 1990, c. 45, S. 12	Keeping Book and Records -Period for Retention	286(3) Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed.	Six years
4	<i>Excise Tax Act</i> , R.S.C. 1985, c. E-15, s. 298(1)(f), as am., S.C. 1990, c. 45, S. 12; S.C. 1993 c. 27 s. 131(2)	Assessment Period Liability	298(1)(f) in the case of an assessment of an amount for which a person became liable under subsection 177(1.1), section 266 or 267.1, subsection 270(4) or Subdivision b.1 of Division VII, more than four years after the person became liable;	Four years after the person became liable

5	<i>Excise Tax Act</i> , R.S.C. 1985, c. E-15, s. 98(2), as am., R.S.C. 1985 (1st Supp.), c. 15, s. 36; R.S.C. 1985 (2nd Supp.), c. 7, s. 45(1)	Books of Account	(2) Every person required by subsection (1) to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.	Six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.
6	<i>Financial Administration Act</i> , R.S.C. 1985, c. F-11, s. 17(3).	Public Money Receivables	(3) Every person who collects or receives public money shall keep a record of receipts and deposits thereof in such form and manner as the Treasury Board may prescribe by regulation.	Not specified
7	Food and Drug Regulations, under the <i>Food and Drugs Act</i> , C.R.C. 1978, c. 870, s. G.05.001(2), as am., SOR/78-427, Sched. No. 441, s.8; SOR/97-228, s.18	Controlled Drugs Hospital Records	G.05.001(2) Subject to subsections (3) and (4), the record of information referred to in subsection (1) shall be kept (a) in a manner that permits an audit to be made; (b) in a book, register or similar record maintained exclusively for controlled drugs; and (c) for a period of at least two years.	Two years
8	Food and Drug Regulations, under the <i>Food and Drugs Act</i> , C.R.C. 1978, c. 870, s. G.03.001, as am., SOR/78-427, Sched. No. 441, s.5; G. 03-002 to G. 03-005; G. 03.006, as am., SOR/78-427, Sched. No. 441, s.6; G. 03.007, as am., SOR/78-427, Sched. No. 441, s. 7.	Pharmacists Controlled Drug Records	G.03.001. (1) A pharmacist, on receipt of a controlled drug from a licensed dealer, shall keep or cause to be kept a record of the name and quantity of the controlled drug received by him, the name and address of the person who supplied it and the date on which it was received.  (2) The record of information referred to in subsection (1) shall be kept (a) in a manner that permits an audit to be made; and (b) subject to subsection (3), in a book, register or similar record maintained exclusively for controlled drugs. (3) The record of information referred to in subsection (1) may, with respect to a controlled drug listed in Part II or III of the schedule to this Part, be kept in a form other than that specified in paragraph (2)(b). SOR/78-427, s. 5; SOR/85-550, s. 4; SOR/86-91, s. 2(F); SOR/90-261, s. 3(F); SOR/97-228, s. 12.	Not specified
9	<i>Empoyment Insurance Act</i> , S.C. 1996, c.23, s.41.1(2).	Employer Benefit Penalties	41.1(2) Notwithstanding paragraph 40(b), a warning may be issued within 72 months after the day on which the act or omission occurred.	72 months after the day on which the liability arose.
10	<i>Empoyment Insurance Act</i> , S.C. 1996, c.23, s.40.	Employment Insurance Prosecution - Limitation on Imposition of Penalties	40. A penalty shall not be imposed under section 38 or 39 if (a) a prosecution for the act or omission has been initiated against the employee, employer or other person; or (b) 36 months have passed since the day on which the act or omission occurred.	36 months have passed since the day on which the liability arose.

11	<i>Employment Insurance Act</i> , S.C. 1996, c.23, s.85(3).	Employment Insurance Assessment - Limitation	85(3) No assessment, reassessment or additional assessment of an amount payable by an employer under this Act may be made by the Minister under this section after three years have elapsed after the end of the year in which any premium in relation to which that amount is payable should have been paid, unless the employer has made a misrepresentation or committed fraud in filing a return or in supplying information about the return under this Part.	Three years
12	<i>Employment Insurance Act</i> , S.C. 1996, c.23, s.87(3), as am., S.C. 1998, c. 19. s.267.	Books of Account	87(3) 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.	Six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.
13	<i>Employment Insurance Act</i> , S.C. 1996, c.23, s.102(4).	Employment Insurance Information/Complaint	102(4) An information or complaint for an offence under this Part may be laid or made within five years after the subject-matter of the information or complaint arose.	Five years.
14	Employment Insurance Regulations, under the <i>Employment Insurance Act</i> , SOR/96-332, s.19(3)(c)	Record of Employment	19(3)(c) the employer's copy shall be kept and retained as a part of the employer's records and books of account in accordance with subsection 87(3) of the Act.	Six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.
15	<i>Excise Tax Act</i> , R.S.C. 1985, c. E-15, s. 286(3), (4), (6), as am., S.C. 1990, c. 45, s. 12	GST Accounting	286(3) Every person required under this section to keep records shall retain them until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed.	Six years. Disposal of records before the expiration of the retention period requires permission of the Minister.
			(4) Where a person who is required under this section to keep records serves a notice of objection or is a party to an appeal or reference under this Part, the person shall retain, until the objection, appeal or reference and any appeal therefrom is finally disposed of, every record that pertains to the subject-matter of the objection, appeal or reference	
			(6) A person who is required under this section to keep records may dispose of the records before the expiration of the period in respect of which the records are required to be kept if written permission for their disposal is given by the Minister.	
16	<i>Income Tax Act</i> , R.S.C. 1985 (5th Supp.), c. 1, s.230(4)(b)	Taxation Records Retention	230(4)(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.	Six years.
17	Income Tax Regulations, under the <i>Income Tax Act</i> , C.R.C. 1978, c. 945, s.5800(2), as am., SOR/82-879, s.2.	Income Tax Books of Account	5800(2) For the purposes of subsection 230.1(3) of the Act, with respect to the application of paragraph 230(4)(a) of the Act, the required retention period for records and books of account that are required to be kept pursuant to section 230.1 of the Act is prescribed to be the period ending on the day that is two years after the end of the last calendar year to which the records or books of accounts relate. SOR/81-725, s. 6; SOR/94-686, ss. 51(F), 79(F).	Two years after the end of the last calendar year to which the records or books of accounts relate.

18	<i>Motor Vehicle Transport Act</i> , 1987, R.S.C. 1985 (3rd Supp.), c.29,s.18(2).	Motor Vehicle Offence Limitations	18(2) Any proceedings in respect of an offence under this Act may be commenced at any time within, but not later than, twelve months after the time when the subject-matter of the proceedings arose.	Two years
19	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041,	Practitioner's Narcotic Records	Repealed, 1996, c. 19, s. 94	
20	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.44(2)	Pharmacists' Controlled Drug Records	Repealed, 1996, c. 19, s. 94	
21	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.56	Pharmacists' Narcotics Records	Repealed, 1996, c. 19, s. 94	
22	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.57	Pharmacists' Narcotics Records	Repealed, 1996, c. 19, s. 95	
23	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.58	Hospital's Narcotics Records	Repealed, 1996, c. 19, s. 96	
24	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.59	Pharmacists' Narcotics Records	Repealed, 1996, c. 19, s. 97	
25	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.60	Pharmacists' Narcotics Records	Repealed, 1996, c. 19, s. 98	
26	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.61	Pharmacists' Narcotics Records	Repealed, 1996, c. 19, s. 99	
27	Narcotic Control Regulations, under the <i>Narcotic Control Act</i> , C.R.C. 1978, c.1041, s.62	General Narcotics Records	Repealed, 1996, c. 19, s. 100	
28	Revenue Canada , Customs and Excise GST Memorandum 500-1 "Books and Records" (March 25, 1991) Paragraph 13			Six years
29	Revenue Canada , Customs and Excise GST Memorandum 500-1 "Books and Records - Computerized Records" (March 25, 1991)			Not specified
30	Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20			Six years from the end of the last taxation year to which they relate unless permission given for prior disposal.



31	Storage of PCB Materials Regulations, under the <i>Canadian Environmental Protection Act</i> , SOR/92-507, s.15	PCB Materials - Storage Records	31(15) Every owner or manager of a PCB storage site who is required to maintain a record pursuant to section 13 shall retain the record for not less than five years after the removal of all PCB material from the PCB storage site.	Five years after the removal of all PCB material from the PCB storage site.
32	Storage of PCB Materials Regulations, under the <i>Canadian Environmental Protection Act</i> , SOR/92-507, s.10(1)(a)(i),(iii),(2)	PCB Materials - Storage Site - Fire/Emergency Plans	10. (1) Every owner or manager of a PCB storage site shall (a) subject to subsection (2), (i) develop and have in effect at the PCB storage site a fire protection and emergency procedures plan, (ii) deposit one copy of the plan with the local fire department, and (iii) keep one copy of the plan at the PCB storage site and another copy at the owner or manager's place of business 10(2)(a) develop and have in effect at the PCB storage site a fire protection and emergency procedures plan;	Not specified
33	<i>Excise Tax Act</i> , R.S.C. 1985, c. E-15, s. 286(4), as am., S.C. 1990, c. 45, S. 12	Keeping Book and Records - Electronic Records	3.1) 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 set out in subsection (3).	Six years
Provincial Legislation				
100	<i>Archives Act</i> , R.S.O. 1990, c.A.27,s.6	Preservation of Official Documents	6. Subject to the regulations, no official document, paper, pamphlet or report in the possession of any ministry or branch of the public service or of the Assembly shall be destroyed or permanently removed without the knowledge and concurrence of the Archivist. R.S.O. 1990, c. A.27, s. 6.	Not specified
101	<i>Assessment Act</i> , R.S.O. 1990, c.A.31, s. 39(2)	Inspection of Assessment Rolls by Public	(2) Immediately upon receipt of the assessment roll, the clerk shall make it available for inspection by the public during office hours. 1997, c. 43, Sched. G, s. 18 (28).	Not specified
102	<i>Child and Family Services Act</i> , R.S.O. 1990, c. C.11, s. 191	Code of Record Keeping Procedures for Child/Family Service Records	191. (1) Every service provider shall establish and follow a written code of procedure for the creation, maintenance and disclosure of persons' records. Idem (2) A code of procedure referred to in subsection (1) shall contain, (a) a description of the types of information that may be recorded and the purposes for which information may be recorded; (b) a requirement that information, wherever possible, be collected from or confirmed by the person to whom it relates; (c) a requirement that no more information be recorded than is actually necessary for the provision of the service in question; and (d) the prescribed provisions. Retention, storage and destruction schedules (3) Every service provider shall retain, store and destroy persons' records in accordance with the prescribed schedules.	Not specified

103	Commercial Motor Vehicle Inspections Regulation, under the <i>Highway Traffic Act</i> , R.R.O. 1990, Reg. 575, ss. 10(a), 11.	Commercial Motor Vehicle Identification Records	<p>10. Every operator shall keep, for each commercial motor vehicle for which the operator is responsible,</p> <p>(a) identification records, including the commercial motor vehicle's company number, if any, its make, vehicle identification number, year and, if the commercial motor vehicle is not owned by the operator, the name of the person that supplies the commercial motor vehicle to the operator;</p> <p>11. Every operator shall keep at the operator's principal place of business in Ontario,</p> <p>(a) the records and statements for a commercial motor vehicle required under section 10 until the earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility; and</p>	The earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility.
104	Commercial Motor Vehicle Inspections Regulation, under the <i>Highway Traffic Act</i> , R.R.O. 1990, Reg. 575, ss. 10(b), (c), 11	Commercial Motor Vehicle Identification Records	<p>(b) a record of the repairs and maintenance of the commercial motor vehicle, including the nature and date of the repairs and maintenance and the odometer reading at the time they are made;</p> <p>(c) a statement of the types and frequency of inspections and maintenance to be carried out on the commercial motor vehicle; and</p> <p>11. Every operator shall keep at the operator's principal place of business in Ontario,</p> <p>(a) the records and statements for a commercial motor vehicle required under section 10 until the earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility; and</p>	The earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility.
105	Commercial Motor Vehicle Inspections Regulation, under the <i>Highway Traffic Act</i> , R.R.O. 1990, Reg. 575, ss. 10(d), 11	Commercial Motor Vehicle Identification Records	<p>(d) a record of any axle or suspension modifications of the commercial motor vehicle that affect the manufacturer's gross vehicle weight rating or gross axle weight rating. R.R.O. 1990, Reg. 575, s. 10.</p> <p>11. Every operator shall keep at the operator's principal place of business in Ontario,</p>	The earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility.

			(a) the records and statements for a commercial motor vehicle required under section 10 until the earlier of two years after the records and statements are made and six months after the commercial motor vehicle ceases to be the operator's responsibility; and	
106	same as 105			
107	<i>Compulsory Automobile Insurance Act</i> , R.S.O. 1990, c. C.25, s.2(10)	Automobile Insurance - Three Year Period Limitation	(10) Proceedings may be commenced at any time within three years after the date on which an offence was, or is alleged to have been, committed under subsection (1) or clause (3) (b) or subsection 13 (2). R.S.O. 1990, c. C.25, s. 2 (10).	Three years after the date on which an offence was, or is alleged to have been, committed.
108	Definitions by Minister, Exemptions, Forms and Rebates Regulation, under the <i>Retail Sales Tax Act</i> , R.R.O. 1990, Reg. 1012, s.22, as am., O.Reg. 35/91, s.4	Retail Sales Tax Accounting Records	22(a) the records relate to a fiscal year that ended not later than seventy-two months prior to the start of the fiscal year during which the records will be destroyed	Seventy-two months prior to the start of the fiscal year during which the records will be destroyed.
109 110 111 112				
113	Designated Substance - Isocyanates Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 842, s.8(1), 2(c), (d), (f)	Isocyanates Exposure Records	8. (1) Where the assessment discloses or would, if made in conformity with section 7, disclose that a worker is likely to inhale or come into contact with isocyanates and that the health of the worker may be affected thereby, the employer shall develop, establish, put into effect and maintain measures and procedures to control the exposure of the worker to isocyanates and shall incorporate the same into an isocyanates control program. (c) personal records of the exposure of a worker to the isocyanates referred to in subsections 4 (1) and (2) at the workplace including the time-weighted average exposure of the worker and of the concentrations of isocyanates and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure to be maintained by the employer; (d) personal records of the length of time workers are taken to be exposed to isocyanates other than those referred to in subsections 4 (1) and (2); (f) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the clinical tests have been performed; and	Not specified
114	Designated Substance - Acrylonitrile Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 835 s.7(1), (2)(c), (e)	Acrylonitrile Exposure Records	7(1) Where the assessment discloses or would disclose, if made in conformity with section 6, that a worker is likely to inhale, absorb or come into contact with acrylonitrile and that the health of a worker may be affected thereby, the employer shall develop, establish, put into effect and maintain measures and procedures to control the exposure of the worker to acrylonitrile and shall incorporate the same into	Not specified

			2(c) personal records of the exposure of a worker to acrylonitrile at the workplace, including the time-weighted average exposure of the worker and of the concentrations of acrylonitrile and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure, to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examination and tests have been performed;	
115	Designated Substance - Acrylonitrile Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 835 s.12(a), (c).	Airborne Acrylonitrile Monitoring Records	12(a) posted forthwith by the employer, as soon as the results are available, in a conspicuous place or places at the workplace where they are most likely to come to the attention of the workers affected thereby, and the employer shall keep the results posted for a period of at least fourteen days; (c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 835, s. 12.	Five years
116	Designated Substance - Acrylonitrile Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 835 s.14	Airborne Acrylonitrile Exposure Records	14. (1) The records of the exposures of each worker to airborne acrylonitrile at the workplace to be maintained as provided by the control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne acrylonitrile in the worker's work area and the use by the worker of respiratory equipment and its type.	Not specified
117	Designated Substance - Arsenic Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 836 s.13(2)	Airborne Arsenic Exposure Records	(2) The records of a worker referred to in subsection (1) shall be kept in a secure place by the employer or, where the employer is no longer able to keep the records, the records shall be forwarded to the Provincial Physician, Ministry of Labour to be kept for the longer of, (a) forty years from the time such records were first made with respect to the worker; and  (b) twenty years from the time the last of such records were made with respect to the worker. R.R.O. 1990, Reg. 836, s. 13 (2); O. Reg. 508/92, s. 1.	The longer of:  (a) forty years from the time such records were first made with respect to the worker; or (b) twenty years from the time the last of such records were made with respect to the worker.
118	Designated Substance - Arsenic Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 836 s.12(c)	Airborne Arsenic Monitoring Records	12(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 836, s. 12.	Five years
119	Designated Substance - Asbestos Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 837 s.15	Airborne Asbestos Exposure Records	15. (1) The records of medical examinations and clinical tests of a worker obtained and made under this Regulation and of the exposures of the worker to airborne asbestos furnished by the employer under subsection 14 (2) shall be kept in a secure place by the physician who has conducted the examinations and tests or under whose supervision the examinations and tests have been made for the longer of,	The longer of:

			(a) the period of forty years from the time such records were first made;  (b) the period of twenty years from the time the last of such records were made. R.R.O. 1990, Reg. 837, s. 15 (1).	(a) forty years from the time such records were first made with respect to the worker; or (b) twenty years from the time the last of such records were made with respect to the worker.
120	Designated Substance - Arsenic Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 837 s.7(2)(c), (e)	Asbestos Exposure Records	7(2)(c) personal records of the exposure of a worker to asbestos at the workplace, including the time-weighted average exposure of the worker and of the concentrations of asbestos and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure, to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examination and tests have been performed. R.R.O. 1990, Reg. 837, s. 7 (2).	Not specified
121	Designated Substance - Asbestos Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 837 s.12(c)	Airborne Asbestos Monitoring Records	(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 837, s. 12.	Five years
122	Designated Substance - Arsenic Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 837 s.14	Airborne Asbestos Exposure Records	14. (1) The records of the exposures of each worker to airborne asbestos at the workplace to be maintained as provided by the asbestos control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne asbestos in his or her work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 837, s. 14 (1).	Not specified
123	Designated Substance - Benzene Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 839 s.14	Airborne Benzene Exposure Records	14. (1) The records of the exposures of each worker to airborne benzene at the workplace to be maintained as provided by the control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne benzene in the worker's work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 839, s. 14 (1). (2) The employer shall provide a copy of the records of the exposures of the worker to airborne benzene as provided by the control program to the physician who examines the worker and under whose supervision the clinical tests of the worker are performed. R.R.O. 1990, Reg. 839, s. 14 (2).	Not specified
124	Designated Substance - Benzene Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 839 s.12(c)	Benzene Exposure Records	7(2)(c) personal records of the exposure of a worker to asbestos at the workplace, including the time-weighted average exposure of the worker and of the concentrations of asbestos and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure, to be maintained by the employer;	Not specified

			(e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examination and tests have been performed. R.R.O. 1990, Reg. 839, s. 7 (2).	
125	Designated Substance - Benzene Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 839 s.12(c)	Airborne Benzene Monitoring Records	12(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 839, s. 12	Five years
126	Designated Substance - Ethylene Oxide Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 841 s.13(c)	Airborne Ethylene Oxide Monitoring Records	13(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 841, s. 13.	Five years
127	Designated Substance - Ethylene Oxide Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 841 s.14	Airborne Ethylene Oxide Exposure Records	(2) The employer shall keep the records referred to in subsection (1) in a secure place for the longer of,  (a) forty years from the time such records were first made with respect to the worker; or  (b) twenty years from the time the last of such records were made with respect to the worker. R.R.O. 1990, Reg. 841, s. 14 (1, 2).	The longer of:  (a) forty years from the time such records were first made with respect to the worker; or (b) twenty years from the time the last of such records were made with respect to the worker.
128	Designated Substance - Ethylene Oxide Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 841 s.s.7(2)(c)	Ethylene Oxide Exposure Records	7(2)(c) personal records of the exposure of a worker to ethylene oxide at the workplace, including the time-weighted average exposure of the worker and of the concentrations of ethylene oxide and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure to be maintained by the employer; and	Not specified
129	Designated Substance - Isocyanates Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 842 s.15	Airborne Isocyanates Exposure Records	15. (1) The records of the exposures of each worker to airborne isocyanates at the workplace to be maintained as provided by the isocyanates control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne isocyanates in the worker's work area and the use by the worker of respiratory equipment and its type. (2) The employer shall provide a copy of the records of the exposures of the worker to airborne isocyanates as provided by the isocyanates control program to the physician who examines the worker and under whose supervision the clinical tests of the worker are performed. R.R.O. 1990, Reg. 842, s. 15.	Not specified
130	Designated Substance - Isocyanates Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 842 s.13(c)	Airborne Isocyanates Monitoring Records	(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 842, s. 13.	Five years

131	Designated Substance - Lead Regulation under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 843 s.12(c)	Airborne Lead Monitoring Records	(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 843, s. 12.	Five years
132	Designated Substance - Lead Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 843 s.14	Airborne Lead Exposure Records	14. (1) The records of the exposures of each worker to airborne lead at the workplace to be maintained as provided by the lead control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne lead in the worker's work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 843, s. 14 (1).	Not specified
133	Designated Substance - Lead Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 843 s.7(2)(c)	Lead Exposure Records	7(2)(c) personal records of the exposure of a worker to lead at the workplace to be maintained by the employer;	Not specified
134	Designated Substance - Mercury Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 844 s.14	Airborne Mercury Exposure Records	14. (1) The records of the exposures of each worker to airborne mercury at the workplace to be maintained as provided by the mercury control program shall identify the worker, including his or her date of birth, his or her jobs or occupations at the workplace, the results of monitoring for exposure to airborne mercury in his or her work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 844, s. 14 (1). (2) The employer shall provide a copy of the records of the exposures of the worker to airborne mercury as provided by the mercury control program to the physician who examines the worker and under whose supervision the clinical tests of the worker are performed. R.R.O. 1990, Reg. 844, s. 14 (2).	Not specified
135	Designated Substance - Mercury Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 844 s.7(2)(c),(e)	Mercury Exposure Records	7(2)(c) personal records of the exposure of a worker to mercury at the workplace including the time-weighted average exposure of the worker and of the concentrations of mercury and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examinations and tests have been performed. R.R.O. 1990, Reg. 844, s. 7 (2).	Not specified
136	Designated Substance - Mercury Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 844 s.12(c)	Airborne Mercury Monitoring Records	12(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 844, s. 12.	Five years
137	Designated Substance - Silica Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 845 s.12(c)	Airborne Silica Monitoring Records	12(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 845, s.	Five years

138	Designated Substance - Silica Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 845 s.14	Airborne Silica Exposure Records	14(1) The records of the exposures of each worker to airborne silica at the workplace to be maintained as provided by the silica control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne silica in the worker's work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 845, s. 14 (1). (2) The employer shall provide a copy of the records of the exposures of the worker to airborne silica as provided by the silica control program to the physician who examines the worker and under whose supervision the clinical tests of the worker are performed. R.R.O. 1990, Reg. 845, s. 14 (2).	Not specified
139	Designated Substance - Silica Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 845 s.7(2)(c), (e)	Silica Exposure Records	7(2)(c) personal records of the exposure of a worker to silica at the workplace, including the time-weighted average exposure of the worker and of the concentrations of silica and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examination and tests have been performed;	Not specified
140	Designated Substance - Vinyl Choride Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 846 s.14	Airborne Vinyl Choride Exposure Records	14. (1) The records of the exposures of each worker to airborne vinyl chloride at the workplace to be maintained as provided by the vinyl chloride control program shall identify the worker, including the worker's date of birth, the worker's jobs or occupations at the workplace, the results of monitoring for exposure to airborne vinyl chloride in the worker's work area and the use by the worker of respiratory equipment and its type. R.R.O. 1990, Reg. 846, s. 14 (1). (2) The employer shall provide a copy of the records of the exposures of the worker to airborne vinyl chloride as provided by the vinyl chloride control program to the physician who examines the worker and under whose supervision the clinical tests of the worker are performed. R.R.O. 1990, Reg. 846, s. 14 (2).	Not specified
141	Designated Substance - Vinyl Choride Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 846 s.7(2)(c), (e)	Vinyl Chloride Exposure Records	7(2)(c) personal records of the exposure of a worker to vinyl chloride at the workplace including the time-weighted average exposure of the worker and of the concentrations of vinyl chloride and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the examinations and clinical tests have been performed. R.R.O. 1990, Reg. 846, s. 7 (2).	Not specified
142	Designated Substance - Vinyl Choride Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 846 s.12(c)	Airborne Vinyl Choride Monitoring Records	12(c) kept by the employer for a period of at least five years. R.R.O. 1990, Reg. 846, s. 12.	Five years



143	Designated Substance - Arsenic Regulation, under the <i>Occupational Health and Safety Act</i> , R.R.O. 1990, Reg. 836 s.7(2)(c)	Arsenic Exposure Records	7(2)(c) personal records of the exposure of a worker to arsenic at the workplace, including the time-weighted average exposure of the worker and of the concentrations of arsenic and the times in which such concentrations were taken to be representative of the exposure of the worker and used in calculating the average exposure, to be maintained by the employer; and	Not specified
144	Education Development Charges Regulation, under the <i>Education Act</i> , Reg. 20/98, s.16(1.1)	Development Fund Charge Reserve Fund Records	16.1 (1) If paragraph 4 of section 3 of Ontario Regulation 446/98 applies to the proceeds of a sale, lease or other disposition of real property by a board, the board shall establish an education development charge reserve fund. O. Reg. 473/98, s. 2.	Not specified
145	Duties of Employers and Advisory Committee Regulation, under the <i>Industrial Standards Act</i> , R.R.O. 1990, Reg. 652, s.2	Employee Records - Industrial Standards Requirements	Repealed - S.O. 2000, c. 41, s. 144 (5)	
146	<i>Education Act</i> , R.S.O. 1990, c.E.2, s.108(1)	Roman Catholic Separate School Board Index Book	Repealed - S.O. 1997, c. 31, s. 63	
147	Education Act, R.S.O. 1990, c.E.2, s.161	Protestant Separate School Board Index Book	Repealed - S.O. 1997, c. 31, s. 73	
148	<i>Employer Health Tax Act</i> , R.S.O. 1990, c.E.11, s. 6(1)(b), as am. S.O. 1994, c. 8, s.6(1)	Employer Health Tax Refund	6(1)(b) the Minister shall refund the amount the Minister determines under subsection 8 (1) to be an overpayment made on account of the tax payable under this Act for the year if the taxpayer applies in writing to the Minister for the refund within four years after the day on which the return was required to be delivered under section 5. 2001, c. 23, s. 75.	Four years after the day on which the return was required to be delivered.
149	<i>Employer Health Tax Act</i> , R.S.O. 1990, c.E.11, s. 12(4), as am. S.O. 1994, c. 8, s. 13	Employer Health Tax Accounting Records	12(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account. R.S.O. 1990, c. E.11, s. 12 (4); 1994, c. 8, s. 13 (4).	Until permission for their disposal is given by the Minister.
150	<i>Employer Health Tax Act</i> , R.S.O. 1990, c.E.11, s. 37	Employer Health Tax Offences	37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed. R.S.O. 1990, c. E.11, s. 37.	Six years
151	Employer Health Tax Act, R.S.O. 1990, c.E.11, s. 8(1)(b), as am. S.O. 1994, c. 8, s. 8 (1)	Health Tax	8(1)(b) within four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered to the Minister. R.S.O. 1990, c. E.11, s. 8 (1); 1994, c. 8, s. 8 (1).	Four years
152	<i>Employment Standards Act</i> , S.O. 2000, c. 41, s. 15(5)	Retention of Employee Records	(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: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.	Three years

			4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.	
153	<i>Employment Standards Act</i> , S.O. 2000, c. 41, s. 15.1(5)	Retention of Employee Records	15.1(5) The employer shall retain or arrange for some other person to retain each record required under this section for three years after it was made. 2002, c. 18, Sched. J, s. 3 (9).	
154	<i>Employment Standards Act</i> , R.S.O. 1990, c.E. 41, s. 11(1)(b)	Retention of Employee Records	Superseded	
155	<i>Enviromental Assessment Act</i> , R.S.O. 1990, c.E. 18, s. 30, as am., S.O. 1996, c. 27, s. 10, s. 36(6)	Environmental Assessment Records	30. (1) The Director shall maintain a record for every undertaking in respect of which an application is submitted under Part II and for every application submitted under Part II.1. 1996, c. 27, s. 10 (1).	Not specified
156	<i>Enviromental Protection Act</i> , R.S.O. 1990, c.E.19, s. 99(13), (14)	Spills Compensation - Limitation	99(13) No person is liable to an action for compensation under this section unless the action is commenced within two years	Two years
158	<i>Environmental Protection Act</i> , R.S.O. 1990, c.E.19, s. 195		195. (1) Proceedings for an offence under this Act or the regulations shall not be commenced later than two years after the later of, (a) the day on which the offence was committed; and (b) the day on which evidence of the offence first came to the attention of a person appointed under section 5. Idem (2) Clause (1) (b) does not apply in respect of offences committed before the 28th day of June, 1988. R.S.O. 1990, c. E.19, s. 195.	2 years
159	<i>Environmental Protection Act</i> , R.S.O. 1990, c.E.19, s. 47(9)		47(9) Where the water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse that any person takes for ordinary household purposes or for the watering of livestock, poultry, home gardens or lawns, or for the watering or irrigation of crops grown for sale, is rendered unfit for such use by reason of the operation of any well that is a waste disposal site, the person is entitled to be compensated out of the Fund so far as the Fund is sufficient for that purpose, having regard to any other charges thereon, if the person gives notice to the Director forthwith after becoming aware that the water has been rendered unfit and makes a claim therefor under subsection (10) within six months, or such longer period of time as may be determined by the Director, from the date that the Director received the notice that the water has been rendered unfit. R.S.O. 1990, c. E.19, s. 47 (9).	Six months
160	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the <i>Cemeteries Act</i> , O. Reg. 130/92, s. 38(1)	Cemetery Registers	38. (1) The owner shall make available for inspection without charge a public register containing the following information	Not specified
161	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the <i>Cemeteries Act</i> , O. Reg. 130/92, s. 2(1), para. 1, (2), (3)	Cemetery Plans	2. (1) For the purposes of clause 3 (1) (b) of the Act, the following are the prescribed documents to be submitted by an applicant for consent	Not specified

162	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the <i>Cemeteries Act</i> , O. Reg. 130/92, s. 51	Cemetery Records	51. (1) An owner who is ordered to disinter human remains and reinter them in another cemetery shall deliver copies of the records to the owner of the other cemetery. O. Reg. 130/92, s. 51 (1).	Not specified
163	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the <i>Cemeteries Act</i> , O. Reg. 130/92, s. 48	Coroner's Certificate	48. An owner shall retain a coroner's certificate required under clause 56 (2) (a) of the Act for at least two years after receiving it. O. Reg. 130/92, s. 48.	Two years
164	Fire Code, under the <i>Fire Marshals Act</i> , R.R.O. 1990, Reg. 454, s. 6.6.3.6(1)	Fire Pump Flow Tests	Regulation revoked O.Reg. 389/97, s. 1.	
165	Fire Code, under the <i>Fire Marshals Act</i> , R.R.O. 1990, Reg. 454, s. 6.8.1.2	Special Fire Extinguishing Systems	Regulation revoked O.Reg. 389/97, s. 1.	
166	Firefighters Protective Equipment Regulation, under the <i>Occupational Health &amp; Safety Act</i> , O. Reg. 714/94, s. 6(7)	Firefighting Chassis Mounted Aerial Device Records	(7) Service records for a chassis mounted aerial device shall be maintained for as long as the device is in service and shall include a record of	As long as the device is in service.
167	First-Aid Requirements Regulation, under the <i>Workers' Compensation Act</i> , R.R.O. 1990, Reg. 1101, s. 5	Accident Reports	Repealed 1997, c. 16, s. 18	
168	General Regulation, under the <i>Ambulance Act</i> , R.R.O. 1990, Reg. 19, s. 36	Ambulance Employee Records	Regulation revoked O.Reg. 500/97, s. 1.	
169	General Regulation, under the <i>Ambulance Act</i> , R.R.O. 1990, Reg. 19, s. 28, 30, 32	Ambulance Service - Accounting	Regulation revoked O.Reg. 500/97, s. 1.	
170	General Regulation, under the <i>Ambulance Act</i> , R.R.O. 1990, Reg. 19, s. 36	Ambulance Maintenance Records	Regulation revoked O.Reg. 500/97, s. 1.	
171	General Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 70, s. 74	Children's Residence - Daily Logs	74. (1) Every licensee shall ensure that a daily log is maintained in each residence operated by the licensee. R.R.O. 1990, Reg. 70, s. 74 (1).	Not specified
172	General Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 70, s. 107(c)	Children's Residence - Chimney Cleaning	(c) the chimneys in the residence are cleaned as often as is necessary to keep them in a safe operating condition and a record is kept of the servicing and cleaning. R.R.O. 1990, Reg. 70, s. 107.	Not specified
173	General Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 70, s. 78(a)	Children's Residence - Accounting Records	(a) keep a complete record of revenues and expenditures made in connection with the operation of each residence; and	Not specified
174	General Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 70, s. 4(1), 6(5)	Children's Residence - Accounting Records	4. (1) Every approved agency and every approved corporation shall keep books of account  (5) Each book of account shall be retained for at least seven years from the date of the last entry in the book for a particular year. R.R.O. 1990, Reg. 70, s. 6 (5).	Seven years from the date of the last entry in the book for a particular year.

175	General Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 70, s. 7(1)	Children's Residence - Inventory	7. (1) Every approved agency and every approved corporation shall keep and maintain an up to date record of the inventory of all furnishings and equipment acquired by the approved agency or approved corporation with money paid by Ontario under section 8 or 9 of the Act. R.R.O. 1990, Reg. 70, s. 7 (1).	Not specified
176	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 46	Children's Residence - Isolation Records	46. Every service provider shall maintain a written record of each instance of the use of a secure isolation room that shall include the name and age of each child placed in secure isolation and the dates and the duration of each use for each child. R.R.O. 1990, Reg. 70, s. 46.	Not specified
177	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 109(1)	Children's Residence - Safety/Fire Records	a record of each inspection referred to in clause (g) is kept in the daily log of the residence. R.R.O. 1990, Reg. 70, s. 109 (1).	Not specified
178	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 60(1), (4)	Children's Residence - Trust Accounts	60. (1) Every licensee referred to in Part VII of the Act shall establish and maintain a trust account in a bank listed in Schedule I or II to the Bank Act (Canada), a trust corporation registered under the Loan and Trust Corporations Act or a Province of Ontario Savings Office in which all funds received by the licensee from prospective adoptive parents shall be deposited. R.R.O. 1990, Reg. 70, s. 60 (1).  (4) Every licensee shall keep a separate book of accounts showing all deposits and withdrawals from the trust account, the name of the prospective adoptive parent for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. R.R.O. 1990, Reg. 70, s. 60 (4).	Not specified
179	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 91(4), (5), 99(2)	Children's Residence - Resident Case Files	91(4) Every licensee shall, with respect to each resident in a residence operated by the licensee, maintain a cumulative record of each resident's medical and dental examinations and treatment while the resident is in the residence. R.R.O. 1990, Reg. 70, s. 91 (4).  (5) The cumulative record referred to in subsection (4) shall be kept in the resident's case record. R.R.O. 1990, Reg. 70, s. 91 (5). 99(2) A written case record of a resident shall be retained by the licensee for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. R.R.O. 1990, Reg. 70, s. 99 (2).	Twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the .resident.
180	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 92(1)(b), (2), (5)	Children's Residence - Resident Medication Records	(b) a record is kept of all medication given to each resident, including the type of medication, the period for which it is prescribed, when each dose is to be given and is given and by whom each dose is given. R.R.O. 1990, Reg. 70, s. 92 (1). (2) The record referred to in subsection (1) shall be available to the prescribing physician upon request. R.R.O. 1990, Reg. 70, s. 92 (2). (5) Where, in the opinion of the physician, a resident under sixteen years of age will derive some benefit from the responsibility of administering the resident's own medication, a copy of the physician's written self-medication plan for that resident shall be kept in the resident's record. R.R.O. 1990, Reg. 70, s. 92 (5).	Not specified

181	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 77	Children's Residence - Budgets	77. (1) Every licensee shall prepare and maintain an annual budget with respect to each residence operated by the licensee	Not specified
182	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s. 25(2)	Day Nursery/Private Home Day Care Agency Inspection Records	(2) Every operator shall ensure that in respect of each day nursery operated by the operator and each location where private-home day care is provided by the operator, a record is kept of all inspections made by any person referred to in subsection (1) and any person designated as a program advisor under subsection 16 (1) of the Act and that in the case of a day nursery any recommendations are recorded in the daily written record referred to in section 30. R.R.O. 1990, Reg. 262, s. 25 (2).	Not specified
183	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s. 48(5), as am., O. Reg. 17/94, s. 3; O.Reg. 42/93, s. 2	Day Nursery/Day Care Attendance Records	(5) Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child. R.R.O. 1990, Reg. 262, s. 48 (5).	Two years after the discharge of the child.
184	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.25(1)	Day Nursery/Private Home Day Care Agency Inspection Reports	25. (1) Every operator shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a day nursery operated by the operator or a location where private-home day care is provided by the operator, one copy of the report is kept on the premises of the day nursery or at the head office of the private-home day care agency for at least two years from the date of its making and another copy is sent forthwith to a program advisor. R.R.O. 1990, Reg. 262, s. 25 (1).	Two years
185	General Regulation, under the <i>Developmental Services Act</i> , R.R.O. 1990, Reg. 272, s. 11(g)	Developmental Services Fire System Tests	(g) a written record is kept of each inspection and each test of fire equipment, a fire drill, the fire detection and alarm system, the heating system, chimneys and smoke detectors, and each such record is kept for at least two years from the date of the inspection or test;	Two years
186	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.65(1), (2)	Day Nursery Accounting Records for Approved Corporations	65. (1) Every approved corporation shall keep separate books of account for each day nursery maintained and operated by it and shall retain these books of account for at least six years from the date of the last entry in a book for a particular year. R.R.O. 1990, Reg. 262, s. 65 (1).	Six years from the date of the last entry in a book for a particular year.
187	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.30	Day Nursery Incident Reports	30. Every operator of a day nursery shall ensure that a daily written record is maintained that includes a summary of any incident affecting the health, safety or well-being of the staff or any child enrolled in a day nursery operated by the operator and that the record is kept for at least two years from the date of its making. R.R.O. 1990, Reg. 262, s. 30.	Two years
188	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.27(1)(e)	Day Nursery Fire Safety Records	(e) a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is retained for at least two years from the date of the drill and test; and	Two years from the date of the drill and test.
189	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.64	Day Nursery/Private Home Day Care Agency Accounting Records	64. (1) Every operator, except an approved corporation, shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. R.R.O. 1990, Reg. 262, s. 64 (1).	Six years

190	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.73	Day Nursery Inventory Records	73. Every municipality, band or approved corporation that receives a payment under this Regulation shall keep and maintain a current inventory of all furnishings and equipment acquired by it and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner as a Director may require. R.R.O. 1990, Reg. 262, s. 73.	Not specified
191	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.27(2)	Private Home Day Care AgencyEmergency Procedures	(2) Every operator of a private-home day care agency shall ensure that a written procedure is established with respect to evacuation in the event of fire for each location where private-home day care is provided by the operator. R.R.O. 1990, Reg. 262, s. 27 (2).	Not specified
192	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.41(1), (2)	Day Nursery/Private Home Day Care Agency	41. (1) Every operator of a day nursery shall post planned menus for the current and following week in a conspicuous place in each day nursery operated by the operator with any substitutions noted on the posted menus. R.R.O. 1990, Reg. 262, s. 41 (1).  (2) A menu referred to in subsection (1) shall be retained by the operator for thirty days after the last day for which it is applicable. R.R.O. 1990, Reg. 262, s. 41 (2).	Thirty days
193	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.28	Day Nursery/Private Home Day Care Agency Emergency Telephone Lists	28. Every operator shall ensure that there is an up-to-date list of telephone numbers in each day nursery operated by the operator or in each location where private-home day care is provided by the operator that is accessible in the event of an emergency and that includes the telephone numbers	Not specified
194	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s.46, 47, 4.2(1), as am., O. Reg. 677/94, s. 3.	Day Nursery/Private Home Day Care Agency Policies/Procedures	46. (1) Every operator of a day nursery shall ensure that there are written policies and procedures with respect to discipline, punishment and any isolation measures to be used in the day nursery. O. Reg. 677/94, s. 3.  47. (1) Every operator of a private-home day care agency shall ensure that there are written policies and procedures with respect to discipline, punishment and any isolation measures to be used in locations where private-home day care is provided by the operator. O. Reg. 677/94, s. 3.	Not specified
195	General Regulation, under the <i>Day Nurseries Act</i> , R.R.O. 1990, Reg. 262, s. 47.3(1), (3), as am., O. Reg. 677/94, s. 3.	Day Nursery/Private Home Day Care Agency Behaviour Management Practices Procedures	47.3 (1) Every operator of a day nursery shall ensure that there is a written procedure for monitoring the behaviour management practices of employees and volunteers or students who provide care or guidance at the day nursery. O. Reg. 677/94, s. 3.  (3) Every operator shall ensure that a record is kept of the monitoring that is done under the procedure required under this section and that each entry in the record is retained for at least two years after the entry is made. O. Reg. 677/94, s. 3.	Two years
196	General Regulation, under the <i>Developmental Services Act</i> , R.R.O. 1990, Reg. 272, s. 13.	Developmental Services Facility Inventory Records	13. The board or, where there is no board, the owner of each facility shall keep and maintain an inventory of all furnishings and equipment acquired by the facility and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner and contain such additional information as the Director may require. R.R.O. 1990, Reg. 272, s. 13; O. Reg. 434/01, s. 8.	Not specified

197	General Regulation, under the <i>Elderly Persons Centres Act</i> , R.R.O. 1990, Reg. 314, s. 9	Elderly Persons Centres Inventory	9. A municipality or an approved corporation shall in respect of every approved centre operated by it keep and maintain a current inventory of all furnishings and equipment acquired by the centre and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner and contain such additional information as the Director may require. R.R.O. 1990, Reg. 314, s. 9.	Not specified
198	General Regulation, under the <i>Elderly Persons Centres Act</i> , R.R.O. 1990, Reg. 314, s. 14(d)	Elderly Persons Centres Accounting Records	each book of account shall be retained for at least six years from the date of the last entry in a book for a particular year	Six years
199	General Regulation, under the <i>Elevating Devices Act</i> , R.R.O. 1990, Reg. 316, s. 24	Elevating Devices - Inspections	Revoked Rev. 230/01	
200	General Regulation, under the <i>Elevating Devices Act</i> , R.R.O. 1990, Reg. 316, s. 22	Elevating Devices - Licenses	Revoked Rev. 230/01	
201	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637, s.23(1)(b),(3), as am., O.Reg. 371/93,s.11(2)	Books of Account/Ledgers	23. (1) The records of a home shall include, (a) a separate file for the documents of each resident; (b) adequate books or account and ledgers (3) Each book of account and ledger shall be retained by the home for at least six years from the date of the last entry in the book or ledger for a particular year	Six years from the date of the last entry in the book or ledger for a particular year
202	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637, s.18(1)(G)	Homes for the Aged Fire Protection System Tests	(g) a written record is kept of each inspection and test of fire equipment, fire drill, the fire detection and alarm system, the heating system, chimneys and smoke detectors, and each record shall be retained for at least two years from the date of the inspection or test;	two years from the date of the inspection or test
203	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637,s. 26(10)	Resident Medical Examination Records	(10) Revoked: O. Reg. 372/94, s. 12 (4).	
204	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637,s. 25(1)	Homes for the Aged Records of Personal Effects	25. (1) A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. R.R.O. 1990, Reg. 637, s. 25 (1).	at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident
205	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637,s. 6	Homes for the Aged/Rest Homes Powers and Duties of Administrators	6. The written records required to be kept under clauses 5 (c), (e), (f), (g) and (n) shall be retained along with the other records of the resident for at least twenty years after the last entry in the records with respect to the resident or, where the resident dies, for at least five years after the death of the resident. R.R.O. 1990, Reg. 637, s. 6.	at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident

206	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637,s. 5(c), as am., O.Reg. 372/94		(c) Revoked: O. Reg. 372/94, s. 3 (2).	
207	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 25(f), as am., O.Reg. 371/93, s. 12	Residents' Written Records	(f) Revoked: O. Reg. 371/93, s. 12.	
208	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 53(1), (4)	Homes for the Aged Trust Accounts	53. (1) A board, municipality or municipalities, as the case may be, maintaining a home shall establish and maintain a trust account in a bank listed in Schedule I to the Bank Act (Canada), Province of Ontario Savings Office, trust corporation registered under the Loan and Trust Corporations Act, or credit union incorporated under the Credit Unions and Caisses Populaires Act, in which all money of residents received by the administrator for safekeeping shall be deposited. R.R.O. 1990, Reg. 637, s. 53 (1).  (4) The administrator shall keep a separate book of account that shall be retained for at least six years from the date the trust account referred to in subsection (1) is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. R.R.O. 1990, Reg. 637, s. 53 (4).	at least six years from the date the trust account referred to in subsection (1) is closed or becomes inactive
209	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 23(1)(a)	Homes for the Aged Resident Files	23. (1) The records of a home shall include, (a) a separate file for the documents of each resident;	Not specified
210	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 23(1)(a)	Homes for the Aged Trust Accounts	(g) is responsible for the receipt from, and the disbursement to, residents of money held for residents in the trust account established under section 53 and for keeping a written record of all those receipts and disbursements;	at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident
211	Same as #202			
212	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 23(1), (c), (55)	Homes for the Aged Produce Records	23. (1) The records of a home shall include,  (c) where the home operates a farm, a record of produce purchased therefrom in accordance with section 55; and 55. (2) All produce from the farm used by the home shall be invoiced by the administrator and the invoices shall be submitted each month during the year to the municipality or board for approval. R.R.O. 1990, Reg. 637, s. 55 (2).	Not specified



213	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 23(2)	Homes for the Aged Inventory Records	23. (2) Revoked: O. Reg. 10/97, s. 6.	Not specified
214	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 69(c), as am., O.Reg. 372/94, s. 18	Homes for the Aged/Rest Homes Quality Management Records	69. (c) the keeping of a record of all of the quality management activities undertaken in relation to the home. O. Reg. 372/94, s. 18.	Not specified
215	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 68(2)(a), (c), as am., O.Reg. 372/94, s. 18	Homes for the Aged/Rest Homes Conference Records	68. (2) The municipality, municipalities or board maintaining and operating a home shall ensure that,  (a) a conference of the inter-disciplinary team providing the resident's care is held, within six weeks following the resident's admission to the home and at least annually after that, to review the resident's plan of care; (c) with respect to each conference held under clause (a), a record is kept of the date of the conference, the participants in the conference and the results of the conference. O. Reg. 372/94, s. 18.	Not specified
216	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 12.24(1), as am., O.Reg. 372/94, s. 6	Homes for the Aged/Rest Homes Transfer List	12.24 (1) The committee of management or the board, as the case may be, of a home shall keep a transfer list	Not specified
217	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 5(n), as am., O.Reg. 371/93, s. 2(3)	Homes for the Aged/Rest Homes Waiting List	12.5 (1) Each placement co-ordinator shall keep a waiting list for each of the homes for which the placement co-ordinator is designated under subsection 18 (3) of the Act. O. Reg. 641/98, s. 4.	Not specified
218	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637,s. 5(n), as am., O.Reg. 372/94, s. 6;O. Reg. 641/98, s. 4; O. Reg. 120/02, s. 10 (1)	Residents - Special Diets - Records	5. (n) shall ensure that a separate written record is kept of special diets for residents prescribed by the physician for the home or the attending physician under subsection 26 (12);	at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident
219	General Regulation, under the <i>Homes for Special Care Act</i> , R.R.O. 1990, Reg. 636,s. 26(c), (f), (g)	Homes for Special Care Trust Accounts	26. (c) maintain a separate book of account showing all deposits to and withdrawals from the trust account, the name of the resident for whom such deposit or withdrawal is made and the date of each deposit or withdrawal; (f) with respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in possession for a period of not less than six years,  (i) the deposit books, deposit slips, passbooks, monthly bank statements, cheque books and cancelled cheques applicable to the trust account referred to in clause (a), (ii) the book of account referred to in clause (c), (iii) the written receipts referred to in clause (d), and	Six years from the date of the making of the record.

			(iv) the written instructions of the trustee referred to in clause (e), and at any time and from time to time on written demand of a resident, or his or her authorized agent, or a trustee acting on behalf of a resident, or such trustee's authorized agent make the foregoing documentation available for inspection at reasonable hours during any business day; (g) retain every record required to be kept under clause (c) for a period of six years from the date of the making of the record. R.R.O. 1990, Reg. 636, s. 26; O. Reg. 651/00, s. 8.	
220	General Regulation, under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.R.O. 1990, Reg. 823, s. 5	Personal Information	5. Personal information that has been used by an institution shall be retained by the institution 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, unless the individual to whom the information relates consents to its earlier disposal. R.R.O. 1990, Reg. 823, s. 5.	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, unless the individual to whom the information relates consents to its earlier disposal.
221	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 100, as am., O.Reg. 378/93, s. 30; 104(3)	Nursing Homes Financial Records	100. A nursing home shall keep,  (a) complete current books of account for all transactions relating to the nursing home; (b) a separate account of transactions with the licensee's associates that relate to the nursing home; (c) complete financial statements for the nursing home for the preceding year; (d) the report of the auditor respecting the audit of the accounts of the nursing home for the preceding year; (e) records indicating the amounts residents have been charged for accommodation, care, services, programs and goods; and (f) records that are sufficient to substantiate that residents have received the accommodation, care, services, programs and goods for which they have been charged. R.R.O. 1990, Reg. 832, s. 100; O. Reg. 378/93, s. 30. 104. (3) A record required to be kept under section 100 shall be retained for a period of six years from the date of the making of the record. R.R.O. 1990, Reg. 832, s. 104 (3); O. Reg. 378/93, s. 31.	Six years from the date of the making of the record.
222	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 87, 88, 89, 90	Nursing Home Residents Records	87. Where the licensee of a nursing home ceases to operate a nursing home, the licensee shall forthwith on such cessation deliver every resident's personal file that is kept or maintained in the nursing home to the Director or to such person as the Director may require in writing. R.R.O. 1990, Reg. 832, s. 87. 88. Every administrator of a nursing home shall, (a) maintain a separate personal file with respect to each resident; and (b) maintain in each resident's personal file,	Twenty years after the date of the discharge; or five years after the date of the death.

			<p>(i) the medical and drug record of the resident; and</p> <p>(ii) a written record of all other matters that are relevant to the resident including a copy of any incident report relating to the resident. R.R.O. 1990, Reg. 832, s. 88.</p> <p>89. The medical record of a resident shall include,</p> <p>(a) Revoked: O. Reg. 378/93, s. 26.</p> <p>(b) a written report of,</p> <p>(i) the resident's medical history,</p> <p>(ii) each physical examination of the resident by a physician,</p> <p>(iii) diagnoses of the resident's condition,</p> <p>(iv) orders for treatment of the resident, including,</p> <p>(A) orders for the administration of drugs,</p> <p>(B) orders for medication, and</p> <p>(C) follow-up notes indicating the resident's condition at each visit, signed by the physician attending the resident;</p> <p>(c) a written copy of every telephone order for treatment of the resident given by a physician, together with the signature of the registered nurse or registered nursing assistant to whom the telephone order was given and the counter-signature of the physician who gave the telephone order;</p> <p>(d) daily nursing notes that are signed by the nurse in charge of the resident and that record every change in the resident's condition considered significant in the opinion of the nurse in charge of the resident; and</p> <p>(e) any records required to be kept under the provisions of the Narcotic Control Act (Canada) or Part III of the Food and Drugs Act (Canada). R.R.O. 1990, Reg. 832, s. 89; O. Reg. 378/93, s. 26.</p> <p>90. Except as provided in section 87, the medical records of a resident shall be retained,</p> <p>(a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or</p> <p>(b) where the resident dies in the nursing home, for a period of five years after the date of the death. R.R.O. 1990, Reg. 832, s. 90.</p>	
223	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 41(1)(g), (m)	Nursing Home Fire Safety Tests/Inspections	<p>(m) keep written records of inspections and tests of the fire alarm system, the sprinkler system, fire extinguishers, hoses and standpipes and heating equipment, and ensure that these records are available to the inspector;</p>	Not specified
224	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 66, 68(2)(b), 69(3)	Nursing Home Drug Records	<p>66. Every nursing home shall maintain a book to be known as the drug record book in which shall be recorded the following information concerning drugs that have been requisitioned and received in the nursing home</p> <p>68(2)(b) the records required by the Health Disciplines Act, the Food and Drugs Act (Canada) and the Narcotic Control Act (Canada) for the receipt and sale or disposition of the prescription drug. R.R.O. 1990, Reg. 832, s. 68 (2).</p> <p>69(3) Where a drug is destroyed or removed, the director of nurses shall make a note in the resident's records and record in the prescription drug record book,</p>	Not specified

225	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 91, 104(1)	Nursing Home Records	91. Every administrator of a nursing home shall maintain general records for the nursing home  104. (1) A record required to be kept under section 41, subsection 68 (2) and section 91 shall be retained for a period of two years from the date of the making of the record. R.R.O. 1990, Reg. 832, s. 104 (1).	Two years
226	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 103(1)(c), (f)	Nursing Home Trust Accounts Records	(c) maintain a separate book of account showing all deposits to and withdrawals from the trust account, the name of the resident for whom such deposit or withdrawal is made and the date of each deposit or withdrawal; (f) with respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years,	Six years
227	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 92	Nursing Home Personnel Records	92. Every administrator of a nursing home shall maintain personnel records for the nursing home that include for each person employed in the nursing home	Not specified
228	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 47.4, as am., O.Reg 378/93, s. 12; O.Reg. 238/94, s.2	Nursing Home Residents Leave of Absence Records	Not specified	Two years after the date of the absence begins
229	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 158(1), as am., O.Reg. 373/94, s.23	Nursing Home Transfer List	158. (1) A licensee of a nursing home shall keep a transfer list	Not specified
230	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 128(c), as am., O.Reg. 373/94, s.23	Nursing Home Quality Management Activity Records	(c) the keeping of a record of all of the quality management activities undertaken in relation to the home. O. Reg. 373/94, s. 23.	Not specified
231	General Regulation, under the <i>Nursing Homes Act</i> , R.R.O. 1990, Reg. 832, s. 127(2)(a), (c), as am., O.Reg. 373/94, s.23	Nursing Home Conference Records	(a) a conference of the inter-disciplinary team providing the resident's care is held, with  (c) with respect to each conference held under clause (a), a record is kept of the date of the conference, the participants in the conference and the results of the conference. O. Reg. 373/94, s. 23.	Not specified
232	General Regulation, under the <i>Operating Engineers Act</i> , R.R.O. 1990, Reg. 904, s. 26(2)	Dual Control Boiler Pressure Records	Revoked 2000, c. 16, s. 45 (1)	
233	General Regulation, under the <i>Public Vehicles Act</i> , R.R.O. 1990, Reg. 982, s. 24	Public Vehicles Hours of Labour/Trip Reports	24. A licensee shall keep a record and shall make the records available at any reasonable time within one year of the making thereof for inspection by an officer of the Ministry. R.R.O. 1990, Reg. 982, s. 24.	One year
234	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 23(7)(c)	Waste Transportation Manifests	(c) retain Copy 4 (Pink) of the manifest for two years; and	Two years
235	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 23(5)(d)	Waste Transportation Manifests	(d) retain Copy 5 (Blue) of the manifest for two years; and	Two years

236	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 23(6)	Waste Transportation Manifests	(6) Every carrier transferring waste under subsection (3) shall, prior to leaving the site of the transfer, obtain from the receiver of the waste Copy 4 (Pink) of the manifest referred to under clause (5) (c) and shall retain it for a period of two years. R.R.O. 1990, Reg. 347, s. 23 (6).	Two years
237	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 27(5)(d)	Waste Transportation Manifests	(d) retain Copy 6 (Brown) for two years. R.R.O. 1990, Reg. 347, s. 27 (5); O. Reg. 501/01, s. 11 (3).	Two years
238	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 18(8), (9)	Waste Disposal Records	(8) Every generator shall keep a record of the subject waste disposed of at the waste generation facility including the name, waste number, quantity and disposition of the waste. R.R.O. 1990, Reg. 347, s. 18 (8). (9) A record referred to in subsection (8) may be disposed of after two years. R.R.O. 1990, Reg. 347, s. 18 (9).	Two years
239	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 24(7)(b)	Waste Transportation Manifests	(b) retain Copy 4 (Pink) of the manifest for two years; and	Two years
240	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 24(4)(b)(iii)	Waste Transportation Manifests	(iii) remove Copy 2 (Green) and retain it for two years, and	Two years
241	General - Waste Management Regulation, under the <i>Environment Protection Act</i> , R.R.O. 1990, Reg. 347, s. 25(9)(c)	Waste Transportation Manifests	(c) retain Copy 4 (Pink) of the manifest for two years; and	Two years
242	Hauled Liquid Industrial Waste Disposal Sites Regulation, under the <i>Environmental Protection Act</i> , R.R.O. 1990, Reg. 348, s.4	Hauled Liquid Industrial Waste Disposal Sites	Revoked Rev. O.Reg. 323/98	
243	Health Care and Residential Facilities Regulation, under the <i>Occupational Health &amp; Safety Act</i> , O. Reg. 67/93, s. 5(3), (4), as am., O. Reg 142/99	Accident Records	(3) If an accident, explosion or fire at a facility causes injury requiring medical attention but does not disable a worker from performing his or her usual work, the employer shall keep a record of that occurrence  (4) The record kept by the employer under subsection (3) for inspection by an inspector shall be notice to a Director.	Not specified
244	Health Care and Residential Facilities Regulation, under the <i>Occupational Health &amp; Safety Act</i> , O. Reg. 67/93, s. 60(1)(e), as am., O. Reg 142/99	Autoclave Testing	(e) be tested when first put into service and annually thereafter by a person qualified by training and experience to do so and a record of the test shall be kept; and	Not specified
245	Health Care and Residential Facilities Regulation, under the <i>Occupational Health &amp; Safety Act</i> , O. Reg. 67/93, s. 79(1), (2), as am., O. Reg 142/99	Lifting Equipment Inspection	(2) A permanent record shall be kept of each examination conducted under subsection (1) for as long as the equipment remains on the premises and for one year after the equipment is removed and the record shall be signed by the person who conducted it.	One year after the equipment is removed.
246	<i>Health Protection and Promotion Act</i> , R.S.O. 1990, c.H.7, s. 58	Board of Health Corporate Records	58. A board of health shall keep or cause to be kept minutes of its proceedings and the text of the by-laws and resolutions passed by it. R.S.O. 1990, c. H.7, s. 58	Not specified

247	<i>Health Protection and Promotion Act</i> , R.S.O. 1990, c.H.7, s. 59	Board of Health Accounting Records	59. (1) A board of health shall keep or cause to be kept	Not specified
248	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 107(9)	Commercial Motor Vehicle Records	(9) Every operator, owner and driver of a commercial motor vehicle shall maintain or cause to be maintained the books and records that are prescribed.	Not specified
249	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 121(3), as am., S.O. 1996, c. 9, s. 26; s. 121(2), (3)	Motor Vehicle Receipts	(3) The receipt issued by the Ministry in accordance with subsection (2) shall, whenever a vehicle is on a highway with the conversion unit referred to in subsection (2) attached, be carried by the driver of the vehicle or placed in some readily accessible position in the vehicle and shall be surrendered when demanded by a police officer or an officer appointed for carrying out the provisions of this Act or the Truck Transportation Act.	Not specified
250	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 16(3)	Commercial Motor Vehicle Documents	(3) Every driver of a commercial motor vehicle shall carry the original or a copy	Not specified
251	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 190(3)	Commercial Motor Vehicle Daily Logs	(3) Every driver shall maintain a daily log and shall carry it at all times while in charge of a commercial motor vehicle on the highway.	Not specified
252	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 20(1)	Commercial Motor Vehicle Leases/Contracts	20. (1) Every person who gives up possession of a commercial motor vehicle under a lease or contract shall retain a copy of the lease or contract in the person's place of business for a period of one year after the termination of the lease or contract.	One year after the termination of the lease or contract.
253	<i>Highway Traffic Act</i> , R.S.O. 1990, c.H.8, s. 60(1)	Second Hand Vehicle Records	60. (1) Every person who buys, sells, wrecks or otherwise deals in second-hand motor vehicles, trailers or bicycles shall keep a complete record of all motor vehicles, trailers and bicycles bought, sold or wrecked and of the information that will enable the motor vehicles, trailers and bicycles to be readily identified, and shall transmit to the Ministry, within six days after the event, on forms furnished by the Ministry, a statement of each motor vehicle or trailer bought, sold or wrecked by the person and the information with reference thereto that may be required by the Ministry.	Not specified
254	<i>Income Tax Act</i> , R.S.O. 1990, c. 1.2, s. 38(1), (4)	Income Tax	38. (1) Where a corporation has failed to deduct or withhold an amount as required by subsection 153 (1) of the Federal Act, as it applies for the purposes of this Act, or has failed to remit such amount, the directors of the corporation at the time the corporation was required to deduct or withhold the amount, or remit the amount, are jointly and severally liable, together with the corporation, to pay any amount that the corporation is liable to pay under this Act in respect of that amount, including any interest or penalties related thereto. R.S.O. 1990, c. 1.2, s. 38 (1).  (4) No action or proceeding to recover any amount payable by a director under subsection (1) shall be commenced more than two years after the director last ceased to be a director of that corporation. R.S.O. 1990, c. 1.2, s. 38 (4).	Two years

255	<i>Income Tax Act</i> , R.S.O. 1990, c. 1.2, s. 39	Income Tax Accounting Records	39. (1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. R.S.O. 1990, c. 1.2, s. 39 (1).	Not specified
256	<i>Income Tax Act</i> , R.S.O. 1990, c. 1.2, s. 48(3)	Income Tax Offences	(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. R.S.O. 1990, c. 1.2, s. 48 (3).	Eight years
257	<i>Immunization of School Pupils Act</i> , R.S.O. 1990, c. 1.1, s. 11	School Pupil Immunization Records	11. (1) Every medical officer of health shall maintain a record of immunization in the form and containing the information prescribed by the regulations in respect of each pupil attending school in the area served by the medical officer of health. R.S.O. 1990, c. 1.1, s. 11 (1).	Not specified
258	<i>Industrial Standards Act</i> , R.S.O. 1990, c. 1.6, s. 13(1)	Employee Records	Revoked 2000, c. 41, s. 144 (5)	
259	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 148(2), Stat. Cond. 14	Fire Insurance Claims	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.	One year
260	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 206	Life Insurance Recovery	206. (1) Subject to subsection (2), an action or proceeding against an insurer for the recovery of insurance money shall not be commenced more than one year after the furnishing of the evidence required by section 203 or more than six years after the happening of the event upon which the insurance money becomes payable, whichever period first expires.	One year after the furnishing of the evidence required by section 203 or more than six years after the happening of the event upon which the insurance money becomes payable, whichever period first expires.
261	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 234(2), Stat. Cond. 10(3)	Auto Insurance - Statutory Conditions	Legal reference does not exist.	
262	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 258	Motor Vehicle Insurance	(2) No action shall be brought against an insurer under subsection (1) after the expiration of one year from the final determination of the action against the insured, including appeals if any.	One year
263	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 281(1), (5), as am., S.O. 1996, c.21, s.37	Auto Insurance No-Fault Benefits	(5) A step authorized by subsection (1) must be taken within two years after the insurer's refusal to pay the benefit claimed or within such longer period as may be provided in the Statutory Accident Benefits Schedule. 1996, c. 21, s. 37.	Two years
264	<i>Insurance Act</i> , R.S.O. 1990, c. 1.8, s. 300, Stat. Cond. 12, 301(6)	Accident/Sickness Insurance Claim - Statutory Conditions	12. An action or proceeding against the insurer for the recovery of a claim under this contract shall not be commenced more than one year after the date the insurance money became payable or would have become payable if it had been a valid claim.	One year

			(6) Statutory conditions 10 and 11 may be varied by shortening the periods of time prescribed therein, and statutory condition 12 may be varied by lengthening the period of time prescribed therein.	
265	<i>Commercial Tenancies Act</i> , R.S.O. 1990, c.L.7, s. 111(1)	Landlord Notices	Legal reference does not exist.	Not specified
266	Licenses Regulations, under the <i>Cemteries Act</i> , O.Reg. 131/92, s. 5	Cemetery Accounting Records	(4) The owner shall keep the records for six years after they are made, but the records for sales of pre-need services and supplies shall be kept for six years after delivery of the final services or supplies. O. Reg. 131/92, s. 5 (4).	Six years
267	<i>Lightning Rods Act</i> , R.S.O. 1990, c.L.14, s. 13	Lightning Rods	(2) Notice of any such claim shall be given to the licensee within thirty days after the loss was suffered, and the action shall be commenced not fewer than sixty days and not more than one year after the loss was suffered. R.S.O. 1990, c. L.14, s. 13 (2).	One year
268	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 17(1)	Rent Arrears	17. (1) No arrears of rent, or of interest in respect of any sum of money charged upon or payable out of any land or rent, or in respect of any legacy, whether it is or is not charged upon land, or any damages in respect of such arrears of rent or interest, shall be recovered by any distress or action but within six years next after the same respectively has become due, or next after any acknowledgment in writing of the same has been given to the person entitled thereto or the person's agent, signed by the person by whom the same was payable or that person's agent. R.S.O. 1990, c. L.15, s. 17 (1).	Six years
269	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 19	Mortgages	19. Where a mortgagee has obtained the possession or receipt of the profits of any land or the receipt of any rent comprised in the mortgage, the mortgagor, or any person claiming through the mortgagor, shall not bring any action to redeem the mortgage but within ten years next after the time at which the mortgagee obtained such possession or receipt, unless in the meantime an acknowledgment in writing of the title of the mortgagor, or of the mortgagor's right to redemption, has been given to the mortgagor or to some person claiming the mortgagor's estate, or to the agent of such mortgagor or person, signed by the mortgagee, or the person claiming through the mortgagee, and in such case no such action shall be brought but within ten years next after the time at which the acknowledgment, or the last of the acknowledgments if more than one, was given. R.S.O. 1990, c. L.15, s. 19.	Ten years
270	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 22	Mortgages Arrears	22. Any person entitled to or claiming under a mortgage of land may make an entry or bring an action to recover the land at any time within ten years next after the last payment of any part of the principal money or interest secured by the mortgage, although more than ten years have elapsed since the time at which the right to make such entry or bring such action first accrued. R.S.O. 1990, c. L.15, s. 22.	Ten years



271	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 4	Recovery of Land	4. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it. R.S.O. 1990, c. L.15, s. 4.	Ten years
272	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 45(1)(a)	Leases/Rental Contracts	45. (1) The following actions shall be commenced within twenty years after the cause of action arose,	Twenty years
273	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 45(1)(b)	Agreements Under Seal	45. (1) The following actions shall be commenced within twenty years after the cause of action arose,	Twenty years
274	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 45(1)(d) to (g)	Simple Agreements	45. (1) The following actions shall be commenced within within six years after the cause of action arose,	Six years
275	<i>Limitations Act</i> , R.S.O. 1990, c.L.15, s. 6(1)	Recovery of Estate	6. (1) If the person last entitled to any particular estate on which any future estate or interest was expectant has not been in the possession or receipt of the profits of the land, or in receipt of the rent, at the time when the person's interest determined, no such entry or distress shall be made and no such action shall be brought by any person becoming entitled in possession to a future estate or interest but within ten years next after the time when the right to make an entry or distress, or to bring an action for the recovery of the land or rent, first accrued to the person whose interest has so determined, or within five years next after the time when the estate of the person becoming entitled in possession has become vested in possession, whichever of those two periods is the longer. R.S.O. 1990, c. L.15, s. 6 (1).	Ten years
276	<i>Marriages Act</i> , R.S.O. 1990, c.M.3, s. 13(1)	Marriage Licenses	13. (1) Every issuer shall keep in his or her office a record of the serial number and the date of issue of every licence issued by him or her, and the names and addresses of the parties to the intended marriage. R.S.O. 1990, c. M.3, s. 13 (1).	Not specified
277	<i>Marriages Act</i> , R.S.O. 1990, c.M.3, s. 28(1)	Marriage Licenses	28. (1) Every person shall immediately after he or she has solemnized a marriage (a) where the marriage was solemnized in a church, enter in the church register kept for the purpose; or (b) where the marriage was solemnized elsewhere than in the church, enter in a register kept by him or her for the purpose,	Not specified
278	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s.116 (1 to 4), (6), (7)	Municipal Records - General	Repealed 2001, c. 25, s. 484.	
279	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s.140(17)	Municipal Debentures Destruction	Repealed 2001, c. 25, s. 484.	
280	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 169	Councils - Financial Records	Repealed 2001, c. 25, s. 484.	
281	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 181	Debenture Registry Book	Repealed 2001, c. 25, s. 484.	
282	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 210, para. 113	Municipal Mapping Records	Repealed 2001, c. 25, s. 484.	

283	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 314(1), para. (b)	Sidewalk Damage Deposit - Refund	Repealed 2001, c. 25, s. 484.	
284	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 418	Unpaid Land Tax Records	Repealed 2001, c. 25, s. 484.	
285	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 44(2)	Municipal Elections - Limitation	Repealed 2001, c. 25, s. 484.	
286	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 68(12)	Board of Control Minutes	Repealed 2001, c. 25, s. 484.	
287	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 416	Land Tax Receipt Books	Repealed 2001, c. 25, s. 484.	
288	<i>Municipal Act</i> , R.S.O. 1990, c.M. 45, s. 73(1), 74(2), 75	Municipal Council Records	Repealed 2001, c. 25, s. 484.	
289	<i>Municipal Conflict of Interest Act</i> , R.S.O. 1990, c.M. 50, s. 9(3)	Conflict of Interest - Limitation	(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. R.S.O. 1990, c. M.50, s. 9.	Six years
290	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 169(2)	List of Candidates	Repealed 1996, c. 32, s. 1	
291	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 39(5)	Municipal Election Documents - Nomination Papers	Repealed 1996, c. 32, s. 1	
292	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 170(3)	Chief Financial Officers - Elections - Records	Repealed 1996, c. 32, s. 1	
293	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 139(5)	Election Register	Repealed 1996, c. 32, s. 1	
294	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 40(8)	Municipal Election Documents - List of Candidates	Repealed 1996, c. 32, s. 1	
295	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 36(5)	Municipal Election Documents - Polling Lists	Repealed 1996, c. 32, s. 1	
296	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 168(5)	Municipal Elections - Registration	Repealed 1996, c. 32, s. 1	
297	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 211	Municipal Elections	Repealed 1996, c. 32, s. 1	
298	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 53(3), 84	Municipal Election Documents - Ballots	Repealed 1996, c. 32, s. 1	
299	<i>Municipal Elections Act</i> , R.S.O. 1990, c.M. 53, s. 140(3)	Chief Financial Officers - Elections - Records	Repealed 1996, c. 32, s. 1	
300	<i>Municipal Tax Sales Act</i> , R.S.O. 1990, c.M. 60, s. 5(1)	Tax Certificate Cancellation	Repealed 2002, c. 17, s. 7	

301	<i>Nursing Homes Act</i> , R.S.O. 1990, c.N. 7, s. 2(1), (2), (4) to (7)	Nursing Home Posting	2. (1) The fundamental principle to be applied in the interpretation of this Act, the regulations and a service agreement between the Crown in right of Ontario and a licensee is that a nursing home is primarily the home of its residents and as such it is to be operated in such a way that the physical, psychological, social, cultural and spiritual needs of each of its residents are adequately met and that its residents are given the opportunity to contribute, in accordance with their ability, to the physical, psychological, social, cultural and spiritual needs of others. R.S.O. 1990, c. N.7, s. 2 (1); 1993, c. 2, s. 29 (1).	Not specified
302	<i>Nursing Homes Act</i> , R.S.O. 1990, c.N. 7, s. 28(1), (2), (3), (6)	Nursing Home Posting	28. Repealed: 1993, c. 2, s. 39.	
303	<i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1,s.9(32)	Health/Safety Committee - Posting of names and work locations	(32) A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers. R.S.O. 1990, c. O.1, s. 9 (32).	Not specified
304	<i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1,s.69	Limitation on prosecutions	69. No prosecution under this Act shall be instituted more than one year after the last act or default upon which the prosecution is based occurred. R.S.O. 1990, c. O.1, s. 69.	Limitation: 1 year
305	<i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1,s.9(22)	Health and Occupational Safety Prosecutions	(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector. R.S.O. 1990, c. O.1, s. 9 (22).	Not specified
306	Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O.Reg. 213/91, s.236(7)	Design Drawings/Specifications	(7) The constructor shall keep the design drawings and specifications for a prefabricated, hydraulic or an engineered support system at a project while the system is on the project. O. Reg. 213/91, s. 236 (7).	Not specified
307	<i>Ontario Heritage Act</i> , R.S.O. 1990, c.O.18,s. 27	Heritage Properties Register	27. (1) A register of all properties designated under this Part within a municipality shall be kept by the clerk of the municipality in which the property is situate	Not specified
308	Ontario Ministry of Community and Social Services, General Welfare Manual, GW-0201-02, April 1983			Not specified
309	<i>Ontario Water Resources Act</i> , R.S.O. 1990, c.O.40,s. 94(1)	Ontario Water Resources Act	94. (1) Proceedings for an offence under this Act or the regulations shall not be commenced later than two years	Two years
310	<i>Operating Engineers Act</i> , R.S.O. 1990, c.O.42,s. 7	Power Plants - Certificates of Registration	Repealed 2000, c. 16, s. 45 (1)	
311	<i>Pension Benefits Act</i> , R.S.O. 1990, c.P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2)		Legal reference does not exist.	Five years
312	<i>Planning Act</i> , R.S.O. 1990, c.P. 13, s. 20	Official Plans	20. (1) A certified copy of the official plan shall be lodged in the office of the clerk of each municipality to which the plan or any part of the plan applies.	Not specified
313	<i>Planning Act</i> , R.S.O. 1990, c.P. 13, s. 31(14)	Property Standards Committee Records	Section Repealed S.O. 1997, c. 24, s. 226(1)	

314	Planning Act, R.S.O. 1990, c.P. 13, s., R.S.O. 1990, c.P. 13, s. 44(10)	Committee of Adjustment Minutes and Records	Section Repealed S.O. 1997, c. 24, s. 226(1)	
315	Consents Regulation, under the <i>Planning Act</i> , O. Reg. 41/95, s. 3(a)	Municipal Planning Authority Applications Correspondence	Regulation Revoked O. Reg. 197/96, s. 14(1)	
316	<i>Police Services Act</i> , R.S.O. 1990, c.P. 15, s. 132(6)	Police Force Property Register	(6) The chief of police shall ensure that the police force keeps a register of property	Not specified
317	<i>Police Services Act</i> , R.S.O. 1990, c.P. 15, s. 134(8), as am., S.O. 1997, c.8, s.39	Police Firearms Register	(8) The chief of police shall ensure that the police force keeps a register of firearms	Not specified
318	<i>Police Services Act</i> , R.S.O. 1990, c.P. 15, s. 77(7)	Police Complaints - Limitation	Section 77(7) repealed and substituted by S.O. 1997, c. 8, s. 35. No records retention designated in substitution.	Not specified
319	<i>Police Services Act</i> , R.S.O. 1990, c.P. 15, s. 99(5)	Police Complaints Commission Records	Repealed: 1997, c. 8, s. 35.	
320	<i>Pounds Act</i> , R.S.O. 1990, c.P. 17, s. 9(3), (4)	Animals - Pounds - Owner Unknown	(3) If the owner is unknown, the person distraining shall, within forty-eight hours, deliver to the clerk of the municipality a notice in writing of having distrained the animal containing a description of its colour, age and natural and artificial marks, as nearly as may be.	Not specified
321	Pounds Regulation, under the <i>Animals for Research Act</i> , R.R.O. 1990, Reg. 23, s. 10(2)	Animal Pounds Records	(2) The operator of every pound shall maintain within the pound a record of every animal in the pound and shall preserve the record within the pound for at least two years from the date that the animal was last in the pound and the record shall include:	Two years
322	<i>Public Libraries Act</i> , R.S.O. 1990, c.P. 44, s. 15(3)	Public Library Boards	(3) A board shall appoint a secretary who shall, (a) conduct the board's official correspondence; and (b) keep minutes of every meeting of the board. R.S.O. 1990, c. P.44, s. 15 (3).	Not specified
323	<i>Public Parks Act</i> , R.S.O. 1990, c.P. 46, s.10	Public Parks Management Board Records	Repealed 2001, c. 25, s. 484	
324	Public Parks Act, R.S.O. 1990, c.P. 46, s. 6(14), 9	Public Parks Boards	Repealed 2001, c. 25, s. 484	
325	Public Pools Regulation, under the <i>Health Protection and Promotion Act</i> , R.R.O. 1990, reg. 565, s. 9	Public Pool Daily Records	9. A record required to be kept under section 8 shall be retained for a period of one year from the date of making the record. R.R.O. 1990, Reg. 565, s. 9.	One year
326	<i>Public Utilities Act</i> , R.S.O. 1990, c.P. 52, s. 48	Public Utilities Commission Records	Repealed: 2001, c. 25, s. 482 (2).	
327	<i>Public Utilities Act</i> , R.S.O. 1990, c.P. 52, s. 46	Public Utilities Commission Financial Records	Repealed: 2001, c. 25, s. 482 (2).	
328	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s. 23, par. 23	Waste Recycling Site Operations	23. An operating plan shall be kept at the site.	Not specified
329	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s.23, para.. 22	Waste Recycling Site Maps/Site Plan	22. Maps of the vicinity and a site plan shall be kept at the site. The maps and site plan shall show, on the appropriate map or plan, services, buildings, processing units, roads, loading and unloading areas and storage areas.	Not specified

330	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s.23, par. 26, 27	Municipal Waste Recycling Records	26. A record shall be kept that includes information  27. Information in the record required under paragraph 26 shall be retained in the record for at least two years after the event to which the information relates.	Two years
331	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s. 23, par. 24	Waste Recycling Site Emergency Response Plans	24. Emergency response plans shall be kept at the site. There shall be emergency response plans addressing emergencies caused by fire, explosion, flood, spills, disruption of electrical service or anything else that might create an emergency situation at the site.	Not specified
332	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s. 31, par. 19	Leaf/Yard Waste Composting Site Shipment Records	19. A record shall be kept of the name, address and telephone number of each person to whom controlled compost is shipped. The record shall be kept for at least ten years after the shipment.	Ten years
333	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s. 31, par. 13	Leaf/Yard Waste Composting Site Odour Complaints	13. A record of all complaints from members of the public about odours shall be kept together with a record of how each complaint was dealt with.	Not specified
334	Recycling and Composting of Municipal Waste Regulation, under the <i>Environmental Protection Act</i> , O. Reg. 101/94, s. 31, par. 17	Leaf/Yard Waste Composting Site Analysis Reports	17. A record shall be kept of the analyses of compost. Any laboratory reports received shall be kept as part of the record. A record of an analysis shall be kept for at least three years after the analysis is performed.	Three years
335	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, par. 11	Leaf/Yard Waste Composting Site Records	11. A record containing information about each composting mass shall be kept. The information shall include the temperatures of the mass and when they were measured, when the mass was turned, information about the curing process and details about any significant problems that occurred during the composting or curing. Information about a composting mass shall be retained in the record for at least three years after the mass was cured.	Three years
336	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 132(1)	Debenture Debt - Accounting Records	Repealed 2001, c. 25, s. 484	
337	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 17(1)	Regional Council Accounting Records	Repealed 2001, c. 25, s. 484	
338	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 96(4)	Regional Plan	Repealed 2001, c. 25, s. 484	
339	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 126(2)	Certificate of Ownership	Repealed 2001, c. 25, s. 484	
340	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 16(2)	Regional Council By-laws	Repealed 2001, c. 25, s. 484	
341	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 15(1)	Regional Council Corporate records	Repealed 2001, c. 25, s. 484	
342	<i>Regional Municipalities Act</i> , R.S.O. 1990, c.R. 8, s. 61	Regional Waterworks Accounting Records	Repealed 2001, c. 25, s. 484	

343	Register Regulation, under the <i>Child and Family Services Act</i> , R.R.O. 1990, Reg. 71, s. 3(2)	Child Abuse Register	(2) The Director shall maintain information in the register established under subsection 75 (5) of the Act for at least twenty-five years from the date of the recording of the information unless the information has been previously expunged or amended pursuant to a decision by the Director. R.R.O. 1990, Reg. 71, s. 3 (2).	Twenty Five years
344	<i>Regulated Health Professions Act</i> , 1991, S.O. 1991, c.18, Schedule 2, s. 89(1)	Health Professions Negligence/Malpractice	89. (1) No person who is or was a member is liable to any action arising out of negligence or malpractice in respect of professional services requested of or rendered by the person unless the action is commenced within one year after the date when the person commencing the action knew or ought to have known the fact or facts upon which the negligence or malpractice is alleged. 1991, c. 18, Sched. 2, s. 89 (1).	One year
345	General Regulation, under the <i>Homes for the Aged and Rest Homes Act</i> , R.R.O. 1990, Reg. 637, s. 49, as am., O.Reg. 371/93, s. 15	Aged/Rest Home Residents Medical/Psychiatric/Casual/Vacation Absence Records	49. The committee of management or the board, as the case may be, of a home shall ensure that each medical absence, psychiatric absence, casual absence and vacation absence of a resident of the home is recorded and that the record is kept for a period of at least two years after the date the absence begins. O. Reg. 237/94, s. 4.	Two years
346	Sewage Systems Regulation, under the <i>Environmental Protection Act</i> , R.R.O. 1990, Reg. 358, s. 12(3), (5)	Sewage System Equipment Procedures	(3) The manufacturer or distributor of a proprietary aerobic sewage treatment plant shall have, for each type and model of plant sold, printed literature that describes the plant in detail and provides complete instructions regarding the operation, servicing, and maintenance requirements of the plant and its related components necessary to ensure its continued proper operation in accordance with its design and specifications. (5) The person who constructs a Class 6 sewage system shall ensure that a copy of the literature described in subsection (3) is made available to the owner of the property on which the system is to be installed for retention by that person.	Not specified
347	Sewage Systems Regulation, under the <i>Environmental Protection Act</i> , R.R.O. 1990, Reg. 358, s.13(3)	Sewage System Records	(d) keep the daily records required by clauses (a) and (b) available for review by the Director as the Director may require for a period of one year after submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. R.R.O. 1990, Reg. 358, s. 13.	One year
348	<i>Vital Statistics Act</i> , R.S.O. 1990, c.V. 4, s. 39(c)(n)	Vital Statistics Registration	(c) keep all registrations, records, notices and documents received by him or her in a place of safety;	One year
349	<i>Vital Statistics Act</i> , R.S.O. 1990, c.V. 4, s. 59(1)	Vital Statistics Act	59. (1) No proceeding shall be commenced in respect of an offence under this Act more than one year after the Deputy Registrar General becomes aware of the facts on which the proceeding is based.	One year
350	Water Works and Sewage Works Regulation, under the <i>Ontario Water Resources Act</i> , O.Reg. 435/93, s. 17(3)	Water/Sewage Works Operator Training Records	(3) The owner shall ensure that records are maintained of the training given under this section, including the names and positions of operators who attend training sessions, the dates of training sessions, the duration of each training session and the subjects considered at each training session.	Not specified
351	Water Works and Sewage Works Regulation, under the <i>Ontario Water Resources Act</i> , O.Reg. 435/93, s. 18	Water/Sewage Works Operator in Charge Records	18. The owner of a facility shall ensure that records are maintained of the amount of time each operator works as an operator-in-charge. O. Reg. 435/93, s. 18.	Not specified

352	Water Works and Sewage Works Regulation, under the <i>Ontario Water Resources Act</i> , O.Reg. 435/93, s. 19(c)	Water/Sewage Works Process Adjustment Records	(c) ensure that records are maintained of all adjustments made to the processes within his or her responsibility; and	Not specified
353	Water Works and Sewage Works Regulation, under the <i>Ontario Water Resources Act</i> , O.Reg. 435/93, s. 20	Water/Sewage Works Operator in Charge Logs/Record Keeping Mechanisms	(6) The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after the last entry. O. Reg. 435/93, s. 20.	Two years
354	Wells Regulation, under the <i>Ontario Water Resources Act</i> , O.Reg. 903, s. 11(5)(b)(e)	Water Well Records	(e) retain a copy of the well record for two years.	Two years
355	First Aid Regulation, under the <i>Workers' Compensation Act</i> , R.R.O. 1990, Reg. 1101, s. 5	Accident Reports	Repealed 1997, c. 16, s. 18	
356	<i>Workers' Compensation Act</i> , R.S.O. 1990, c.W. 11, s. 109(s)	Employee Records - Workers' Compensation Requirements	Act repealed S.O. 1997, c.16, s. 18, par. 2	
357	<i>Workers' Compensation Act</i> , 1994, S.O. 1994, c. 24, s. 161, as am., S.O. 1995, c. 5, s. 27	Workers' Compensation Prosecution	Repealed 1997, c. 16, s. 18	
358	<i>Workplace Safety and Insurance Act</i> , 1997, S.O. 1997, c. 16, Sched. A, s. 80	Wages	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. 1997, c. 16, Sched. A, s. 80.	Not specified
360	Municipal Act, R.S.O. 1990, c.M. 45, s. 196(8)	Acquisition of Land	Repealed 2001, c. 25, s. 484.	
361	Municipal Elections Act, R.S.O. 1990, c.M. 53, s. 147(3)	Campaign Expenses Records	Repealed 1996, c. 32, s. 1	
362	<i>Evidence Act</i> , R.S.O. 1990, c.E. 23, s. 34(3)	Documents Used as Evidence	34(3) Repealed: 1999, c. 12, Sched. B, s. 7 (1).	