

Tab: Records Retention

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Association of  
Municipal Clerks and  
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Section: The Schedule

Subject: Records Retention Schedule/Citation Table

Date: 05 01

Primary Heading: Administration							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
A00	Administration - General	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		303, 304, 305
A03	Computer/Information Systems	Treasury	S	6	S+6		30
A04	Conferences and Seminars	Originating	1	-	1**	Only those sponsored by the Municipality are subject to archival review.	
A05	Consultants	Originating	2	-	2**		220
A06	Inventory Control	Originating	1	5	6		2, 7, 8, 17, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 190, 196, 197, 213
A07	Office Equipment and Furniture	Originating	T	-	T	T= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		
A10	Records Management	Clerk's	S	-	S		100, 278
A11	Records Disposition	Clerk's	P	-	P		100, 278
A12	Telecommunications Systems	Originating	S	-	S		
A13	Travel and Accommodation	Originating	1	-	1		
A14	Uniforms and Clothing	Originating	S	-	S**		

Legend: P - Permanent; \* - Maximum Copy Retention; S - Superseded; T - Terminated  
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Primary Heading: Administration							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		
A17	Accessibility of Records (F.O.I.)	Clerk's	2	-	2		220
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	T	6	T+6**	T= Completion of project - Specifications permanent	200, 306, 368, 369, 372
A20	Building and Property Maintenance	Originating	2	4	6		164, 172, 199, 202, 211, 244, 245, 265, 267, 310
A21	Facilities Bookings	Originating	1	-	1		

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Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
C00	Council and By-Laws - General	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	246, 288, 340, 341
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	S	5	S+5		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	109, 110, 111, 112, 288, 341
C05	Council Committee Agenda	Clerk's	S	-	S		
C06	Council Committee Minutes	Clerk's	6	-	6**		109, 110, 111, 112, 246, 286, 313, 314, 324,
C07	Elections	Clerk's	T+90 days	-	T+90 days	T= election of new Council	285, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	246, 288, 341
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C11	Reports to Council	Clerk's	1	P	P**		282
C12	Appointments to Boards and Committees	Clerk's	1	P	P**		282

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Date: 05 01

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
D00	Development and Planning - General	Originating	1	-	1		
D01	Demographic Studies	Planning	5	5	10**		
D02	Economic Development	Planning	5	5	10**		
D03	Environment Planning	Planning	5	5	10**	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 Environmental Assessment Act.	155, 158, 363, 364, 365, 366
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	5	5	10**		309, 378, 379
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P	Applications can be destroyed 2 years after final decision.	
D08	Official Plans	Clerk's	S	P	P**	Copy retention S	312, 338
D09	Official Plan Amendment Applications	Planning	T+1	4	T+5	T= Final decision.	338

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Date: 05 01

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
D10	Severances	Planning	T+1	4	T+5	T= Final decision.	315
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	338
D13	Variances	Planning	T+2	P	P	T= Final decision	
D14	Zoning	Planning	T+2	-	T+2	T= Final decision	
D15	Easements	Planning	T+1	5	T+6**	T= Termination of right	
D16	Encroachments	Planning	T+1	5	T+6**	T= Termination of right	
D17	Annexation/Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Planning	T+1	5	T+6**	T= Completion of project	
D19	Municipal Addressing	Planning	S	10	S+10**		282
D20	Reference Plans	Planning	S	P	P		
D21	Industrial/Commercial Development	Planning	5	5	10**		

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Date: 05 01

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	2	3	5	Specifications are kept permanently	346, 347
E02	Storm Sewers	Works	2	3	5**	Specifications are kept permanently	346, 347
E03	Treatment Plants	Works	2	3	5	Specifications are kept permanently	347, 351, 352, 353, 378, 379
E04	Trees	Works	2	3	5		
E05	Environmental Monitoring	Public Health	2	5	7**		156, 158, 220, 242, 309, 347, 363, 364, 365, 366, 376, 377, 378, 379
E06	Utilities	Works	2	5	7**		326, 327, 363, 364, 365, 366
E07	Waste Management	Works	2	8	10**		220, 234, 235, 236, 237, 238, 239, 240, 241, 242, 328, 329, 330, 331, 332, 333, 334, 335
E08	Water Works	Works	2	3	5	Specifications are kept permanently	159, 347, 351, 352, 353, 354, 378, 379
E09	Drains	Works	2	3	5**	Specifications P	347

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Date: 05 01

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
F00	Finance and Accounting - General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Treasury	1	5	6	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 ,
F02	Accounts Receivable	Treasury	1	5	6	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Revenue.	2, 3, 4, 5, 16, 17, 29, 31, 173, 174, 186, 189, 198, 221, 247, 266, 284, 337, 342 262
F03	Audits	Treasury	1	5	6		221
F04	Banking	Treasury	1	5	6		3, 4, 16, 17, 29, 31, 149, 169, 208, 247, 285, 337, 342 ,
F05	Budgets and Estimates	Treasury	1	5	6**		181

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Date: 05 01

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
F06	Assets	Treasury	T+1	5	T+6**	T= Disposal of asset	2, 4, 5, 16, 30, 149, 189, 247, 269, 270, 337
F07	Cheques	Treasury	1	5	6	T+7 for ambulance service cheques	3, 16, 17, 29, 30, 149, 169, 173, 186, 198, 221, 247, 289, 337, 342,
F08	Debentures and Bonds	Treasury	T+1	5	T+6	T= Debentures surrendered for exchange/cancellation	3, 16, 17, 30, 149, 247, 278, 279, 280, 281, 336, 337, 339, 342,
F09	Employee and Council Expenses	Treasury	1	5	6		3, 4, 16, 17, 29, 30, 149, 174, 189, 198, 247, 278, 280, 337, 342, 361,
F10	Financial Statements	Treasury	2	P	P**		144, 221, 247, 337, 342,
F11	Grants and Loans	Treasury	1	5	6		3, 4, 6, 16, 31, 174, 186, 247, 278, 280, 337, 342
F12	Investments	Treasury	T+1	5	T+6	T= Closure of account	3, 5, 16, 31, 149, 247, 278, 337, 342

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Date: 05 01

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
F13	Journal Vouchers	Treasury	1	5	6	T+7 for vouchers related to ambulance service	2, 3, 15, 16, 17, 29, 149, 169, 173, 174, 186, 189, 198, 221, 247, 266, 283, 337, 342,
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	1	5	6**	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,
F15	General Ledgers and Journals	Treasury	1	P	P		3, 4, 16, 17, 144, 149, 173, 186, 189, 198, 221, 247, 266, 283, 337, 342,
F16	Payroll	Treasury	1	5	6		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,

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Date: 05 01

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
F17	Purchase Orders and Requisitions	Treasury	1	5	6		2, 3, 5, 15, 16, 17, 29, 30, 149, 169, 174, 198, 221, 224, 247, 280, 337, 342
F18	Quotations and Tenders	Treasury	1	5	6**		
F19	Receipts	Treasury	1	5	6		2, 3, 15, 16, 30, 169, 186, 189, 198, 205, 221, 247, 266, 287, 337, 342
F20	Reserve Funds	Treasury	1	5	6		144, 337, 342
F21	Revenues	Treasury	1	5	6	Records related to mortgages must be kept for 10 years.	2, 4, 6, 17, 31, 149, 173, 186, 189, 198, 221, 239, 268, 269, 270, 283, 284, 342
F22	Taxes and Records	Clerk's	S	P	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.	3, 6, 16, 31, 101, 146, 147, 278, 284, 287, 300, 337, 342, , 367
F23	Write Offs	Treasury	1	5	6		2, 16, 17, 337, 342
F24	Trust Funds	Originating	T	6	T+6	T= Closure of account	178, 219, 224, 226, 337, 342

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Date: 05 01

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
F25	Security Deposit	Treasury	T	6	T+6	T= Closure of account	337, 342
F26	Working Papers	Treasury	T+1	-	T+1	T= After completion of audit	

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Date: 05 01

Primary Heading: Human Resources							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
H00	Human Resources - General	Originating	1	-	1		
H01	Attendance and Scheduling	Personnel	2	-	2**		183, 220, 341, 353
H02	Benefits	Personnel	S	-	S		9, 150
H03	Employee Records	Personnel	T+1	5	T+6**	T= Termination of employment.	145, 152, 153, 154, 168, 220, 227, 258, 350, 355, 356, 357
H04	Health and Safety	Personnel	1	6	7	Records related to exposure to airborne arsenic, 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, 305, 306, 328, 376, 377
H05	Human Resource Planning	Personnel	5	-	5**		220
H06	Job Descriptions	Personnel	S	-	S**		

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Date: 05 01

Primary Heading: Human Resources							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
H07	Labour Relations	Personnel	T	10	T+10**	T= Expiry of contract period	
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Personnel	5	-	5		
H10	Pension Records	Personnel	T	-	T	T= Death of employee/ beneficiary  Pension plans, annual information returns are kept permanently	1, 311
H11	Recruitment	Personnel	1	-	1**		220
H12	Training and Development	Personnel	S	-	S**	Only courses developed and presented by the Municipality are subject to archival selection	

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Date: 05 01

Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
L00	Legal Affairs - General	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	T	P	P	T= Resolution of appeal	
L02	Claims Against the Municipality	Clerk's	T	1	T+1	T= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	T	1	T+1	T= Resolution of claims and all appeals	
L04	Contracts and Agreements - Under Seal	Clerk's	T	20	T+20**	T= Termination of agreement	22, 273,
L05	Insurance Appraisals	Clerk's	S	-	S		
L06	Insurance Policies	Clerk's	T+1	19	T+20	T= Expiry of policy	107, 259, 260, 261, 262, 263, 264
L07	Land Acquisition and Sale	Clerk's	T	20	T+20**	T= Property disposition	31, 270, 271, 272, 273, 275, 280, 360, 367
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	276, 277, 348, 349
L13	Prosecutions	Originating	T	7	T+7	T= Delivery of judgement	

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Date: 05 01

Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
L14	Contracts and Agreements - Simple	Clerk's	T+1	5	T+6**	T= Expiry of contract	221,252, 266, 274,

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Date: 05 01

Primary Heading: Media and Public Records							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
M00	Media and Public Relations - General	Originating	1	-	1		
M01	Advertising	Originating	1	-	1**		
M02	Ceremonies and Events	Originating	1	4	5**		
M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M04	Complaints, Commendations and Inquiries	Originating	1	-	1**		318, 319
M05	News Clippings	Originating	1	-	1**		
M06	News Releases	Originating	1	-	1**		
M07	Publications	Originating	S	-	S**		
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
P00	Protection & Enforcement Services - General	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		
P02	Daily Occurrence Logs	Originating	1	4	5**		
P03	Emergency Planning	Originating	S	-	S**		33, 177, 191, 193, 223, 225
P04	Hazardous Materials	Originating	S	-	S	T+5 years for PCB material storage records after PCB removed from site	31, 32, 33, 328
P05	Incident/Accident Reports	Originating	T	2	T+2	T= Cause of action or age of majority	171, 243,
P06	Building and Structural Inspections	Building	S	-	S	T+2 for inspections, maintenance and testing related to the fire code	165, 185, 225, 370, 371
P07	Health Inspections	Public Health	S	-	S		370, 371, 376, 377
P08	Investigations	Originating	2	8	10**		316
P09	Licences	Clerk's	T	2	T+2	T= Expiry of licence	
P10	Building Permits	Building	2	P	P	5 years off-site for residential permits	
P11	Permits, Other	Originating	T	2	T+2	T= Expiry of permit	
P12	Warrants	Police	T+2	-	T+2	T= Execution of warrant	220

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
P13	Criminal Records	Police	T	5	T+5	T= Occurrence/ investigation closed or disposition of charge	220, 317
P14	Animal Control	Originating	2	3	5		7, 8, 20, 21, 22, 23, 24, 25, 26, 27, 28, 321
P15	Community Protection Programs	Originating	S	2	S+2**		

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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
R00	Recreation and Culture - General	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	T	-	T**	T= Removal of designation	307
R02	Library Services	Clerk's	2	3	5		322
R03	Museum and Archival Services	Clerk's	2	3	5**		220
R04	Parks Management	Parks & Recreation	2	3	5**		286, 323, 324
R05	Recreational Facilities	Parks & Recreation	2	3	5		310, 325
R06	Recreational Programming	Parks & Recreation	2	3	5**		220

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
S00	Social and Health Care Services - General	Originating	1	-	1		
S01	Children's Day Nursery Services	Comm Service	2	3	5	Fire drills are kept 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, 380
S02	Elderly Assistance	Comm Service	2	3	5	Fire drills 2 years	301, 302, 380
S03	Homes for the Aged Residents	Comm Service	T+2	18	T+20	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, 380
S04	Social Assistance Programs	Comm Service	2	3	5		380
S05	Welfare Case Records	Comm Service	T+2	5	T+7	T= File closed	220, 308, 340
S06	Medical Case Records	Public Health	T+1	5	T+6	T= Discharge of patient	102, 220, 257, 344
S07	Children's Services	Comm Service	2	3	5	Child Abuse records must be kept for 25 years.	175, 195, 343, 380
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	P**		160, 161, 162, 163

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Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
S10	Day Nursery Case Records	Comm Service	T+2	-	T+2	T= Discharge of child	102, 178, 185, 195, 220, 325

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Primary Heading: Transportation							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
T00	Transportation - General	Originating	1	-	1		
T01	Illumination	Works	T	6	T+6	T= Completion of project specifications P	
T02	Parking	Works	T	6	T+6	T= Closure of lot or space	
T03	Public Transit	Works	T	6	T+6**	T= Closure of route/shelter/stop	104, 105, 106, 228, 233, 345
T04	Road Construction	Works	T	6	T+6**	T= Completion of project. Specifications are kept permanently.	282, 368, 369, 372
T05	Road Design and Planning	Works	T	6	T+6**	T= Completion of project. Specifications are kept permanently.	282, 368, 369, 370, 371, 372
T06	Road Maintenance	Works	T	6	T+6	T= Completion of project. Specifications are kept permanently.	368, 369, 372
T07	Signs and Signals	Works	T	6	T+6	T= Removal of sign/signal	373, 374, 375
T08	Traffic	Works	2	8	10**		373, 374, 375
T09	Roads and Lanes Closures	Works	P	-	P**	Temporary closures 2 years	373, 374, 375

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Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
V00	Vehicles and Equipment - General	Originating	1	-	1		
V01	Fleet Management	Originating	T+1	5	T+6		18, 19, 103, 104, 105, 106, 170, 220, 248, 249, 250, 251, 253
V02	Mobile Equipment	Originating	T+1	5	T+6		166
V03	Transportable Equipment	Originating	T+1	5	T+6		
V04	Protective Equipment	Originating	T+1	5	T+6		

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1	FF-Pn.Pl.-1 FHR-Pn Pl.-2	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24(1).  Canada Pension Plan — Records	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	Law & Practice App.D	Department of National Revenue, Excise Memorandum ET 102 (February 24, 1989), "Books and Records".	Replaced by Canada Customs and Revenue Agency (Excise Taxes and Special Levies Memoranda Series, August, 1999).
3	FBF-Ex.Tx.-1	Excise Tax Act, R.S.C. 1985, c. E-15, s. 286(1), as am., S.C. 1990, c. 45, s. 12.  GST Accounting	Six years
4	FF-Ex.Tx.-1	Excise Tax Act, 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	Limitation: Four years after the person became liable.
5	FF-Ex.Tx.-4	Excise Tax Act, R.S.C. 1985, c. E-15, s. 98(1), 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	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	FFD-Fn.Ad.-4	Financial Administration Act, R.S.C. 1985, c. F-11, s. 17(3).  Public Money Receivables	Not specified
7	FHC-Fd.Dr.-1	Food and Drug Regulations, under the Food and Drugs Act, C.R.C. 1978, c. 870, s. G.05.001, as am., SOR/78 - 427, Sched. No. 441, s. 8; SOR/97-228, s. 18.  Controlled Drugs Hospital Records	Two years.
8	FHC-Fd.Dr.-4	Food and Drug Regulations, under the Food and Drugs Act, C.R.C. 1978, c. 870, s. G. 03-001, as am., SOR/78-427, Sched. No. 441, s. 5; SOR/97-228, s.12.  Pharmacists Controlled Drugs Records	Two years.
9	FHR-Em.Ins.-3	Employment Insurance Act, S.C. 1996, c. 23, s. 39.  Employer Benefit Penalties	Limitation: 72 months after the day on which the liability arose.

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10	FHR-Em.Ins.-1	Employment Insurance Act, S.C. 1996, c. 23, s. 40. Employment Insurance Prosecution	Limitation: 36 months have passed since the day on which the act or omission occurred.
11	FHR-Em.Ins.-9	Employment Insurance Act, S.C. 1996, c. 23, s. 85(3). Employment Insurance Assessment -Limitation	Limitation: 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.
12	FHR-Em.Ins.-10	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267. Books of Account	Six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.
13	FHR-Em.Ins.-11	Employment Insurance Act, S.C. 1996, c. 23, s. 102(4), as am., S.C. 1999, c. 17, s. 135(e). Employment Insurance Information/Complaint	Limitation: Five years after the subject matter of the information or complaint arose.
14	FHR-Em.Ins.13	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, s. 19(3)(c) Record of Employment	1 year has elapsed since the record of employment was completed.

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15	FBF-Ex.Tx.-1	Excise Tax Act, R.S.C. 1985, c. E-15, s. 286(1), as am., S.C. 1990, c. 45, s. 12.  GST Accounting	Six years after the end of the year to which they relate or for such other period as may be prescribed. 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. The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection. 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.
16	FC-In.Tx.-3	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(4)  Taxation Records Retention	Six years from the end of the last taxation year to which the records and books of account relate.
17	FF-In.Tx.-3	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800 (2), as am., SOR/82-879, s. 2.  Income Tax Books of Account	Limitation: Two years after the end of the last calendar year to which the records or books of account relate.
18	FMV-MVT-1	Motor Vehicle Transport Act, 1987, R.S.C. 1985 (3rd Supp.), c. 29, s. 18(2).  Motor Vehicle Transport	Limitation: Twelve months after the time when the subject-matter of the proceedings arose.

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19	FHC-Nr.Cn.-12	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 54. Practitioners' Narcotics Records	Two years
20	FHC-Nr.Cn.-10	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 44(2). Pharmacists' Narcotics Records	Two years
21	FHC-Nr.Cn.-8	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 39, as am., SOR/85-588, s. 15. Pharmacists' Narcotics Records	Two years
22	FHC-Nr.Cn.-9	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 40(1), as am., SOR/85-588, s. 16. Pharmacists' Narcotics Records	Two years.
23	FHC-Nr.Cn.-2	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 6.3, as am., SOR/85-588, s. 21. Hospitals' Narcotics Records	Two years.
24	FHC-Nr.Cn.-7	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 38, as am., SOR/85-588, s. 14. Pharmacists' Narcotics Records	Two years.
25	FHC-Nr.Cn.-11	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 45(2), as am., SOR/85-588, s. 18. Pharmacists' Narcotics Records	Two years.
26	FHC-Nr.Cn.-6	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 30, as am., SOR/85 - 588, s. 8. Pharmacists' Narcotics Records	Two years
27	FHC-Nr.Cn.-1	Narcotic Control Regulations, under the Narcotic Control Act, C.R.C. 1978, c. 1041, s. 69, as am., SOR/85-588, s. 23. General Narcotics Records	Two years.

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28	Law & Practice App. L-2	Revenue Canada, Customs and Excise GST Memorandum 500-1 "Books and Records" (March 25, 1991) Paragraph 13.  Replaced by: Canada Customs and Revenue Agency, Revenue Canada, GST/HST Memoranda Series, General Requirements for Books and Records (July, 1999) Chapter 15.1.	Six years
30	Law & Practice App.A Pg.A-7	Revenue Canada, Information Circular 78-10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995.	6 years from the end of the last taxation year to which they relate unless permission given for prior disposal.
Not in FileLaw™	PartLVIII 5800. (1) (a)  PartLVIII 5800. (1) (a)	Revenue Canada, Information Circular 78-10R3, October 5, 1998  Books and Records Retention/Destruction  For BoD minutes, shareholder's meetings, stock records, general ledger, special contracts  Vouchers and accounts necessary to verify the information in such records and books of account of a dissolved corporation  General ledger or other book of final entry of a business other than a corporation as well as any special contract necessary to an understanding of the entries in the general ledger	2 years dissolution  2 years dissolution    6 years after the business ceased
31	FENV-En.Pr.-6	Storage of PCB Material Regulations, under the Canadian Environmental Protection Act, SOR/92-507, s. 13, as am., SOR/2000-102, s. 18(b).  PCB Material — Storage Records	Five years after the removal of all PCB material from the PCB storage site
32	FENV-En.Pr.-9	Storage of PCB Material Regulations, under the Canadian Environmental Protection Act, SOR/92-507, s. 10(1)(a)(i), (iii), (2).  PCB Material — Storage Site — Fire/Emergency Plans	Not specified

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100	OPM-Arcv.-2	Archives Act, R.S.O. 1990, c. A.27, s. 6. Archives of Ontario — Preservation of Official Documents	Not specified
101	OMUN-Asse.-1	Assessment Act, R.S.O. 1990, c. A.31, s. 39(2) as am., S.O. 1997, c. 43, s. 18(28), Sched. G. Assessment Rolls	Not specified
102	OPM-Ch.FS-4	Child and Family Services Act, R.S.O. 1990, c. C.11, s. 191. Child/Family Services Records	Not specified
103	OMV-Hg.Tr.-3	Commercial Motor Vehicle Inspections Regulation, under the Highway Traffic Act, R.R.O. 1990, Reg. 575, ss. 10(a), 11. Commercial Motor Vehicle Identification Records	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 (b) the inspection report for each commercial motor vehicle for which the operator is responsible for three months after the report is completed.
104	OMV-Hg.Tr.4	Commercial Motor Vehicle Inspections Regulation, under the Highway Traffic Act, R.R.O. 1990, Reg. 575, ss. 10(b), (c), 11. Commercial Motor Vehicle Inspection/Maintenance Records	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 (b) the inspection report for each commercial motor vehicle for which the operator is responsible for three months after the report is completed.

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105	OMV-Hg.Tr.-6	Commercial Motor Vehicle Inspections Regulation, under the Highway Traffic Act, R.R.O. 1990, Reg. 575, ss. 10(d), 11.  Commercial Motor Vehicle Modifications Records	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 (b) the inspection report for each commercial motor vehicle for which the operator is responsible for three months after the report is completed.
106	OMV-Hg.Tr.-8	Commercial Motor Vehicle Inspections Regulation, under the Highway Traffic Act, R.R.O. 1990, Reg. 575, ss. 10, 11(a).  Commercial Motor Vehicle Reports	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.
107	OBF-CAI-1	Compulsory Automobile Insurance Act, R.S.O. 1990, c. C.25, s. 2(10).  Automobile Insurance	Limitation: Within three years after the date on which an offence was, or is alleged to have been committed.
108	OBS-RST-3	Definitions by Minister, Exemptions, Forms and Rebates Regulation, under the Retail Sales Tax Act, R.R.O. 1990, Reg. 1012, s. 22, as am., O.Reg. 35/91, s. 4.  Retail Sales Tax Accounting Records	Seventy-two months prior to the start of the fiscal year during which the records will be destroyed;
109	OPM-Plan.-1	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(a), as am., O. Reg. 426/96, s. 2.  Approval Authority Applications/Correspondence	Not specified
110	OPM-Plan.-2	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(b), as am., O. Reg. 426/96, s. 2.  Approval Authority Meeting Minutes	Not specified

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111	OPM-Plan.-3	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(c), as am., O. Reg. 426/96, s. 2.  Approval Authority Records	Not specified
112	OMUN-PLAN.-7	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 13.  Municipal Approval Authority Records	Not specified
113	OS-OHS-52	Designated Substance - Isocyanates Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 842, s. 8(1), (2)(c), (d), (f).  Isocyanates Exposure Records	Not specified
114	OS-OHS-2	Designated Substance - Acrylonitrile Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 835, s. 7(1), (2)(c), (e).  Acrylonitrile Exposure Records	Not specified
115	OS-OHS-5	Designated Substance - Acrylonitrile Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 835, s. 12(a), (c).  Airborne Acrylonitrile Monitoring Records	Five years.
116	OS-OHS-3	Designated Substance - Acrylonitrile Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 835, s. 14.  Airborne Acrylonitrile Exposure Records	Not specified
117	OS-OHS-6	Designated Substance - Arsenic Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 836, s. 13.  Airborne Arsenic Exposure Records	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.
118	OS-OHS-7	Designated Substance - Arsenic Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 836, s. 12.  Airborne Arsenic Monitoring Records	Kept by the employer for five years.

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119	OS-OHS-8	Designated Substance - Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 837, s. 15.  Airborne Asbestos Exposure Records	For the longer of (a) the period of 40 years from the time such records were first made; (b) the period of 20 years from the time the last of such records were made.
120	OS-OHS-32	Designated Substance - Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 837, s. 7 (1), (2) (c), (e).  Asbestos Exposure Records	Not specified
121	OS-OHS-10	Designated Substance - Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 837, s. 12 (a), (c).  Airborne Asbestos Monitoring Records	Five years.
122	OS-OHS-9	Designated Substance - Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 837, s. 14.  Airborne Asbestos Exposure Records	Not specified
123	OS-OHS-11	Designated Substance - Benzene Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 839, s. 14.  Airborne Benzene Exposure Records	Not specified
124	OS-OHS-35	Designated Substance - Benzene Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 839, s. 7(1), (2)(c), (e).  Benzene Exposure Records	Not specified
125	OS-OHS-13	Designated Substance - Benzene Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 839, s. 12(a), (c).  Airborne Benzene Monitoring Records	five years.
126	OS-OHS-15	Designated Substance - Ethylene Oxide Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 841, s. 13(a), (c).  Airborne Ethylene Oxide Monitoring Records	five years.

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127	OS-OHS-14	Designated Substance - Ethylene Oxide Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 841, s. 14.  Airborne Ethylene Oxide Exposure Records	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.
128	OS-OHS-43	Designated Substance - Ethylene Oxide Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 841, s. 7 (1), (2) (c).  Ethylene Oxide Exposure Records	Not specified
129	OS-OHS-16	Designated Substance - Isocyanates Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 842, s. 15.  Airborne Isocyanates Exposure Records	Not specified
130	OS-OHS-18	Designated Substance - Isocyanates Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 842, s. 13 (a), (c).  Airborne Isocyanates Monitoring Records	Five years.
131	OS-OHS-21	Designated Substance - Lead Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 843, s. 12(a), (c).  Airborne Lead Monitoring Records	Five years.
132	OS-OHS-20	Designated Substance - Lead Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 843, s. 14.  Airborne Lead Exposure Records	Not specified
133	OS-OHS-54	Designated Substance - Lead Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 843, s. 7(1), (2)(c), (e).  Lead Exposure Records	Not specified
134	OS-OHS-23	Designated Substance - Mercury Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 844, s. 14.  Airborne Mercury Exposure Records	Not specified

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135	OS-OHS-57	Designated Substance - Mercury Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 844, s. 7(1), (2)(c), (e). Mercury Exposure Records	Not specified
136	OS-OHS-24	Designated Substance - Mercury Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 844, s. 12(a), (c). Airborne Mercury Monitoring Records	Five years.
137	OS-OHS-27	Designated Substance - Silica Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 12(a), (c). Airborne Silica Monitoring Records	Five years.
138	OS-OHS-26	Designated Substance - Silica Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 14. Airborne Silica Exposure Records	Not specified
139	OS-OHS-59	Designated Substance - Silica Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 7(1), (2)(c), (e). Silica Exposure Records	Not specified
140	OS-OHS-29	Designated Substance - Vinyl Chloride Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 846, s. 14. Airborne Vinyl Chloride Exposure Records	Not specified
141	OS-OHS-60	Designated Substance - Vinyl Chloride Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 846, s. 7(1), (2)(c), (e). Vinyl Chloride Exposure Records	Not specified
142	OS-OHS-30	Designated Substance - Vinyl Chloride Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 846, s. 12(a), (c). Airborne Vinyl Chloride Monitoring Records	five years.
143	OS-OHS-31	Designated Substances - Arsenic Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 836, s. 7(1), (2)(c). Arsenic Exposure Records	Not specified

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144	OMUN-EDC-1	Education Development Charges Act, R.S.O. 1990, c. D.9, s. 16(1.1), as am., S.O. 1996, c. 4, s. 51 Development Fund Charge Reserve Fund Records	Not specified
145	OHR-In.St.-1	Duties of Employers and Advisory Committees Regulation, under the Industrial Standards Act, R.R.O. 1990, Reg. 652, s. 2. Employee Records — Industrial Standards Requirements	Twelve months after the work is performed by an employee.
146	OMUN-Educ.-2	Education Act, R.S.O. 1990, c. E.2, s. 108(1). Roman Catholic Separate School Board Index Book	Section repealed S.O. 1997, c. 31, s. 63.
147	OMUN-Educ.-1	Education Act, R.S.O. 1990, c. E.2, s. 161. Protestant Separate School Board Index Book	Section repealed S.O. 1997, c. 31, s. 73.
148	OF-EHT-2	Employer Health Tax Act, 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	Limitation: Four years from the day on which the return was required to be delivered under section 5.
149	OF-EHT-1	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c. 8, s. 13. Employer Health Tax Accounting Records	Until permission for their disposal is given by the Minister.
150	OLA-EHT-1	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37. Employer Health Tax Act Offences	Limitation Six years
151	OLA-EHT-3	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1). Health Tax	Limitation: Four years
152	OHR-Em.St.-1	Employment Standards Act, R.S.O. 1990, c. E.14, s. 11(1)(a). Employee Records	24 months after work is performed or services are supplied by an employer.
153	OHR-Em.St.-3	Employment Standards Act, R.S.O. 1990, c. E.14, s. 82. Employment Standards Act	Limitation: Two years
154	OHR-Em.St.-2	Employment Standards Act, R.S.O. 1990, c. E.14, s. 11(1)(b). Employee Records	5 years after work is performed by an employee.

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155	OENV-En.As.-2	Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 30 as am., S.O. 1996, c. 27, s. 10, s. 36(6); S.O.2000,c.26, Sched.F, s.11(6) para.14.  Environmental Assessment Records	Despite any provisions of this Act, a document 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 this section.
156	OENV-En.Pr.-20	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 99(13), (14).  Spills Compensation — Limitation	Limitation: two years
158	OENV-En.Pr.-10	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.  Environmental Offences — Limitation	Limitation two years
159	OENV-En.Pr.-33	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 47(9).  Well Security Fund Compensation	Limitation: Six months,
160	OBS-Ceme.-6	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the Cemeteries Act, O.Reg. 130/92, s. 38 (1).  Cemetery Registers	Not specified
161	OBS-Ceme.-4	Establishing Operating and Closing Cemeteries and Crematoria Regulation, under the Cemeteries Act , O. Reg. 130/92, s. 2(1), para. 1, (2) (3). Cemetery Plans	Not specified
162	OBS-Ceme.-5	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the Cemeteries Act , O.Reg. 130/92, s. 51.  Cemetery Records	Not specified
163	OBS-Ceme.-8	Establishing, Operating and Closing Cemeteries and Crematoria Regulation, under the Cemeteries Act, O. Reg. 130/92, s. 48. Coroner's Certificate	Two years after receiving it.

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164	OJPP-Fr.Mr.-9	Fire Code, under the Fire Marshals Act, 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	OJPP-Fr.Mr.-13	Fire Code, under the Fire Marshals Act, R.R.O. 1990, Reg. 454, s. 6.8.1.2. Special Fire Extinguishing Systems Inspections	Regulation revoked O.Reg. 389/97, s. 1.
166(364)	OJPP-OHS.-1	Firefighters Protective Equipment Regulation, under the Occupational Health & Safety Act, O. Reg. 714/94, s. 6 (7). Firefighting Chassis Mounted Aerial Device Records	As long as the device is in service.
167	OS-Wr.Cm.-1	First-Aid Requirements Regulation, under the Workers' Compensation Act, R.R.O. 1990, Reg. 1101, s. 5. Accident Reports	Not specified
168	OHC-Ambu.-1	General Regulation, under the Ambulance Act, R.R.O. 1990, Reg. 19, s. 26(1), (4). Ambulance Employee Records	Regulation revoked O.Reg. 500/97, s. 1.
169	OHC-Ambu.-6	General Regulation, under the Ambulance Act, R.R.O. 1990, Reg. 19, ss. 28, 30, 32. Ambulance Service — Accounting	Regulation revoked O.Reg. 500/97, s. 1.
170	OHC-Ambu.-4	General Regulation, under the Ambulance Act, R.R.O. 1990, Reg. 19, s. 36. Ambulance Maintenance Records	Regulation revoked O.Reg. 500/97, s. 1.
171	OSS-Ch.FS-9	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 74. Children's Residence — Daily Logs	Not specified
172	OSS-Ch.FS-20	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 107 (c). Children's Residence — Chimney Cleaning	Not specified
173	OSS-Ch.FS-7	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 78. Children's Residence — Accounting Records	Not specified

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174	OSS-Ch.FS-6	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, ss. 4(1), 6. Children's Residence — Accounting Records	Seven years from the date of the last entry in the book for a particular year.
175	OSS-Ch.FS-10	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 7. Children's Residence — Inventory	Not specified
176	OSS-Ch.FS-11	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 46. Children's Residence — Isolation Records	Not specified
177	OSS-Ch.FS-21	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 109 (1). Children's Residence — Safety/Fire Records	Not specified
178	OSS-Ch.FS-16	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 60(1), (4). Children's Residence — Trust Accounts	Not specified
179	OSS-Ch.FS-14	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, ss. 91(4), (5), 99. Children's Residence — Resident Case Files	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.
180	OSS-Ch.FS-15	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	Not specified
181	OSS-Ch.FS-8	General Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 70, s. 77. Children's Residence — Budgets	Not specified
182	OSS-Dy.Nr.-7	General Regulation under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 25(2). Day Nursery/Private-Home Day Care Agency Inspection Records	Not specified
183	OSS-Dy.Nr.-21	General Regulation under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 48(2), as am., O.Reg. 17/94, s. 3. Day Nursery/Day Care Attendance Records	Two years after the discharge of the child.

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184	OSS-Dy.Nr.-8	General Regulation under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 25(1). Day Nursery/Private-Home Day Care Agency Inspection Reports	Two years
185	OSS-Dv.Sr.-2	General Regulation, under the Developmental Services Act, R.R.O. 1990, Reg. 272, s. 11(g). Developmental Services Fire System Tests	Not specified
186	OSS-Dy.Nr.-10	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 65(1), (2). Day Nursery Accounting Records for Approved Corporations	6 years from the date of the last entry in a book for a particular year.
187	OSS-Dy.Nr.-6	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 30. Day Nursery Incident Reports	Two years.
188	OSS-Dy.Nr.-5	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 27 (1). Day Nursery Fire Safety Records	Two years from the date of the drill and test.
189	OSS-Dy.Nr.-9	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 64. Day Nursery/Private-Home Day Care Agency Accounting Records	6 years from the time of their making.
190	OSS-Dy.Nr.-12	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 73. Day Nursery Inventory Records	Not specified
191	OSS-Dy.Nr.-3	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 27(2). Private-Home Day Care Agency Emergency Procedures	Not specified
192	Will be added to FileLaw™. Entry codes to follow.	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 41(1), (2).	Thirty days after the last day for which it is applicable.
193	OSS-Dy.Nr.-4	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 28. Day Nursery/Private-Home Day Care Agency Emergency Telephone Lists	Not specified

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194	OSS-Dy.Nr.-17	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, ss. 46, 47, 47.2(1), as am., O. Reg. 677/94, s. 3. Day Nursery/Private-Home Day Care Agency Policies/Procedures	Two years after the entry is made.
195	OSS-Dy.Nr.-18	General Regulation, under the Day Nurseries Act, R.R.O. 1990, Reg. 262, s. 47.3(1), (2), as am., O. Reg. 677/94, s. 3. Day Nursery/Private-Home Day Care Agency Behaviour Management Practices Procedures	Two years after the entry is made.
196	OSS-Dv.Sr.-1	General Regulation, under the Developmental Services Act, R.R.O. 1990, Reg. 272, s. 13. Developmental Services Facility Inventory Records	Not specified
197	OSS-EPC-2	General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 9. Elderly Persons Centres Inventory	Not specified
198	OSS-EPC-1	General Regulation, under the Elderly Persons Centres Act, R.R.O. 1990, Reg. 314, s. 14(d). Elderly Persons Centres Accounting Records	6 years from the date of the last entry in a book for a particular year.
199	OS-EI.Dv.-1	General Regulation, under the Elevating Devices Act, R.R.O. 1990, Reg. 316, s. 24. Elevating Devices — Inspections	3 years from the date of the inspection or test.
200	OS-EI.Dv.-2	General Regulation, under the Elevating Devices Act, R.R.O. 1990, Reg. 316, s. 21. Elevating Devices — Licences	Not specified
201	OHC-HARH-3 OHC-HARH-13	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 23(1)(b), (3), as am., O. Reg. 371/93, s. 11(2). Books of Account/Ledgers	Six years from the date of the last entry in the book or ledger for a particular year.
202	OSS-HARH-1	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 18(1)(g). Homes for the Aged Fire Protection System Tests	2 years from the date of inspection or test.



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203	OHC-HARH-16	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 26(10).  Resident Medical Examination Records	Not specified.
204	OSS-HARH-6	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 5(e).  Homes for the Aged Records of Personal Effects	20 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.
205	OSS-HARH-16	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 5(f), as am., O. Reg. 371/93, s. 3(4).  Homes for the Aged/Rest Homes Resident Record	20 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.
206	Will be added to FileLaw™. Entry codes to follow.	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 5(c), as am., O. Reg. 372/94.	20 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.
207	OHC-HARH-1	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 25, as am., O. Reg. 371/93, s. 12.  Residents Written Records	20 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.
208	OSS-HARH-10	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	Six years from the date the trust account referred to in subsection (1) is closed or becomes inactive.
209	OSS-HARH-7	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	Not specified
210	OSS-HARH-6 OSS-HARH-9	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, ss. 5(e) & 5(g).  Homes for the Aged Records of Personal Effects  Homes for the Aged Trust Accounts	20 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

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211	OSS-HARH-1	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 18(1)(g).  Homes for the Aged Fire Protection System Tests	2 years from the date of inspection or test.
212	OSS-HARH-4	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, ss. 23(1), (c), (55).  Homes for the Aged Produce Records	Not specified
213	OSS-HARH-3	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	Not specified
214	OHC-HARH-13	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	Not specified
215	OHC-HARH-12	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	Not specified
216	OHC-HARH-9	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	Not specified
217	OHC-HARH-8	General Regulation, under the Homes for the Aged and Rest Homes Act, R.R.O. 1990, Reg. 637, s. 12.5, as am., O.Reg. 372/94, s. 6; 641/98, s. 4.  Homes for the Aged/Rest Homes Waiting List	Not specified
218	OHC-HARH-5 OSS-HARH-15	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).  Residents — Special Diets — Records	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

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219	OHC-Hm.Sc.-5	General Regulation , under the Homes for Special Care Act, R.R.O. 1990, Reg. 636, s. 26(c), (f), (g). Homes for Special Care Trust Accounts	Six years from the date of the making of the record.
220	OMUN-MFIPP-1	General Regulation under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 823, s. 5. Personal Information	One year after use or the period set out in a by-law or resolution made by the institution ... unless the individual to whom the information relates consents to its earlier disposal.
221	OHC-Nr.Hm.-22	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 100, as am., O. Reg. 378/93, s. 30; 104(3). Nursing Homes Financial Records	Six years from the date of the making of the record.
222	OHC-Nr.Hm.-8	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, ss. 87, 88, 89, 90. Nursing Home Residents Records	Twenty years after the date of the discharge; or for a period of five years after the date of the death.
223	OHC-Nr.Hm.-2	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 41(1)(g), (m). Nursing Home Fire Safety Tests/Inspections	Two years
224	OHC-Nr.Hm.-1	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, ss. 66, 68(1), (2), 69(3). Nursing Home Drug Records	Two years
225	OHC-Nr.Hm.-6	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, ss. 91, 104 (1). Nursing Home Records	Two years
226	OHC-Nr.Hm.-9	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 103(1)(c), (f). Nursing Home Trust Accounts Records	Six years.
227	OHC-Nr.Hm.-3	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 92. Nursing Home Personnel Records	Two years after termination of the employment of the employee.

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228	OHC-Nr.Hm.-25	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 47.4, as am., O. Reg. 378/93, s. 12; O. Reg. 238/94, s. 2(part).  Nursing Home Residents Leave of Absence Records	Two years after the date the absence begins.
229	OHC-Nr.Hm.-21	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 158(1), as am., O. Reg. 373/94, s. 23.  Nursing Home Transfer List	Not specified
230	OHC-Nr.Hm.-19	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 128(c), as am., O. Reg. 373/94, s. 23.  Nursing Home Quality Management Activity Records	Not specified
231	OHC-Nr.Hm.-18	General Regulation, under the Nursing Homes Act, R.R.O. 1990, Reg. 832, s. 127(2)(a), (c), as am., O. Reg. 373/94, s. 23.  Nursing Home Conference Records	Not specified
232	OS-Op.En.-1	General Regulation, under the Operating Engineers Act, R.R.O. 1990, Reg. 904, s. 26(2).  Dual Control Boiler Pressure Records	Twelve months.
233	OMV-Pb.Vh.-2	General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24.  Public Vehicles Hours of Labour/Trip Reports	One year from the making thereof.
234	OENV-En.Pr.-25	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 23(7)(c).  Waste Transportation Manifests	2 years.
235	OENV-En.Pr.-23	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 23(5)(d).  Waste Transportation Manifests	2 years.
236	OENV-En.Pr.-24	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 23(6).  Waste Transportation Manifests	2 years.

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237	OENV-En.Pr.-31	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 27(5)(d). Waste Transportation Manifests	2 years.
238	OENV-En.Pr.-22	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 18(8), (9). Waste Disposal Records	2 years.
239	OENV-En.Pr.-27	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 24(7)(b). Waste Transportation Manifests	2 years.
240	OENV-En.Pr.-26	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 24(4)(b)(iii). Waste Transportation Manifests	2 years.
241	OENV-En.Pr.-30	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 25(9)(c). Waste Transportation Manifests	2 years.
242	OENV-En.Pr.-11	Hauled Liquid Industrial Waste Disposal Sites Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 348, s. 4. Hauled Liquid Industrial Waste Disposal Sites Records	Reg. 348 revoked O. Reg. 323/98, s. 1
243	OHC-OHS-1	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, s. 5(3), (4). Accident Records	1 year (two most recent reports or records are on file.)
244	OHC-OHS-3	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 67/93, s. 60(1)(e). Autoclave Testing	1 year (two most recent reports or records are on file.)
245	OHC-OHS-5	Health Care and Residential Facilities Regulation, under the Occupational Health and Safety Act, O. Reg. 67/93, s. 79(1), (2). Lifting Equipment Inspection	For as long as the equipment remains on the premises and for one year after the equipment is removed.

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246	OHC-HPP-2	Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 58. Board of Health Corporate Records	Not specified
247	OHC-HPP-1	Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59. Board of Health Accounting Records	Not specified
248	OMV-Hg.Tr.-7	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 107(9). Commercial Motor Vehicle Records	Not specified
249	OMV-Hg.Tr.-15	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 121(1), as am., S.O. 1996, c. 9, s. 26; s. 121(2), (3) Motor Vehicle Receipts	Not specified
250	OMV-Hg.Tr.-2	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 16(3). Commercial Motor Vehicle Documents	Not specified
251	OMV-Hg.Tr.-1	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 190(3). Commercial Motor Vehicle Daily Logs	Not specified
252	OMV-Hg.Tr.-5	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 20(1). Commercial Motor Vehicle Leases/Contracts	One year after the termination of the lease or contract.
253	OMV-Hg.Tr.-18	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 60(1). Second Hand Vehicles Records	Not specified
254	OF-In.Tx.-4	Income Tax Act, R.S.O. 1990, c. I.2, s. 38(1), (4). Income Tax	Limitation : Two years
255	OF-In.Tx.-2	Income Tax Act, R.S.O. 1990, c. I.2, s. 39, as am., S.O. 1999, c. 9, s. 129 Income Tax Accounting Records	Not specified.
256	OF-In.Tx.-1	Income Tax Act, R.S.O. 1990, c. I.2, s. 48(3). Income Tax Offences	Limitation: Eight years
257	OHC-ISP-1	Immunization of School Pupils Act, R.S.O. 1990, c. I.1, s. 11. School Pupil Immunization Records	Not specified

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258	OHR-In.St.-2	Industrial Standards Act, R.S.O. 1990, c. I.6, s. 13(1). Employee Records	Twelve months after work is performed by an employee.
259	OBF-Insu.-4	Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14. Fire Insurance Claims	Limitation: One year
260	OBF-Insu.-9	Insurance Act, R.S.O. 1990, c. I.8, s. 206. Life Insurance Recovery	Limitation: One year after the furnishing of the or more than six years after the happening of the event upon which the insurance money becomes payable, whichever period first expires.
261	OBF-Insu.-2	Insurance Act, R.S.O. 1990, c. I.8, s. 234, Stat. Cond. 10(3). Auto Insurance — Statutory Conditions	Limitation: One year next after the happening of the loss and not afterwards, and in respect of loss or damage to persons or other property shall be commenced within two years next after the cause of action arose and not afterwards.
262	OBF-Insu.-10	Insurance Act, R.S.O. 1990, c. I.8, s. 258. Motor Vehicle Insurance	Limitation: One year
263	OBF-Insu.-3	Insurance Act, R.S.O. 1990, c. I.8, s. 281(1),(5), as am., S.O. 1996, c.21, s. 37. Auto Insurance No-Fault Benefits	Limitation: Two years
264	OBF-Insu.-1	Insurance Act, R.S.O. 1990, c. I.8, ss. 300, Stat. Cond. 12, 301(6). Accident/Sickness Insurance Claim — Statutory Conditions	Limitation: One year
265	OBS-Cm.Tn.-1	Commercial Tenancies Act, R.S.O. 1990, c. L.7, s. 111(1) Landlord Notices	Not specified
266	OBS-Ceme.-2	Licenses Regulation, under the Cemeteries Act , O. Reg. 131/92, s. 5. Cemetery Accounting Records	Six years

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267	OBS-Lg.Rd.-1	Lightning Rods Act, R.S.O. 1990, c. L.14, s. 13. Lightning Rods	Limitation: one year after the loss was suffered.
268	OLA-Limi.-20	Limitations Act, R.S.O. 1990, c. L.15, s. 17(1). Rent Arrears	Limitation: Six years
269	OLA-Limi.-17	Limitations Act, R.S.O. 1990, c. L.15, s. 19. Mortgages	Limitation: Ten years
270	OLA-Limi.-14	Limitations Act, R.S.O. 1990, c. L.15, s. 22. Mortgages Arrears	Limitation: Ten years.
271	OLA-Limi.-19	Limitations Act, R.S.O. 1990, c. L.15, s. 4. Recovery of Land	Limitation: Ten years
272	OLA-Limi.-12	Limitations Act, R.S.O. 1990, c. L.15, s. 45(1)(a). Leases/Rental Contracts	Limitation: Twenty years
273	OLA-LIMI.-2	Limitations Act, R.S.O. 1990, c. L.15, s. 45(1)(b). Agreements Under Seal	Limitation: Twenty years
274	OLA-Limi.-21	Limitations Act, R.S.O. 1990, c. L.15, s. 45(1)(d) to (g). Simple Agreements	Limitation: Six years.
275	OLA-Limi.-18	Limitations Act, R.S.O. 1990, c. L.15, s. 6(1). Recovery of Estate	Limitation: Ten years
276	OLA-Marr.-1	Marriage Act, R.S.O. 1990, c. M.3, s. 13(1). Marriage Licences	Not specified
277	OLA-Marr.-2	Marriage Act, R.S.O. 1990, c. M.3, s. 28(1). Marriage Register	Not specified
278	OMUN-Muni.-10	Municipal Act, R.S.O. 1990, c. M.45, s. 116(1 to 4), (6), (7). Municipal Records — General	Not specified
279	OMUN-Muni.-7	Municipal Act, R.S.O. 1990, c. M.45, s. 140(17). Municipal Debentures Destruction	Not specified
280	OMUN-Muni.-3	Municipal Act, R.S.O. 1990, c. M.45, s. 169. Councils — Financial Records	Not specified

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281	OMUN-Muni.-4	Municipal Act, R.S.O. 1990, c. M.45, s. 181. Debenture Registry Book	Not specified
282	OMUN-Muni.-9	Municipal Act, R.S.O. 1990, c. M.45, s. 210, para. 113. Municipal Mapping Records	Not specified
283	OMUN-Muni.-11	Municipal Act, R.S.O. 1990, c. M.45, s. 314(1), para. 2(b). Sidewalk Damage Deposit — Refund	Limitation: Six years.
284	OMUN-Muni.-12	Municipal Act, R.S.O. 1990, c. M.45, s. 418. Unpaid Land Tax Records	Not specified
285	OMUN-Muni.8	Municipal Act, R.S.O. 1990, c. M.45, s. 44(2). Municipal Elections — Limitation	Limitation: Ninety days
286	OMUN-Muni.-2	Municipal Act, R.S.O. 1990, c. M.45, s. 68(12). Boards of Control Minutes	Not specified
287	OMUN-Muni.-5	Municipal Act, R.S.O. 1990, c. M.45, s. 416. Land Tax Receipt Books	Not specified
288	OMUN-Muni.-6	Municipal Act, R.S.O. 1990, c. M.45, ss. 73(1), 74(2), 75. Municipal Council Records	Not specified
289	OMUN-MCI-1	Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 9(3). Conflict of Interest — Limitation	Act repealed S.O. 1996, c. 32, s. 76.
290	OMUN-Mn.El.-6	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 169(2). List of Candidates	Not specified
291	OMUN-Mn.El.-9	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 39(5). Municipal Election Documents — Nomination Papers	Until the successors to the persons elected at such election have taken office, and may destroy them.
292	OMUN-Mn.El.-3	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 170(3). Chief Financial Officers — Elections — Records	Not specified

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293	OMUN-Mn.El.-5	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 139(5). Election Register	Limitation: One year
294	OMUN-Mn.El.-8	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 40(8). Municipal Election Documents — List of Candidates	Until the successors to the persons elected at such election have taken office, and may destroy them.
295	OMUN-Mn.El.-10	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 36(5). Municipal Election Documents — Polling Lists	Until the successors to the persons elected at such election have taken office, and may destroy them.
296	OMUN-Mn.El.-13	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 168(5). Municipal Elections — Registration	Not specified
297	OMUN-Mn.El.-11	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 211. Municipal Elections	Limitation: One year
298	OMUN-Mn.El.-7	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 53(3), 84. Municipal Election Documents — Ballots	Not specified
299	OMUN-Mn.El.-2	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 140(3). Chief Financial Officers — Elections — Records	Limitation: One year
300	OMUN-MTS-1	Municipal Tax Sales Act, R.S.O. 1990, c. M.60, s. 5(1). Tax Certificate Cancellation	Limitation: One year.
301	OHC-Nr.-Hm.-4	Nursing Homes Act, R.S.O. 1990, c. N.7, s. 2(1), (2), (4) to (7), as am., S.O. 1999, c. 6, s. 46. Nursing Home Posting	Not specified
302	OHC-Nr.Hm.-5	Nursing Homes Act, R.S.O. 1990, c. N.7, s. 28(1), (2), (3), (6). Nursing Home Posting	Not specified
303	OS-OHS-49	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32). Health/Safety Committee	Not specified

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304	OS-OHS-48	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69. Health and Occupational Safety Prosecutions	Limitation: One year
305	OS-OHS-53	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22). Joint Health & Safety Committee Minutes	Not specified
306	OCONS-OHS-6	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 236(7) Design Drawings/Specifications	One year after the project is finished).
307	OMUN-Heri.-1	Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27. Heritage Properties Register	Not specified
308	Quasi-Legislation not on FileLaw™	Ontario Ministry of Community and Social Services, General Welfare Manual, GW-0201-02, April 1983.	Not specified
309	OENV-Wt.Rs.-1	Ontario Water Resources Act, R.S.O. 1990, c. O.40, s. 94(1). Ontario Water Resources Act	Limitation: Two years
310	OS-Op.En.-3	Operating Engineers Act, R.S.O. 1990, c. O.42, s. 7. Power Plants — Certificates of Registration	Not specified
311	OLA-Pn.Bn.-1	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2).	Limitation: Five years
312	OMUN-Plan.-2	Planning Act, R.S.O. 1990, c. P.13, s. 20. Official Plans	Not specified
313	OMUN-Plan.-3	Planning Act, 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	OMUN-Plan.-1	Planning Act, 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	OMUN-Plan.-4	Consents Regulation, under the Planning Act, O. Reg. 41/95, s. 3(a) Municipal Planning Authority Applications/Correspondence	Regulation revoked O. Reg. 197/96, s. 14(1)

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316	OJPP-Pl.Sr.-5	Police Services Act, R.S.O. 1990 c. P.15, s. 132(6). Police Force Property Register	Not specified
317	OJPP-Pl.Sr.-4	Police Services Act, R.S.O. 1990 c. P.15, s. 134(8), as am., S.O. 1997, c. 8, s. 39. Police Firearms Register	Not specified
318	OJPP-Pl.Sr.-1	Police Services Act, 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 record retention designated in substitution.
319	OJPP-Pl.Sr.-2	Police Services Act, R.S.O. 1990 c. P.15, s. 99(5). Police Complaints Commission Records	Not specified
320	OMUN-Pounds-1	Pounds Act, R.S.O. 1990, c. P.17, s. 9(3), (4). Animals — Pounds — Owner Unknown	Not specified
321	OAP-An.Rs.-1	Pounds Regulation, under the Animals for Research Act, R.R.O. 1990, Reg. 23, s. 10(2). Animal Pound Records	Two years
322	OMUN-Pb.Lb.-1	Public Libraries Act, R.S.O. 1990, c. P.44, s. 15(3). Public Library Boards	Not specified
323	OMUN-Pb.Pr.2	Public Parks Act, R.S.O. 1990, c. P.46, s. 10. Public Parks Management Board Records	Not specified
324	OMUN-Pb.Pr.-1	Public Parks Act, R.S.O. 1990, c. P.46, ss. 6(14), 9. Public Parks Boards	Not specified
325	OS-HPP-2	Public Pools Regulation, under the Health Protection and Promotion Act, R.R.O. 1990, Reg. 565, s. 8. Public Pool Daily Records	1 year
326	OMUN-Pu.Ut.-2	Public Utilities Act, R.S.O. 1990, c. P.52, s. 48. Public Utilities Commission Records	Not specified

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327	OMUN- Pu.Ut.-1	Public Utilities Act, R.S.O. 1990, c. P.52, s. 46. Public Utilities Commission Financial Records	Not specified
328	OMUN-En.Pr.-11	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 23, par. 23. Waste Recycling Site Operating Plan	Not specified
329	OMUN-En.Pr.-10	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 23, par. 22. Waste Recycling Site Maps/Site Plan	Not specified
330	OMUN-En.Pr.-3	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 23, paras. 23, 26, 28. Municipal Waste Recycling Waste Records	Two years
331	OMUN-En.Pr.-12	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, s. 23, par. 24. Waste Recycling Site Emergency Response Plans	Not specified
332	OMUN-En.Pr.-9	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, par. 19. Leaf/Yard Waste Composting Site Shipment Records	Ten years after the shipment.
333	OMUN-En.Pr.-7	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, par. 13. Leaf/Yard Waste Composting Site Odour Complaints	Not specified
334	OMUN-En.Pr.-8	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, par. 17. Leaf/Yard Waste Composting Site Analysis Reports	Three years after the analysis performed.
335	OMUN-En.Pr.-6	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	Three years after the mass was cured.

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336	OMUN-Rg.Mn.-1	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 132(1). Debenture Debt — Accounting Records	Not specified
337	OMUN-Rg.Mn.-2	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 17(1). Regional Council Accounting Records	Not specified
338	OMUN-Rg.Mn.-5	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 96(4). Regional Plan	Not specified
339	OMUN-Rg.Mn.-7	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 126(2). Certificate of Ownership	Not specified
340	OMUN-Rg.Mn.-3	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 16(2). Regional Council By-laws	Not specified
341	OMUN-Rg.Mn.-4	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 15(1) (a), (b), (c). Regional Council Corporate Records	Not specified
342	OMUN-Rg.Mn.-6	Regional Municipalities Act, R.S.O. 1990, c. R.8, s. 61. Regional Waterworks Accounting Records	Not specified
343	OPM-Ch.FS-3	Register Regulation, under the Child and Family Services Act, R.R.O. 1990, Reg. 71, s. 3(2). Child Abuse Register	25 years.
344	OLA-RHP-1	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2, s. 89(1). Health Professions Negligence/Malpractice	Limitation: One year
345	OHC-HARH-14	General Regulation, under the Homes for the Aged and Rest Homes Act, 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	Two years after the date the leave begins.

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346	OENV-En.Pr.-18	Sewage Systems Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 358, s. 12(3), (5). Sewage System Equipment Procedures	Not specified
347	OENV-En.Pr.-19	Sewage Systems Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 358, s. 13(3). Sewage System Records	One year
348	OMUN-Vt.St.-3	Vital Statistics Act, R.S.O. 1990, c. V.4, s. 39(c), (n). Vital Statistics Registration	Limitation: one year
349	OMUN-Vt.St.-1	Vital Statistics Act, R.S.O. 1990, c. V.4, s. 59(1). Vital Statistics Act	Limitation: one year
350	OENV-Wt.Rs.-4	Water Works and Sewage Works Regulation, under the Ontario Water Resources Act, O. Reg. 435/93, s. 17. Water/Sewage Works Operator Training Records	Not specified
351	OENV-Wt.Rs.-5	Water Works and Sewage Works Regulation, under the Ontario Water Resources Act, O. Reg. 435/93, s. 18. Water/Sewage Works Operator in Charge Records	Not specified
352	OENV-Wt.Rs.-6	Water Works and Sewage Works Regulation, under the Ontario Water Resources Act, O. Reg. 435/93, s. 19 (c). Water/Sewage Works Process Adjustment Records	Not specified
353	OENV.-Wt.Rs.-7	Water Works and Sewage Works Regulation, under the Ontario Water Resources Act, O. Reg. 435/93, s. 20. Water/Sewage Works Operator in Charge Logs/Record-Keeping Mechanisms	Two years

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354	OCONS-Wt.Rs.-1	Wells Regulation, under the Ontario Water Resources Act, R.R.O. 1990, O. Reg. 903, s. 11(5) (b), (e). Water Well Records	Two years.
355	OS-Wr.Cm-1	Workers' Compensation Act, First Aid Regulation under the R.R.O. 1990, Reg. 1101, s.5 Accident Reports	Not specified.
356	OHR-Wr.Cm-1	Workers' Compensation Act, R.S.O. 1990, c. W.11, s. 109(3) Employee Records — Workers' Compensation Requirements	Act repealed S.O. 1997, c. 16, s. 18, par. 2.
357	OHR-Wr.Cm.-2	Workers' Compensation Act, 1994, S.O. 1994, c. 24, s. 161, as am., S.O. 1995, c.5, s.27 Workers' Compensation Prosecution	Two years
358	OHR-WSI-1	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A, s. 80. Wages	Not specified
360	OMUN-Muni.-1	Municipal Act, R.S.O. 1990, c. M.45, s. 196(8) Acquisition of Land	Limitation: 10 years
361	OMUN-Mn.El.-1	Municipal Elections Act, R.S.O. 1990, c. M.53, s. 147(3) Campaign Expenses Records	Limitation: 1 year
362	OJPP-Evid.-1	Evidence Act, R.S.O. 1990, c. E.23, s. 34(3) Documents Used as Evidence	Subsection repealed S.O. 1999, c.12, Sched.B, s.7(1).
363	OE-EN.Pr.-1	Electricity Generation and Monitoring and Reporting Regulation under the Environmental Protection Act, O.227/00,s.4(3); s.10. Generation Facility Annual Reports	7 years
364	OE-EN.Pr.-2	Electricity Generation and Monitoring and Reporting Regulation under the Environmental Protection Act, O.227/00, s.5. Emission Records	7 years

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365	OE-EN.Pr.-3	Electricity Generation and Monitoring and Reporting Regulation under the Environmental Protection Act, O.227/00, s.6(6). Emission Monitoring System	7 years
366	OE-EN.Pr.-4	Electricity Generation and Monitoring and Reporting Regulation under the Environmental Protection Act, O.227/00, s.6(10). Emission Monitoring System	7 years
367	OF-LTT-4	Land Transfer Tax Act, R.S.O. 1990, C.L.6, S.O. 1994, C.18, s.9(1). Taxation Documents	7 years
368	OCONS-OHS-23	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.1, s.5. Construction Registration Form	Not Specified
369	OCONS-OHS-24	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.6(6). Construction Notification Form	Not Specified
370	OCONS-OHS-25	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.26(8). Safety Net Inspections/Tests	Not Specified
371	OCONS-OHS-26	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.26(9). Lifeline System Designs	The constructor shall keep the design at the project while the system is in use.
372	OCONS-OHS-27	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.29(12). Construction Facilities Documents	The constructor shall keep at the project for the duration of the project a record of the servicing, cleaning and sanitizing of the facilities.
373	OCONS-OHS-28	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg.145,00, O.Reg527/00, s.67(5). Traffic Protection Plan	Not Specified

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374	OCONS-OHS-29	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg. 145/00, O.Reg. 527/00, s.69(5). Traffic Signal Instructions	Not Specified
375	OCONS-OHS-30	Construction Projects Regulation under the Occupational Health and Safety Act, O.Reg. 213/91, O.Reg. 145/00, O.Reg. 527/00, s.106. Signaller Instructions	Not Specified
376	OS-OHS-86	Industrial Establishments Regulation under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, O.Reg. 450/97, s.2; O.Reg. 528/00, s.2. Pre-Start Health/Safety Review Exemptions	Not Specified
377	OS-OHS-87	Industrial Establishments Regulation under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 851, O.Reg. 450/97, s.2; O.Reg. 528/00, s.7(10). Pre-Start Health/Safety Reviews	Not Specified
378	OENV-Wt.Rs.-9	Drinking Water Protection Regulation under the Ontario Water Resources Act, O.Reg. 459/00, s.11. Information	Not Specified
379	OENV-Wt.Rs.-10	Drinking Water Protection Regulation under the Ontario Water Resources Act, O.Reg. 459/00, s.14(1). Reports	5 Years
380	OSS-Works-1	Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A, s.42. Social Service Delivery Agent Information	Not Specified

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