

Records Management

Classification and Records Retention Schedule



January 31, 2013

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1 OVERVIEW OF CLASSIFICATION CATEGORIES

Communications, Publications and Media

- . Advertising
- . Artwork and Graphic Services
- . Copyright and Permissions
- . Customer Service
- . Internal Communications
- . Marketing
- . Media Relations and News Releases
- . Publications
- . Sales
- . Social Media
- . Statistical Analysis and Reporting
- . Visual Images
- . Web Content

Finance

- . Accounting
- . Asset Management
- . Audit
- . Banking and Cash Management
- . Budgeting and Financial Planning
- . Charity Registration
- . Donor Relations
- . Financial Reporting
- . Financial Statements
- . Foundation Management
- . Grants
- . Insurance Management
- . Investments

Finance (continued)

- . Payroll
- . Pensions
- . Procurement
- . Taxation

Governance

- . Conferences
- . General Council
- . General Council Committees
- . General Council Executive
- . Pastoral Charges
- . Presbyteries

Human Resources

- . Awards and Scholarships
- . Benefits
- . Compensation and Salaries
- . Employees
- . Organization and Job Descriptions
- . Pension Administration
- . Recruitment
- . Staff Events and Initiatives
- . Training and Development
- . Vacation and Absences

Information Management and Technology

- . Access to Information and Privacy
- . Archives Management
- . Computer Operations
- . Hardware
- . Records Management
- . Software
- . Telecommunications

Legal

- . Bylaws
- . Claims
- . Contracts and Agreements
- . Estates
- . Intellectual Property
- . Laws and Regulations
- . Legal Matters and Cases
- . Licenses and Permits
- . Notarizations
- . Power of Attorney
- . Precedents
- . Property

Operations

- . Facility Management
- . Security
- . Travel
- . Unit Planning
- . Visitors

Pastoral Relations

- . Admissions
- . Appointments
- . Candidacy
- . Education and Ministry Vocations
- . Ministry Personnel
- . Settlement

Programming and Education

- . Aboriginal Initiatives
- . Children and Youth
- . Curriculum
- . Education Programs
- . French Initiatives
- . Gender Initiatives
- . Intercultural Initiatives
- . Missions
- . Programming

Social Issues and Partnerships

- . Environment
- . Family and Health Issues
- . Global Partnerships and Agencies
- . Governments
- . Political and Economic Issues
- . Religious Agencies
- . Social and Ethical Issues

2 OVERVIEW OF RECORDS RETENTION REQUIREMENTS

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
Communications, Publications and Media	100									
. Advertising	110			Internal	Electronic	CY		7	Archival Review	
. Artwork and Graphic Services	120		VR	Internal	Electronic	SO		3	Archival Review	
. Copyright and Permissions	130		VR	Internal	Electronic	SO		3	Archival Review	126, 744-751
. Customer Service	140	PI		Confidential	Electronic	CY		3	Dispose	15, 16, 27, 18, 19, 20, 21, 23, 55
. Internal Communications	150			Internal	Electronic	CY		3	Dispose	88
. Marketing	170			Internal	Electronic	CY		7	Archival Review	
. Media Relations and News Releases	180			Internal	Electronic	CY		7	Archives	
. Publications	190			Internal	Electronic /Paper	P				
. Sales	200	PI		Internal	Electronic	CY		7	Dispose	752
. Social Media	210			Internal	Electronic	CY		3	Archival Review	
. Statistical Analysis and Reporting	220			Internal	Electronic	P				
. Visual Images	230			Internal	Electronic	CY		7	Archives	
. Web Content	240			Public	Electronic	CY		7	Archival Review	
Finance	300									
. Accounting	310	PI	VR	Confidential	Electronic	CY		7	Dispose	54,71, 72, 82, 83, 137, 140, 752, 757-759
. Asset Management	320		VR	Confidential	Electronic	E	Disposal of Asset	7	Archives	
. Audit	330			Confidential	Electronic	P				7, 140
. Banking and Cash Management	340		VR	Confidential	Electronic	CY		7	Dispose	8

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
. Budgeting and Financial Planning	350			Internal	Electronic	CY		20	Archival Review	
. Charity Registration	360		VR	Internal	Electronic	CY		7	Archival Review	757-759
. Donor Relations	370	PI	VR	Confidential	Electronic	CY		7	Archival Review	753-757, 757-759
. Financial Reporting	380		VR	Internal	Electronic	CY		20	Archival Review	54, 71, 72, 82, 83, 137, 140
. Financial Statements	381		VR	Public	Electronic /Paper	P				54, 71, 72, 82, 83, 137, 140, 396, 397, 428, 430-491
. Foundation Management	390		VR	Internal	Electronic	CY		7	Archival Review	
. Grants	400			Internal	Electronic	CY		7	Archival Review	
. Insurance Management	410	PI	VR	Internal	Electronic	E	Termination of Policy	3	Archival Review	
. Investments	420		VR	Internal	Electronic	E	Disposal of Asset	7	Archival Review	
. Payroll	430	PI	VR	Confidential	Electronic	CY		10	Dispose	264-287
. Pensions	440	PI	VR	Confidential	Electronic	P				505-517
. Procurement	450			Internal	Electronic	CY		7	Dispose	
. Taxation	460		VR	Internal	Electronic	P				148-159, 320, 615-661
Governance	500									
. Conferences	520		VR	Internal	Electronic	P		7	Archives	
. General Council	530		VR	Internal	Electronic	P		7	Archives	
. General Council Committees	540		VR	Internal	Electronic	P		7	Archival Review	
. General Council Executive	550		VR	Confidential	Electronic	P		7	Archival Review	
. Pastoral Charges	560	PI	VR	Confidential	Electronic	CY		7	Archival Review	
. Presbyteries	570			Internal	Electronic	CY		7	Archival Review	
Human Resources	700									

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
. Awards and Scholarships	710	PI		Confidential	Electronic	CY		7	Archival Review	
. Benefits	720	PI	VR	Confidential	Electronic	E	Termination of Benefits	7	Dispose	
. Compensation and Salaries	730	PI		Confidential	Electronic	CY		7	Dispose	
. Employees	740	PI	VR	Confidential	Electronic	E	Termination or Death of Employee	50	Dispose	26, 27, 49, 90-104, 264-287, 500-502, 518-569
. Organization and Job Descriptions	750			Internal	Electronic	SO		20	Archival Review	
. Pension Administration	760	PI	VR	Confidential	Electronic	P				505-517
. Recruitment	770	PI		Internal	Electronic	CY		7	Dispose	
. Staff Events and Initiatives	790			Internal	Electronic	CY		7	Dispose	
. Training and Development	800	PI		Confidential	Electronic	CY		7	Dispose	31
. Vacation and Absences	810	PI	VR	Confidential	Electronic	CY		10	Dispose	37, 38, 39, 41, 241-261, 264-287
Information Management and Technology	900									
. Access to Information and Privacy	910	PI		Confidential	Electronic	CY		7	Dispose	144, 145, 146, 293, 401, 497, 518-569
. Archives Management	920			Internal	Electronic	P				
. Computer Operations	930		VR	Internal	Electronic	CY		7	Dispose	
. Hardware	940		VR	Internal	Electronic	E	Disposition of Hardware	7	Archival Review	
. Records Management	950		VR	Internal	Electronic	P				
. Software	960		VR	Internal	Electronic	E	Disposition of Software	7	Archival Review	
. Telecommunications	970		VR	Internal	Electronic	CY		7	Dispose	

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
Legal	1000									
. Bylaws	1010		VR	Internal	Electronic	P				72, 74, 128, 139
. Claims	1020	PI	VR	Confidential	Electronic	E	Completion of Claim or Litigation	7	Archival Review	61, 160-176, 386-393, 576, 577, 580-586, 666-680
. Contracts and Agreements	1030	PI	VR	Confidential	Electronic /Paper	E	Termination of Contract and Expiry of Appeal Period	7	Archival Review	15, 386-393, 492
. Estates	1040	PI	VR	Confidential	Electronic /Paper	P				321, 753-759
. Intellectual Property	1050		VR	Internal	Electronic	P				
. Laws and Regulations	1060			Public	Electronic	SO		7	Archival Review	
. Legal Matters and Cases	1070	PI	VR	Confidential	Electronic /Paper	E	Completion of Case and Expiry of Appeal Period	7	Archival Review	61, 87, 160-176, 386-393, 576, 577, 580-586, 666-680
. Licenses and Permits	1080		VR	Internal	Electronic	E	Expiry of License or Permit	7	Archival Review	395
. Notarizations	1090		VR	Internal	Electronic /Paper	CY		7	Archival Review	
. Power of Attorney	1100	PI	VR	Confidential	Electronic /Paper	SO		7	Dispose	
. Precedents	1120		VR	Internal	Electronic	P				
. Property	1130		VR	Internal	Electronic /Paper	E	Disposition of Property or Termination of Lease or Agreement	7	Archives	357-385, 591-614

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
Operations	1200									
. Unit Planning	1210			Internal	Electronic	CY		7	Archival Review	
. Facility Management	1220			Internal	Electronic	CY		7	Dispose	
. Security	1230	PI		Confidential	Electronic	CY		7	Dispose	
. Travel	1240	PI		Confidential	Electronic	CY		7	Dispose	
. Visitors	1250	PI		Confidential	Electronic	CY		7	Dispose	
Pastoral Relations	1300									
. Admissions	1310	PI		Confidential	Electronic	CY		10	Archival Review	
. Appointments	1320	PI		Confidential	Electronic	CY		10	Archival Review	
. Candidacy	1330	PI		Confidential	Electronic	CY		10	Archival Review	
. Education and Ministry Vocations	1340	PI		Confidential	Electronic	CY		10	Archival Review	
. Ministry Personnel	1350	PI		Confidential	Electronic	E	Termination or Death of Employee	50	Archives	
. Settlement	1360	PI		Confidential	Electronic	E	Termination or Death of Employee	50	Archives	
Programming and Education	1400									
. Aboriginal Initiatives	1410			Internal	Electronic	SO		7	Archival Review	
. Children and Youth	1420			Internal	Electronic	SO		7	Archival Review	
. Curriculum	1430			Internal	Electronic	SO		7	Archival Review	
. Education Programs	1440			Internal	Electronic	SO		7	Archival Review	
. French Initiatives	1450			Internal	Electronic	SO		7	Archival Review	
. Gender Initiatives	1460			Internal	Electronic	SO		7	Archival Review	

Function, Sub-function, Activity	Reference Number	PIB	Vital Records	Security Access	Media	Trigger Event	Event Description	Retention Period (Years)	Disposition	Citations See Appendix 1
. Intercultural Initiatives	1470			Internal	Electronic	SO		7	Archival Review	
. Missions	1480			Internal	Electronic	SO		7	Archival Review	
. Programming	1490			Internal	Electronic	SO		7	Archival Review	
Social Issues and Partnerships	1500									
. Environment	1510			Internal	Electronic	SO		7	Archival Review	
. Family and Health Issues	1520			Internal	Electronic	SO		7	Archival Review	
. Global Partnerships and Agencies	1530			Internal	Electronic	SO		7	Archival Review	
. Governments	1540			Internal	Electronic	SO		7	Archival Review	
. Political and Economic Issues	1550			Internal	Electronic	SO		7	Archival Review	
. Religious Agencies	1560			Internal	Electronic	SO		7	Archival Review	
. Social and Ethical Issues	1570			Internal	Electronic	SO		7	Archival Review	

5. ALPHABETIC LIST

Aboriginal Initiatives

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Access to Information and Privacy

SUBJECT CATEGORY: IN Information Management and Technology
FUNCTION: Information Management and Technology
SECURITY ACCESS: CON Confidential
PERSONAL INFORMATION: PERSONAL INFORMATION Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Accounting

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
USED FOR: Accounts Payable
Accounts Receivable
Credit Card Processing
General Ledger
Journal Entries
RELATED TERM: Financial Reporting
Travel
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Accounts Payable

USE: Accounting

Accounts Receivable

USE: Accounting

Admissions

SUBJECT CATEGORY: PA Pastoral Relations

FUNCTION: Pastoral Relations

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 10 10 Years

RETENTION TYPE: CY Calendar Year

Advertising

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Agency Partnerships

USE: Global Partnerships and Agencies

Appointments

SUBJECT CATEGORY: PA Pastoral Relations

FUNCTION: Pastoral Relations

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 10 10 Years

RETENTION TYPE: CY Calendar Year

Archives Management

SUBJECT CATEGORY: IN Information Management and Technology

FUNCTION: Information Management and Technology

SECURITY ACCESS: INT Internal

RETENTION TYPE: P Permanent

Artwork and Graphic Services

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 3 3 Years

Asset Management

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
RELATED TERM: Property
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Audio Visual Materials

USE: Visual Images

Audit

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: CON Confidential
RETENTION TYPE: P Permanent

AV Materials

USE: Visual Images

Awards and Scholarships

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: CON Confidential
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Backup

USE: Computer Operations

Banking and Cash Management

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance

SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Benefits

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Budgeting and Financial Planning

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: INT Internal
RETENTION TIME: 20 20 Years
RETENTION TYPE: CY Calendar Year

Bylaws

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
RELATED TERM: General Council
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Camp Ministries

USE: Programming

Campus Ministries

USE: Programming

Candidacy

SUBJECT CATEGORY: PA Pastoral Relations
FUNCTION: Pastoral Relations
SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 10 10 Years
RETENTION TYPE: CY Calendar Year

Charity Registration

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
RELATED TERM: Donor Relations
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Children and Youth

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Claims

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Commissions

USE: General Council Executive

Committee Memberships

USE: General Council Committees

Committee Minutes

USE: General Council Committees

Committee Nominations

USE: General Council Committees

Committee Reports

USE: General Council Committees

Communications, Publications and Media

SUBJECT CATEGORY: CO Communications, Publications and Media

SUB-FUNCTION: Advertising

Artwork and Graphic Services

Copyright and Permissions

Customer Service

Internal Communications

Marketing

Media Relations and News Releases

Publications

Sales

Social Media

Statistical Analysis and Reporting

Visual Images

Web Content

Compensation and Salaries

SUBJECT CATEGORY: HU Human Resources

FUNCTION: Human Resources

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Computer Operations

SUBJECT CATEGORY: IN Information Management and Technology

FUNCTION: Information Management and Technology

USED FOR: Backup

Disaster Recovery

RELATED TERM: Security

SECURITY ACCESS: INT Internal

VITAL RECORD: VR Vital Record

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Conferences

SUBJECT CATEGORY: GO Governance
FUNCTION: Governance
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: P Permanent

Congregations

USE: Pastoral Charges

Contracts and Agreements

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Copyright and Permissions

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
USED FOR: Royalties
RELATED TERM: Intellectual Property
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 3 3 Years

Credit Card Processing

USE: Accounting

Curriculum

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
USED FOR: Faith and Liturgy
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Customer Service

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

USED FOR: INFO Email Account Management

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 3 3 Years

RETENTION TYPE: CY Calendar Year

Deaf Ministries

USE: Programming

Disaster Recovery

USE: Computer Operations

Donations

USE: Donor Relations

Donor Relations

SUBJECT CATEGORY: FI Finance

FUNCTION: Finance

USED FOR: Donations

RELATED TERM: Charity Registration

Estates

Foundation Management

SECURITY ACCESS: CON Confidential

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Education and Ministry Vocations

SUBJECT CATEGORY: PA Pastoral Relations

FUNCTION: Pastoral Relations

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 10 10 Years

RETENTION TYPE: CY Calendar Year

Education Centers

USE: Education Programs

Education Programs

SUBJECT CATEGORY: PR Programming and Education

FUNCTION: Programming and Education

USED FOR: Education Centers

Theological Schools

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Employees

SUBJECT CATEGORY: HU Human Resources

FUNCTION: Human Resources

USED FOR: Personnel Files

RELATED TERM: Security

Travel

SECURITY ACCESS: CON Confidential

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 50 50 Years

RETENTION TYPE: EV Event

Environment

SUBJECT CATEGORY: SO Social Issues and Partnerships

FUNCTION: Social Issues and Partnerships

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

Estates

SUBJECT CATEGORY: LE Legal

FUNCTION: Legal

RELATED TERM: Donor Relations

SECURITY ACCESS: CON Confidential

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TYPE: P Permanent

Facility Management

SUBJECT CATEGORY: OP Operations

FUNCTION: Operations

USED FOR: Parking

RELATED TERM: Property

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Faith and Liturgy

USE: Curriculum

Family and Health Issues

SUBJECT CATEGORY: SO Social Issues and Partnerships

FUNCTION: Social Issues and Partnerships

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

Finance

SUBJECT CATEGORY: FI Finance

SUB-FUNCTION: Accounting

Asset Management

Audit

Banking and Cash Management

Budgeting and Financial Planning

Charity Registration

Donor Relations

Financial Reporting

Financial Statements

Foundation Management

Grants

Insurance Management

Investments

Payroll

Pensions

Procurement

Taxation

Financial Reporting

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
RELATED TERM: Accounting
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 20 20 Years
RETENTION TYPE: CY Calendar Year

Financial Statements

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: PUB Public
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Footage

USE: Visual Images

Foundation Management

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
RELATED TERM: Donor Relations
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

French Initiatives

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Gender Initiatives

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education

USED FOR: Men's Initiatives
Trans-gender Initiatives
Women's Initiatives
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

General Council

SUBJECT CATEGORY: GO Governance
FUNCTION: Governance
RELATED TERM: Bylaws
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: P Permanent

General Council Committees

SUBJECT CATEGORY: GO Governance
FUNCTION: Governance
USED FOR: Committee Memberships
Committee Minutes
Committee Nominations
Committee Reports
Task Groups
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: P Permanent

General Council Executive

SUBJECT CATEGORY: GO Governance
FUNCTION: Governance
USED FOR: Commissions
Hearings
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: P Permanent

General Ledger

USE: Accounting

Global Partnerships and Agencies

FUNCTION: Social Issues and Partnerships

USED FOR: Agency Partnerships

RELATED TERM: Missions

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

Governance

SUBJECT CATEGORY: GO Governance

SUB-FUNCTION: Conferences

General Council

General Council Committees

General Council Executive

Pastoral Charges

Presbyteries

Governments

SUBJECT CATEGORY: SO Social Issues and Partnerships

FUNCTION: Social Issues and Partnerships

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

Grants

SUBJECT CATEGORY: FI Finance

FUNCTION: Finance

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Hardware

SUBJECT CATEGORY: IN Information Management and Technology

FUNCTION: Information Management and Technology

SECURITY ACCESS: INT Internal

VITAL RECORD: VR Vital Record

RETENTION TIME: 7 7 Years

RETENTION TYPE: EV Event

Hearings

USE: General Council Executive

Human Resources

SUBJECT CATEGORY: HU Human Resources

SUB-FUNCTION: Awards and Scholarships

Benefits

Compensation and Salaries

Employees

Organization and Job Descriptions

Pension Administration

Recruitment

Staff Events and Initiatives

Training and Development

Vacation and Absences

INFO Email Account Management

USE: Customer Service

Information Management and Technology

SUBJECT CATEGORY: IN Information Management and Technology

SUB-FUNCTION: Access to Information and Privacy

Archives Management

Computer Operations

Hardware

Records Management

Software

Telecommunications

Insurance Management

SUBJECT CATEGORY: FI Finance

FUNCTION: Finance

RELATED TERM: Property

SECURITY ACCESS: INT Internal

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 3 3 Years

RETENTION TYPE: EV Event

Intellectual Property

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
RELATED TERM: Copyright and Permissions
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Intercultural Initiatives

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
USED FOR: Multicultural Initiatives
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Internal Communications

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
USED FOR: Meeting Minutes
Project Planning
Project Updates
RELATED TERM: Unit Planning
SECURITY ACCESS: INT Internal
RETENTION TIME: 3 3 Years
RETENTION TYPE: CY Calendar Year

Inventory

USE: Publications

Investments

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Journal Entries

USE: Accounting

Laws and Regulations

SUBJECT CATEGORY: LE Legal

FUNCTION: Legal

SECURITY ACCESS: PUB Public

RETENTION TIME: 7 7 Years

Legal

SUBJECT CATEGORY: LE Legal

SUB-FUNCTION: Bylaws

Claims

Contracts and Agreements

Estates

Intellectual Property

Laws and Regulations

Legal Matters and Cases

Licenses and Permits

Notarizations

Power of Attorney

Precedents

Property

Legal Matters and Cases

SUBJECT CATEGORY: LE Legal

FUNCTION: Legal

SECURITY ACCESS: CON Confidential

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 7 7 Years

RETENTION TYPE: EV Event

Licenses and Permits

SUBJECT CATEGORY: LE Legal

FUNCTION: Legal

SECURITY ACCESS: INT Internal

VITAL RECORD: VR Vital Record

RETENTION TIME: 7 7 Years

RETENTION TYPE: EV Event

Marketing

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Media Relations and News Releases

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Meeting Minutes

USE: Internal Communications

Men's Initiatives

USE: Gender Initiatives

Ministry Personnel

SUBJECT CATEGORY: PA Pastoral Relations

FUNCTION: Pastoral Relations

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 50 50 Years

RETENTION TYPE: EV Event

Missions

SUBJECT CATEGORY: PR Programming and Education

FUNCTION: Programming and Education

RELATED TERM: Global Partnerships and Agencies

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Multicultural Initiatives

USE: Intercultural Initiatives

Notarizations

SUBJECT CATEGORY: LE Legal

FUNCTION: Legal

SECURITY ACCESS: INT Internal

VITAL RECORD: VR Vital Record

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Operations

SUBJECT CATEGORY: OP Operations

SUB-FUNCTION: Facility Management

Security

Travel

Unit Planning

Visitors

Organization and Job Descriptions

SUBJECT CATEGORY: HU Human Resources

FUNCTION: Human Resources

SECURITY ACCESS: INT Internal

RETENTION TIME: 20 20 Years

Parking

USE: Facility Management

Pastoral Charges

SUBJECT CATEGORY: GO Governance

FUNCTION: Governance

USED FOR: Congregations

RELATED TERM: Settlement

SECURITY ACCESS: CON Confidential

VITAL RECORD: VR Vital Record

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Pastoral Relations

SUBJECT CATEGORY: PA Pastoral Relations
SUB-FUNCTION: Admissions
Appointments
Candidacy
Education and Ministry Vocations
Ministry Personnel
Settlement

Payroll

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PI: PI Personal Information
RETENTION TIME: 10 10 Years
RETENTION TYPE: CY Calendar Year

Pension Administration

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TYPE: P Permanent

Pensions

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TYPE: P Permanent

Personnel Files

USE: Employees

Political and Economic Issues

SUBJECT CATEGORY: SO Social Issues and Partnerships
FUNCTION: Social Issues and Partnerships

SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years

Power of Attorney

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PI: PI Personal Information
RETENTION TIME: 7 7 Years

Precedents

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Presbyteries

SUBJECT CATEGORY: GO Governance
FUNCTION: Governance
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Procurement

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Programming

SUBJECT CATEGORY: PR Programming and Education
FUNCTION: Programming and Education
USED FOR: Camp Ministries
Campus Ministries
Deaf Ministries
SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Programming and Education

SUBJECT CATEGORY: PR Programming and Education
SUB-FUNCTION: Aboriginal Initiatives
Children and Youth
Curriculum
Education Programs
French Initiatives
Gender Initiatives
Intercultural Initiatives
Missions
Programming

Project Planning

USE: Internal Communications

Project Updates

USE: Internal Communications

Property

SUBJECT CATEGORY: LE Legal
FUNCTION: Legal
RELATED TERM: Asset Management
Facility Management
Insurance Management
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Publications

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
USED FOR: Inventory
Warehousing
SECURITY ACCESS: INT Internal
RETENTION TYPE: P Permanent

Records Management

SUBJECT CATEGORY: IN Information Management and Technology
FUNCTION: Information Management and Technology
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Recruitment

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: INT Internal
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Religious Agencies

SUBJECT CATEGORY: SO Social Issues and Partnerships
FUNCTION: Social Issues and Partnerships
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years

Royalties

USE: Copyright and Permissions

Security Access

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
SECURITY ACCESS: INT Internal
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Security

SUBJECT CATEGORY: OP Operations
FUNCTION: Operations
RELATED TERM: Computer Operations
Employees
SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Settlement

SUBJECT CATEGORY: PA Pastoral Relations
FUNCTION: Pastoral Relations
RELATED TERM: Pastoral Charges
SECURITY ACCESS: CON Confidential
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 50 50 Years
RETENTION TYPE: EV Event

Social and Ethical Issues

SUBJECT CATEGORY: SO Social Issues and Partnerships
FUNCTION: Social Issues and Partnerships
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years

Social Issues and Partnerships

SUBJECT CATEGORY: SO Social Issues and Partnerships
SUB-FUNCTION: Environment
Family and Health Issues
Global Partnerships and Agencies
Governments
Political and Economic Issues
Religious Agencies
Social and Ethical Issues

Social Media

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
SECURITY ACCESS: INT Internal
RETENTION TIME: 3 3 Years
RETENTION TYPE: CY Calendar Year

Software

SUBJECT CATEGORY: IN Information Management and Technology
FUNCTION: Information Management and Technology

SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: EV Event

Staff Events and Initiatives

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Statistical Analysis and Reporting

SUBJECT CATEGORY: CO Communications, Publications and Media
FUNCTION: Communications, Publications and Media
SECURITY ACCESS: INT Internal
RETENTION TYPE: P Permanent

Task Groups

USE: General Council Committees

Taxation

SUBJECT CATEGORY: FI Finance
FUNCTION: Finance
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TYPE: P Permanent

Telecommunications

SUBJECT CATEGORY: IN Information Management and Technology
FUNCTION: Information Management and Technology
SECURITY ACCESS: INT Internal
VITAL RECORD: VR Vital Record
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Theological Schools

USE: Education Programs

Training and Development

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
RELATED TERM: Travel
SECURITY ACCESS: CON Confidential
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Trans-gender Initiatives

USE: Gender Initiatives

Travel

SUBJECT CATEGORY: OP Operations
FUNCTION: Operations
RELATED TERM: Accounting
Employees
Training and Development
SECURITY ACCESS: CON Confidential
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Unit Planning

SUBJECT CATEGORY: OP Operations
FUNCTION: Operations
RELATED TERM: Internal Communications
SECURITY ACCESS: INT Internal
RETENTION TIME: 7 7 Years
RETENTION TYPE: CY Calendar Year

Vacation and Absences

SUBJECT CATEGORY: HU Human Resources
FUNCTION: Human Resources
SECURITY ACCESS: CON Confidential
VITAL RECORD: VR Vital Record
PERSONAL INFORMATION: PI Personal Information
RETENTION TIME: 10 10 Years
RETENTION TYPE: CY Calendar Year

Videos

USE: Visual Images

Visitors

SUBJECT CATEGORY: OP Operations

FUNCTION: Operations

SECURITY ACCESS: CON Confidential

PERSONAL INFORMATION: PI Personal Information

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Visual Images

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

USED FOR: Audio Visual Materials

AV Materials

Footage

Videos

SECURITY ACCESS: INT Internal

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Warehousing

USE: Publications

Web Content

SUBJECT CATEGORY: CO Communications, Publications and Media

FUNCTION: Communications, Publications and Media

SECURITY ACCESS: PUB Public

RETENTION TIME: 7 7 Years

RETENTION TYPE: CY Calendar Year

Women's Initiatives

USE: Gender Initiatives

APPENDIX 1: RECORDS RETENTION CITATIONS

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
7	CAN: Auditor General Act	FFD-Au.Ge.-1 — Auditor General — Records Retention Reports	Not specified “shall call attention to essential records / accounts not maintained”
8	CAN: Bank Act	FBF-Bank-46 — Access to Bank Records	PRIVACY
15	ONT: Consumer Protection Act	OBS-Cn.Pr02-1 — Contract Rescission or Damages Actions — Limitation Period for Notice	Event + 1 year (Event = Entering agreement)
16	ONT: Consumer Protection Act	OBS-Cn.Pr02-2 — Offence Prosecutions — Limitation Period	Event + 2 years (Event = Facts first became known to Director)
18	ONT: Consumer Protection Act	OBS-Cn.Pr02-4 — Unsolicited Goods Refunds — Limitation Period	Event + 1 year (Event = Made payment)
19	ONT: Consumer Protection Act	OBS-Cn.Pr02-5 — Future Performance Agreements Cancellation — Limitation Period	Event + 1 year (Event = Date of entering into agreement)
20	ONT: Consumer Protection Act	OBS-Cn.Pr02-6 — Illegal Fees Refund — Limitation Period	Event + 1 year (Event = Made payment)
21	ONT: Consumer Protection Act	OBS-Cn.Pr02-7 — Posting of Information — Mechanics	Not specified
23	ONT: Consumer Protection Act	OBS-Cn.Pr02-9 — Director — Public Record	Not specified “shall maintain”
26	CAN: Canada Labour Code	FHR-Lb.Cd.-4 — Employers — Employment Records	Event + 3 years (Event = Work performed by employee)
27	CAN: Canada Labour Code	FHR-Lb.Cd.-5 — Employers — Commencement and Termination Date of Employees Records	Event + 3 years (36 months) (Event = Termination of employment)
31	CAN: Canada Labour Code	FHR-Lb.Cd.-11 — Employers — Regulations, Training Information, Health and Security Accessfety Records, Security Accessfety Codes and Policies, Hazard Reports	Not specified “shall keep and maintain/provide/make readily available”
37	CAN: Labour Relations Act.	FHR-Lb.Cd.-17 — Employers — Posting of New Work Schedules	Not specified
38	CAN: Labour Relations Act.	FHR-Lb.Cd.-18 — Employers — Posting of New Modified Schedules	Not specified

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
39	CAN: Labour Relations Act.	FHR-Lb.Cd.-19 — Employers — Posting of Holiday Substitution Notices	Not specified
41	CAN: Labour Relations Act.	FHR-Lb.Cd.-22 — Employers — Posting of Work Schedules	Event = Keep posted as long as modified work schedule in effect
49	CAN: Labour Relations Act.	FHR-Lb.Cd.-30 — Employers — Posting of Notices of Termination	Not specified
54	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-2 — Not-for-Profit Corporations — Accounting Records	Event + 6 years (Event = End of financial year relate to)
55	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-4 — Not-for-Profit Corporations — Electronic Documents	Event = Except for listed exceptions may be sent to address by posting on website and providing notice of location of
61	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-11 — Notices of Adverse Claim — Limitation Period	Event + 1 year (Event = Day notice received)
71	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-21 — Not-for-Profit Corporations — Accounting Records, Meeting Minutes / Resolutions	Event = Shall maintain and retain for prescribed period at registered office of corporation or other director designated place; if records available for inspection via technology during regular office hours at that place
72	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-22 — Not-for-Profit Corporations — Records Format	Event = All registers and records may be in any form provided capable of being reproduced in intelligible written form within reasonable time
74	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-24 — Not-for-Profit Corporation Trustees — Lists of Debt Obligation Holders	Keep to provide holders on request/shall furnish
82	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-32 — Corporations — Subsidiaries Financial Statements / Consolidated Statements	Not specified “shall keep at registered office”
83	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-33 — Corporations — Annual Comparative Financial Statements	Keep to furnish Director on request
87	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-37 — Offence Prosecutions — Limitation Period	Event + 2 years (Event = Subject matter of complaint arose)
88	CAN: Canada Not For Profit Corporations Act	FC-CNFPC-38 — Electronic Documents	Event = Electronic documents Security Access satisfactory if meet listed requirements
90	Canada Pension Plan	FHR-CPP-2 — Canada Pension Plan Records	Event + 6 years (Event = Longer of: End of year records and books of account kept for or: written permission for dispoSecurity Accessl given by Minister, or: end of appeal periods)
91	Canada Pension Plan	FHR-CPP-4 — Canada Pension Plan Proceedings — Request for Reinstatement — Limitation Period	Event + 2 years (Event = Month ceased to receive diSecurity Accessibility pension)
92	Canada Pension Plan	FHR-CPP-7 — Record of Earnings Error Claims — Limitation Period	Event + 4 years (Event = End of year entry made)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
93	Canada Pension Plan	FHR-CPP-8 — Employers — Record of Social Insurance Numbers	Not specified “shall maintain for each employee”
94	Canada Pension Plan	FHR-CPP-9 — Offence Prosecutions — Limitation Period	5 years
95	Canada Pension Plan	FHR-CPP-10 — Access to CPP Information	PRIVACY
96	Canada Pension Plan	FHR-CPP-11 — Employee Returns	Keep to supply on request
97	Canada Pension Plan	FHR-CPP-12 — Access to Privileged Canada Pension Plan Information	PRIVACY
98	Canada Pension Plan	FHR-CPP-13 — Tribunal — Appeal Documentary Evidence	Event = After rendering decision, members shall return to Commissioner all documents
99	Canada Pension Plan	FHR-CPP-14 — Assessments and Re-assessments — Limitation Period	Event + 4 years (Event = Day contribution should have been paid; unless fraud)
100	Canada Pension Plan	FHR-CPP-15 - Rulings - Limitation Period	Event + 1 year (Event = June 30th of year to to which question relates; unless request by Minister of Social Development who can request ruling at any time)
101	Canada Pension Plan	FHR-CPP-16 - Appeal of Rulings and Assessments or Appeal to Tax Court of Canada - Limitation Period	Event + 3 months (90 days)(Event = Day person notified of ruling or assessment or decision)
102	Canada Pension Plan	FHR-CPP-18 — Requests for Reinstatement of DiSecurity Accessibility Pension — Limitation Period	Event + 1 year (12 months) (Event = Month person became incapable of working again)
103	Canada Pension Plan	FHR-CPP-19 — Canada Pension Plan Penalty Proceedings — Limitation Period	Event + 5 years (Event = Minister becomes aware of subject–matter of proceedings; if prosecution initiated)
104	Canada Pension Plan	FHR-CPP-20 — Canada Pension Plan Specified Overpayment Claims — Limitation Period	Event + 10 years (Event = End of year overpayment made)
126	CAN: Copyright Act	FFD-Copy.-1 — Minister of Industry — Register of Copyrights, Indices	Not specified “shall cause to be kept at Copyright Office”
128	ONT: Corporations Act	OC-Corp.-2 — False Statement Offence Prosecutions — Limitation Period	Event + 1 year (Event = facts first came to knowledge of Minister or Deputy Minister)
137	ONT: Corporations Act	OC-Corp.-13 — Corporations — Accounting Records/Books of Account	Not specified “shall cause to be kept at head office of corporation”
139	ONT: Corporations Act	OC-Corp.-15 — Actions against Directors of Wages and Vacation Pay — Limitation Period	Event = While they are directors
140	ONT: Corporations Act	OC-Corp.-16 — Auditors Reports, Financial Statements	Keep to make available for inspection on request

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
144	ONT: Corporate Information Act	OC-Corp.In.-3 — Access to Corporations Information	PRIVACY
145	ONT: Corporate Information Act	OC-Corp.In.-4 — Corporations — Prescribed Information	Keep to provide Minister on request within time specified in notice
146	ONT: Corporate Information Act	OC-Corp.In.-5 — Minister — Corporations Information Format	Event = Records may be bound, loose-leaf, electronic, photographic or recorded by mechanical or edp or any other information storage device capable of reproducing information in accurate and intelligible form within reasonable time
148	ONT: Corporations Tax Act	OF-Corp.Tx.-1 — Small Business Development Corporation — Accounting Books and Records	Not specified “shall keep”
149	ONT: Corporations Tax Act	OF-Corp.Tx.-4 — Corporations Tax Offences — Limitation Period	6 years
150	ONT: Corporations Tax Act	OF-Corp.Tx.-5 — Tax Return Refund Overpayment Claim — Limitation Period	Event + 4 years (Event = End of taxation year)
151	ONT: Corporations Tax Act	OF-Corp.Tx.-6 — 20.(1)(n) Property Claim — Limitation Period	Event + 3 years (36 months) (Event = End of taxation year)
152	ONT: Corporations Tax Act	OF-Corp.Tx.-7 — Workplace Accessibility Tax Incentive Certificates	Not specified “retains”
153	ONT: Corporations Tax Act	OF-Corp.Tx.-8 — Eligible Equipment or Learning Technology Certificates	Not specified “retains”
154	ONT: Corporations Tax Act	OF-Corp.Tx.-10 — Certificates of Qualifying Work Placements	Not specified “required to be kept”
155	ONT: Corporations Tax Act	OF-Corp.Tx.-11 — Certificates that Return Information and Documents are in Agreement with Records and Books of Account	Not specified “required to be kept”
156	ONT: Corporations Tax Act	OF-Corp.Tx.-13 — Re-Assessments of Canadian-Controlled Private Corporations — Limitation Period	Event + 4 years (Event = Day of mailing of notice of original assessment or notification of no tax due)
157	ONT: Corporations Tax Act	OF-Corp.Tx.-14 — Application for Extension of Time for Notice of Objection or Appeal — Limitation Period	Event + 1 year (Event = Mailing of notice of assessment that is subject of objection unless explanation Security Accessisfactory to the Minister is provided and Minister agrees to the extension of time)
158	ONT: Corporations Tax Act	OF-Corp.Tx.-15 — Failure to Pay Taxes Notices of Property Security Accessle Claims — Limitation Period	Event + 3 years (Event = Date of mailing of notice of assessment or reassessment)
159	ONT: Corporations Tax Act	OF-Corp.Tx.-24 — Notices of Objection — Limitation Period	Event + 3 months (90 days) (Event = Day notice /revised notice of determination sent; unless extended by Minister within 6 months (180 days))

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
160	ONT: Courts of Justice Act	OJPP-Cr.Js.-8 — Actions where Statement of Defence Filed but Actions not on Trial List — Limitation Period	Event + 2 years (Event = Filing of first statement of defence; after 3 months (90 days) notice)
161	ONT: Courts of Justice Act	OJPP-Cr.Js.-9 — Provincial Court — Statements of Claim	Not specified “original shall remain in court file”
162	ONT: Courts of Justice Act	OJPP-Cr.Js.-17 — Small Claim Abandoned Action before July 2006 — Limitation Period	Event + 2 years (Event = claim issued or first defence filed)
163	ONT: Courts of Justice Act	OJPP-Cr.Js.-18 — Offers to Settle and Notice of Withdrawal of Offer	Not specified “shall be in writing”
164	ONT: Courts of Justice Act	OJPP-Cr.Js.-19 — Issuance of Small Claims Writ of Seizure and Security Accessle — Limitation Period	Event + 6 years (Event = Order made; unless have leave of court)
165	ONT: Courts of Justice Act	OJPP-Cr.Js.-20 — Issuance of Small Claims Writ of Seizure and Security Accessle in Force — Limitation Period	Event + 6 years (Event = Date of issue unless renewed)
166	ONT: Courts of Justice Act	OJPP-Cr.Js.-21 — Issuance of Small Claims Writ of Seizure and Security Accessle for Land in Force — Limitation Period	Event + 6 years (Event = Date of issue unless renewed)
167	ONT: Courts of Justice Act	OJPP-Cr.Js.-27 — Abandoned Actions — Limitation Period	Event + 6 months (180 days) (Event = Originating processed issued; and after 45 days notice from registrar; if certain documents not filed)
168	ONT: Courts of Justice Act	OJPP-Cr.Js.-28 — Actions Abandoned after Status Notice — Limitation Period	Event + 3 months (90 days) (Event = Service of status notice; unless action set down)
169	ONT: Courts of Justice Act	OJPP-Cr.Js.-29 — DismissSecurity Accesssls for Delay (Actions) — Limitation Period	Event + 6 months (Event = Close of pleadings; did not set action down)
170	ONT: Courts of Justice Act	OJPP-Cr.Js.-30 — Issuance of Small Claims Writ of Seizure and Security Accessle of Personal Property where Court Order — Limitation Period	Event + 1 year (Event = Order granting leave to issue made)
171	ONT: Courts of Justice Act	OJPP-Cr.Js.-31 — Issuance of Small Claims Writ of Seizure and Security Accessle of Land where Court Order — Limitation Period	Event + 6 years (Event = Order made; only with leave of court)
172	ONT: Courts of Justice Act	OJPP-Cr.Js.-32 — Issuance of Small Claims Writ of Seizure and Security Accessle of Land where Court Extension Order — Limitation Period	Event + 1 year (Event = Date order granting leave to issue made)
173	ONT: Courts of Justice Act	OJPP-Cr.Js.-33 — Notice of Garnishment Extension Orders — Limitation Period	Event + 6 years (Event = Order made; unless leave of court)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
174	ONT: Courts of Justice Act	OJPP-Cr.Js.-34 — Notice of Garnishment where Extension Order — Limitation Period	Event + 1 year (Event = Date order granting leave to issue made)
175	ONT: Courts of Justice Act	OJPP-Cr.Js.-35 — Notices of Garnishment — Limitation Period	Event + 6 years (Event = Date of issue or renewal)
176	ONT: Courts of Justice Act	OJPP-Cr.Js.-36 — Notice of Elections to Proceed or Crossclaims where Action Dismissed for Delay — Limitation Period	Event + 1 month (30 days) (Event = Discontinuance or copy of order served)
241	CAN: Employment Insurance Act	FHR-Em.Ins.-1 — Employment Insurance Offence Prosecutions — Limitation Period	3 years (36 months)
242	CAN: Employment Insurance Act	FHR-Em.Ins.-2 — Benefit Claimant Recoverable Debts — Limitation Period	Event + 6 years (72 months) (Event = Day liability arose; as long as no pending appeal or other review of a decision establishing liability)
243	CAN: Employment Insurance Act	FHR-Em.Ins.-7 — Directors Liability — Limitation Period	Event + 6 years (Event = Act or omission for which penalty imposed)
244	CAN: Employment Insurance Act	FHR-Em.Ins.-9 — Employment Insurance Assessments — Limitation Period	Event + 3 years (Event = End of year premium should have been paid, unless misrepresentation or fraud)
245	CAN: Employment Insurance Act	FHR-Em.Ins.-10 — Employers — Books of Account	Event + 6 years (Event = End of year for which kept; or until written permission given by Minister or until appeal disposed of or time for filing a further appeal has expired)
246	CAN: Employment Insurance Act	FHR-Em.Ins.-11 — Employment Insurance Complaints — Limitation Period	5 years
247	CAN: Employment Insurance Act	FHR-Em.Ins.-12 — Commission — Social Insurance Number Register	Not specified “shall maintain”
248	CAN: Employment Insurance Act	FHR-Em.Ins.-13 — Employers — Undeliverable Records of Employment	Earliest of: 1 year Or: Event = copy requested by Commission or by person
249	CAN: Employment Insurance Act	FHR-Em.Ins.-14 — Employers — Records of Employment	6 years
250	CAN: Employment Insurance Act	FHR-Em.Ins.-16 — Information Returns, Books Accounts and Vouchers Not Kept Allocations — Limitation Period	Event + 3 years (Event = End of year to which insurable earnings or employee’s premiums relate)
251	CAN: Employment Insurance Act	FHR-Em.Ins.-17 — Where Premium Information Returns, Books Accounts and Vouchers not Kept / Allocations — Limitation Period	Event + 3 years (Event = End of year to which premiums relate)
252	CAN: Employment Insurance Act	FHR-Em.Ins.-18 — Commission Warnings — Limitation Period	Event + 6 years (72 months) (Event = Act or omission occurred)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
253	CAN: Employment Insurance Act	FHR-Em.Ins.-19 — Financial Assistance Penalties — Limitation Period	Event + 3 years (36 months) (Event = Act or omission occurred)
254	CAN: Employment Insurance Act	Date:	2010-2
255	CAN: Employment Insurance Act	FHR-Em.Ins.-20 — Debts due Her Majesty Claims — Limitation Period	Event + 6 years (72 months) (Event = Day liability arose)
256	CAN: Employment Insurance Act	FHR-Em.Ins.-21 — Interest Claims — Limitation Period	Event + 6 years (72 months) (Event = Day liability arose)
257	CAN: Employment Insurance Act	FHR-Em.Ins.-22 — Appeals to Minister / Tax Court — Limitation Period	Event + 3 months (90 days) (Event = Person notified of ruling or assessment; or decision communicated; unless Court allows longer; as applicable)
258	CAN: Employment Insurance Act	FHR-Em.Ins.-23 — Overpayment Refund Claims — Limitation Period	Event + 3 years (Event = End of year of overpayment or end of year premiums deducted or required to be paid; as applicable)
259	CAN: Employment Insurance Act	FHR-Em.Ins.-24 — Offence Prosecutions — Limitation Period	Event + 5 years (Event = Commission became aware of subject matter)
260	CAN: Employment Insurance Act	FHR-Em.Ins.-25 — Repayments — Limitation Period	If person deceased between October and May - Event + 6 months (Event = Day of death) , Otherwise: Event = April 30th in next year
261	CAN: Employment Insurance Act	FHR-Em.Ins.-26 — Access to Employment Insurance Information	PRIVACY
262	ONT: Employment Standards Act	OHR-Em.St2000-1 — Complaints — Limitation Period	Event + 2 years (Event = Date of contravention)
263	ONT: Employment Standards Act	OHR-Em.St2000-2 — Employers — Employee Name and Address Records	Event + 3 years (Event = Date employee ceased to be employed by employer)
264	ONT: Employment Standards Act	OHR-Em.St2000-3 — Employers — Employee Records / Date of Birth	Event + 3 years (Event = Earliest of: employee's 18th birthday or: date employee ceased to be employed by employer)
265	ONT: Employment Standards Act	OHR-Em.St2000-4 — Employers — Employment Records / Date Employment Started	Event + 3 years (Event = Date employee ceased to be employed by employer)
266	ONT: Employment Standards Act	OHR-Em.St2000-6 — Employers — Wage Statements and Termination Pay Records	Event + 3 years (Event = Information given to employee)
267	ONT: Employment Standards Act	OHR-Em.St2000-7 — Employers — Home-Workers Register	Event + 3 years (Event = Home-worker ceases to be employed by employers)
268	ONT: Employment Standards Act	OHR-Em.St2000-8 — Employers — Leave Notices, Certificates, Correspondence and Documents	Event + 3 years (Event = Day leave expired.)
269	ONT: Employment Standards Act	OHR-Em.St2000-9 — Director's Liability for Wages, Vacation Pay — Limitation Period	Event + 6 months to 1 year (12 months) (Event = Complaint filed; depending on circumstances as outlined below)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
270	ONT: Employment Standards Act	OHR-Em.St2000-10 — Employment Standards Act, 2000 Offence Prosecutions — Limitation Period	2 years
271	ONT: Employment Standards Act	OHR-Em.St2000-11 — Employers — Vacation Records	3 years
272	ONT: Employment Standards Act	OHR-Em.St2000-12 — Posting of Act and Notices	Not specified
273	ONT: Employment Standards Act	OHR-Em.St2000-13 — Posting of Notices of Termination	Not specified
274	ONT: Employment Standards Act	OHR-Em.St2000-14 — Access to Owners / Managers / Employment Standards Officers — Prescribed Information	PRIVACY
275	ONT: Employment Standards Act	OHR-Em.St2000-15 — Deemed RefuSecurity Accesssl on ss. 103, 104, s. 108 Complaints — Limitation Period	Event + 2 years (Event = Filing of complaint)
276	ONT: Employment Standards Act	OHR-Em.St2000-16 — Director’s Liability — Limitation Period	Event + 2 years (Event = Complaint filed by employee/another employee or: date employment standards officer commenced inspection)
277	ONT: Employment Standards Act	OHR-Em.St2000-17 — Access to Board of Labour Relations Officer Settlement Proceeding Information and Material Disclosure	PRIVACY
278	ONT: Employment Standards Act	OHR-Em.St2000-18 — Offences regarding Records and Documents	Not specified “shall not make, keep or produce”
279	ONT: Employment Standards Act	OHR-Em.St2000-19 — Conviction Disclosure	PRIVACY
280	ONT: Employment Standards Act	OHR-Em.St2000-20 — Pamphlets	Not specified
281	ONT: Employment Standards Act	OHR-Em.St2000-21 — Building Services Providers — Information about Employees	PRIVACY
282	ONT: Employment Standards Act	OHR-Em.St2000-22 — Excess Work Hours Employer Employee Agreements	Event + 3 years (Event = Last day work performed under agreement)
283	ONT: Employment Standards Act	OHR-Em.St2000-25 — Employer Employee Averaging Agreements	Event + 3 years (Event = Last day work performed under agreement)
284	ONT: Employment Standards Act	OHR-Em.St2000-26 — Vacation Stubs / Record	3 years
285	ONT: Employment Standards Act	OHR-Em.St2000-29 — Director — Employee / Employer Obligations	Not specified “shall prepare”

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
286	ONT: Employment Standards Act	OHR-Em.St2000-30 — Employees — Certificates	Keep to provide on request
287	ONT: Employment Standards Act	OHR-Em.St2000-31 — Employment Standards Officers — Seized Records	Event = Shall provide receipt and return records within reasonable time
293	ONT: Freedom of Information and Protection of Privacy Act	OS-FIPP-1 — Information Dangerous to Individual Security Accessfety Exception	PRIVACY
320	CAN: Income Tax Act	FFD-In.Tx.-4 — Federal Bodies that Pays or Credits Amount to Payees — Annual Tax Returns	Not specified “shall file”
321	CAN: Indian Act	FFD-Indi.-17 — Claims against Estates — Limitation Period	Event + 2 months (8 weeks) (Event = Notice first posted)
357	ONT: Land Titles Act	OLR-Ln.Tt.-1 — Cautions — Limitation (Expiry) Period	Event + 5 years (Event = Date of registration)
358	ONT: Land Titles Act	OLR-Ln.Tt.-2 — Covenants Running With Land — Deemed Limitation Period	Event + 40 years (Event = Condition, restriction or covenant registered)
359	ONT: Land Titles Act	OLR-Ln.Tt.-3 — Land Registrar — Instruments/Plans	Not specified “shall be retained in custody of land registrar in his or her office”
360	ONT: Land Titles Act	OLR-Ln.Tt.-5 — Land Registrar — Parcel Register Index	Not specified “shall maintain”
361	ONT: Land Titles Act	OLR-Ln.Tt.-8 — Director of Titles — Property Maps	Not specified “shall maintain”
362	ONT: Land Titles Act	OLR-Ln.Tt.-9 — Register of Leasehold Land	Not specified “shall be kept”
363	ONT: Land Titles Act	OLR-Ln.Tt.-12 — Registration Packages Format	Not specified
364	ONT: Land Titles Act	OLR-Ln.Tt.-13 — Land Registrar — Receiving Records	Not specified “shall record”
365	ONT: Land Titles Act	OLR-Ln.Tt.-14 — Highways Register	Not specified “deemed to be record kept”
366	ONT: Land Titles Act	OLR-Ln.Tt.-15 — Computer Printout Admissible in Evidence	Not specified “recorded electronically”
367	ONT: Land Titles Act	OLR-Ln.Tt.-16 — Expired Covenants — Limitation Period	Event + 10 years (Event = Condition, restriction or covenant was registered)
368	ONT: Land Titles Act	OLR-Ln.Tt.-17 — Possessory Title — Limitation Period	Event + 10 years (Event = Date of registration of person as registered owner with possessory title)
369	ONT: Land Titles Act	OLR-Ln.Tt.-19 — Land CompenSecurity Accesstion — Limitation Period	Event + 6 years (Event = Time suffered loss or in case of minor or incapable person,date minority or incapacity ceased)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
370	ONT: Land Titles Act	OLR-Ln.Tt.-20 — Non-Legal Book, Record, Plan, Registered Instrument Alterations Prosecution — Limitation Period	Event + prosecution period (Event = Time offence first discovered by land registrar)
371	ONT: Land Titles Act	OLR-Ln.Tt.-21 — CompenSecurity Accesstion for Subrogated or Insurance Claims — Limitation Period	Event = October 19, 2006
372	ONT: Land Titles Act	OLR-Ln.Tt.-22 — Fraudulent Entries Offence Proceedings — Limitation Period	Event + 6 years (Event = Facts first came to knowledge of Director of Titles)
373	ONT: Land Titles Act	OLR-Ln.Tt.-23 — Land Titles Certificates of First Registration (Registry Act Documents)	Not specified "shall be registered"
374	ONT: Land Titles Act	OLR-Ln.Tt.-24 — Register of Land Surveys	Not specified "shall register"
375	ONT: Land Titles Act	OLR-Ln.Tt.-25 — Land Registry Office Reference Plan Records	Not specified "has been deposited for record"
376	ONT: Land Titles Act	OLR-Ln.Tt.-26 — Register of Notices of Application	Not specified "shall register"
377	ONT: Land Transfer Tax Act	OF-LTT-1 — Wrongfully Paid Land Conveyance Tax Refunds — Limitation Period	Event + 4 years (Event = date of payment of any amount that is alleged not to have been payable as tax)
378	ONT: Land Transfer Tax Act	OF-LTT-2 — Beneficially Owned Land Conveyance Tax Refunds — Limitation Period	Event + 4 years (Event = date of registration of instrument).
379	ONT: Land Transfer Tax Act	OF-LTT-3 — Land Transfer Tax Act Offence Prosecutions — Limitation Period	6 years
380	ONT: Land Transfer Tax Act	OF-LTT-5 — Land Transfer Tax Act Collectors — Documents, Records and Accounts	Event + 7 years (Event = date conveyance registered or information given to Minister unless written permission for earlier dispoSecurity Accessl received from Minister; at principal place of business in Ontario)
381	ONT: Land Transfer Tax Act	OF-LTT-6 — Land Transfer Tax Act Refund for First Time Purchasers of Newly Constructed Homes — Limitation Period	Event + 18 months (Event = date conveyance or disposition for which tax payable occurs)
382	ONT: Land Transfer Tax Act	OF-LTT-7 — Farm Property Tax Refunds — Limitation Period	Event + 4 years (Event = date conveyance registered)
383	ONT: Land Transfer Tax Act	OF-LTT-8 — Re-Assessments — Limitation Period	Event + 4 years (Event = day tax became payable)
384	ONT: Land Transfer Tax Act	OF-LTT-9 — Re-Assessments after Waivers — Limitation Period	Event + 1 year (Event = date notice of revocation filed)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
385	ONT: Land Transfer Tax Act	OF-LTT-10 — Access to Land Transfer Tax Information	PRIVACY
386	ONT: Limitations Act, 2002	OLA-Limi02-1 — General Limitation Period	2 years
387	ONT: Limitations Act, 2002	OLA-Limi02-2 — Limitation Period for Minors	Event + 2 years (Event = is a minor and has no litigation guardian)
388	ONT: Limitations Act, 2002	OLA-Limi02-3 — Limitation Period for Incapable Persons	Event + 2 years (Event = person incapable and has no litigation guardian)
389	ONT: Limitations Act, 2002	OLA-Limi02-4 — Limitation Period with Litigation Guardian	Later of: Event + 6 months (Event = defendant files notice on litigation guardian), And: 2 years
390	ONT: Limitations Act, 2002	OLA-Limi02-6 — Effect of Attempted Resolution on Limitation Period	Event = Sections 4 and 15 do not run from date agreement is made until –date: claim resolved or: date attempted resolution process terminated or, date: party terminates or withdraws from agreement
391	ONT: Limitations Act, 2002	OLA-Limi02-7 — Ultimate Limitation Period	Event + 15 years (Event = act or omission took place)
392	ONT: Limitations Act, 2002	OLA-Limi02-8 — Proceedings Where No Limitation Period	Event = There is no limitation period
393	ONT: Limitations Act, 2002	OLA-Limi02-11 — Affect of Agreements to Vary or Exclude Limitation Period	Event = Can vary or exclude by agreement made before January 1, 2004; or as per exceptions
395	CAN: National Energy Board Act	FE-NEB-146 — Permits or Licences — Limitation (Term / Expiry) Period	30 years; or as specified in permit or licence
401	ONT: Ontario Energy Board Act (1998)	OE-OEB98-35 — Access to Utilities Information	PRIVACY
497	ONT: Ontario Energy Board Act (1998)	OE-OEB98-139 — Access to Transmitters Information	PRIVACY
500	ONT: Human Rights Code	LA-Hm.Rg-2 — Complaints — Limitation Period	Event + 1 year (Event = incident to which application relates or last incident in series)
501	ONT: Human Rights Code	OLA-Hm.Rg-3 — Applications regarding Contravened Settlements — Limitation Period	Event + 6 months (Event = contravention or last of contravention in series)
502	ONT: Human Rights Code	OLA-Hm.Rg-4 — Designations of Special Programs — Limitation Period	Event + 5 years (Event = day issued or earlier as may be specified by Commission)
505	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-1 — Pension Benefits Offence Prosecutions — Limitation Period	Event + 5 years (Event = Offence occurred or alleged occurred)
506	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-3 — Administrators — Annual Information Returns and Reports, Reciprocal Transfer Agreements / Prescribed Statements	Not specified “shall file–

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
507	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-4 — Administrators — Prescribed Information and Documents	Keep to make available on request
508	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-7 — Administrators — Pension Statements	Not specified “recorded”
509	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-8 — Administrators — Pension Financial Statements	Not specified “shall file”
510	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-11 — Administrators — Notices of Objection	Event = Shall retain until new solvency deficiency liquidated
511	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-12 — Pension Plan Administrators — Prescribed Records	Event = Retain for prescribed period of time
512	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-13 — Public Sector Pension Plan Administrators — Valuation Reports	Not specified “shall prepare”
513	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-14 — Participating Pension Plan Administrators — Corrective Measures Reports / Actuarial Cost Certificates	Not specified “shall give/file/must be prepared”
514	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-15 — Ontario Pension Plan Administrators — Interim, Initial and Annual Reports	Not specified “shall give/file/must be prepared”
515	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-16 — Ontario Participating Pension Plan Administrators — Member Statements	Not specified “shall give”
516	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-17 — Ontario Participating Pension Plan Administrators — Member Statements	Not specified “shall give”
517	ONT: Pension Plan Benefits Act	OLA-Pn.Bn.-18 — Pension Plan Administrators — Prescribed Records	Earlier of: Event + 1 year (Event = Date administrator gives statement of imputed value to former spouse or member; as applicable), And: Event = Date administrator transfers lump sum to former spouse or begins payment of share of retired member’s pension to former spouse
518	ONT: Personal Health Information Protection Act	OHC-PHIPA-1 — Health Information Custodians — Information Practices	Not specified “shall have”
519	ONT: Personal Health Information Protection Act	OHC-PHIPA-2 — Documents Where Individual Deceased	PRIVACY -- Earlier of: Event + 50 years (Event = Death of individual; no longer private), Or: Event + 100 years (Event = Record created; no longer private)
520	ONT: Personal Health Information Protection Act	OHC-PHIPA-5 — Access to Information of Health Information Custodians	PRIVACY
521	ONT: Personal Health Information Protection Act	OHC-PHIPA-6 — Accuracy of Personal Information	PRIVACY

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
522	ONT: Personal Health Information Protection Act	OHC-PHIPA-7 — Security of Personal Information	Event = Ensure is protected
523	ONT: Personal Health Information Protection Act	OHC-PHIPA-8 — Personal Health Information Custodians — Method of Records Disposal	Event = Dispose of in accordance with prescribed requirements, if any
524	ONT: Personal Health Information Protection Act	OHC-PHIPA-9 — Personal Health Information Custodians — Records Retention	Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act
525	ONT: Personal Health Information Protection Act	OHC-PHIPA-10 — Health Information Custodians — Location of Records	Event = May keep in individual's home in any reasonable manner to which individual consents or not if prescribed conditions met
526	ONT: Personal Health Information Protection Act	OHC-PHIPA-12 — Health Information Custodians — Statements and Notifications on Information Practices	Keep to make available on request
527	ONT: Personal Health Information Protection Act	OHC-PHIPA-13 — Health Information Custodians — Custody of Records	Event = Is responsible for custody, and may permit agents to retain only if complies with specified conditions
528	ONT: Personal Health Information Protection Act	OHC-PHIPA-14 — Personal Health Information Consents	PRIVACY
529	ONT: Personal Health Information Protection Act	OHC-PHIPA-15 — Health Information Custodians — Posting of Purposes	Not specified
530	ONT: Personal Health Information Protection Act	OHC-PHIPA-24 — Health Information Custodians — Personal Health Information Collection	Event = Shall not collect unless consent or is permitted or required by this Act
531	ONT: Personal Health Information Protection Act	OHC-PHIPA-26 — Personal Health Information Use	PRIVACY
532	ONT: Personal Health Information Protection Act	OHC-PHIPA-27 — Health Information Custodians — Release of Information for Marketing and Fund-Raising Purposes	PRIVACY
533	ONT: Personal Health Information Protection Act	OHC-PHIPA-28 — Health Information Custodians — Collection and Use of Health Card Information	Event = Shall not collect unless specified conditions exist
534	ONT: Personal Health Information Protection Act	OHC-PHIPA-29 — Health Information Custodians — Prohibition on Fees for Personal Health Information	PRIVACY
535	ONT: Personal Health Information Protection Act	OHC-PHIPA-30 — Health Information Custodians — Indirect Information Collection	PRIVACY
536	ONT: Personal Health Information Protection Act	OHC-PHIPA-31 — Health Information Custodians — Direct Information Collectable	PRIVACY

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
537	ONT: Personal Health Information Protection Act	OHC-PHIPA-34 — Health Information Custodians — Disclosures Where Consent Unavailable or Unreasonable	PRIVACY
538	ONT: Personal Health Information Protection Act	OHC-PHIPA-35 — Health Information Custodians — Disclosures for Purposes of Other Government Programs	PRIVACY
539	ONT: Personal Health Information Protection Act	OHC-PHIPA-36 — Health Information Custodians — Disclosures Related to Security Access/fety of Individuals	PRIVACY
540	ONT: Personal Health Information Protection Act	OHC-PHIPA-37 — Health Information Custodians — Dislosures of Information for Legal Reasons	PRIVACY
541	ONT: Personal Health Information Protection Act	OHC-PHIPA-38 — Health Information Custodians — Personal Health Information Disclosure for Successors	Event = Do not retain any information longer than necesSecurity Accessry for purpose of assessment or evaluation
542	ONT: Personal Health Information Protection Act	OHC-PHIPA-39 — Health Information Custodians — Records Transfers	Event = May transfer records to successor if makes reasonable efforts to give notice before transferring or, if not reasonably possible, as soon as possible after transferring
543	ONT: Personal Health Information Protection Act	OHC-PHIPA-41 — Health Information Custodians — Disclosures Related to Other Acts	PRIVACY
544	ONT: Personal Health Information Protection Act	OHC-PHIPA-42 — Health Information Custodians — Disclosures for Research Purposes	PRIVACY
545	ONT: Personal Health Information Protection Act	OHC-PHIPA-51 — General Restrictions on Use of Information by Recipients	PRIVACY
546	ONT: Personal Health Information Protection Act	OHC-PHIPA-52 — Dislosures Outside Ontario	PRIVACY
547	ONT: Personal Health Information Protection Act	OHC-PHIPA-53 — Personal Health Information Custodians — Notifications of Information Dislosed Outside Ontario	PRIVACY
548	ONT: Personal Health Information Protection Act	OHC-PHIPA-54 — General Rights of Access	PRIVACY
549	ONT: Personal Health Information Protection Act	OHC-PHIPA-55 — Personal Health Information Requests	PRIVACY
550	ONT: Personal Health Information Protection Act	OHC-PHIPA-56 — Provision of Access by Health Information Custodian — Limitation Period	Event + 1 month (30 days) (Event = Receipt of request; unless extended)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
551	ONT: Personal Health Information Protection Act	OHC-PHIPA-58 — Access to Record Exceptions — Frivolous or Vexatious Requests	PRIVACY
552	ONT: Personal Health Information Protection Act	OHC-PHIPA-60 — Duty to Correct Records — Limitation Period	Event + 1 month (30 days) (Event = receipt of request)
553	ONT: Personal Health Information Protection Act	OHC-PHIPA-71 — Offences and Penalties regarding Personal Health Information	PRIVACY
554	ONT: Personal Health Information Protection Act	OHC-PHIPA-74 — Electronic Collection of Personal Health Information Access Requests	Not specified “shall keep”
555	ONT: Personal Health Information Protection Act	OHC-PHIPA-75 — Personal Health Information — Agent Exceptions	PRIVACY
556	ONT: Personal Health Information Protection Act	OHC-PHIPA-76 — Personal Health Information — Consent Disclosures under 18.(4)(c)	PRIVACY
557	ONT: Personal Health Information Protection Act	OHC-PHIPA-77 — Deemed Capacity Applications — Limitation Period	Event + 6 months (Event = Application date unless capacity determined within previous 6 months)
558	ONT: Personal Health Information Protection Act	OHC-PHIPA-78 — Fund Raising — Prescribed Information	PRIVACY
559	ONT: Personal Health Information Protection Act	OHC-PHIPA-79 — Access to Health Card Numbers	PRIVACY
560	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-1 — Electronic Documents	Event = Retain for specified period in format made, sent or received, so can be read, and with information that identifies origin and destination
561	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-2 — Access to Personal Information	PRIVACY
562	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-3 — Private Sector Personal Information	Event = Shall retain for as long as necesSecurity Accessry to allow individual to exhaust any recourse under this Part
563	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-4 — Access to Personal Information — Third Party Exception	PRIVACY
564	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-13 — Schedule 1 National Standard Model Code Principle 5 — Limiting Use, Disclosure, and Retention	Event = Retain only as long as necesSecurity Accessry for fulfilment of purposes
565	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-14 — Binding Certain Agents of her Majesty for the Purposes of Part 1 of the Personal Information Protection and Electronic Documents Act	PRIVACY
566	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-17 — Publicly Available Information Defined	PRIVACY

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
567	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-18 — Electronic Documents under Federal Real Property and Federal Immovables Act	PRIVACY
568	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-19 — Electronic Signatures	PRIVACY
569	CAN: Personal Health Information Protection and Electronic Documents Act	FC-PIPED-20 — Electronic Pay Statements	Event + 3 years (Event = Day document first provided to employee)
576	ONT: Proceedings Against the Crown Act	OJPP-PAC-1 — Proceedings Against the Crown — Limitation Period	Event + 2 months (60 days) (Event = notice)
577	ONT: Proceedings Against the Crown Act	OJPP-PAC-2 — Proceedings Against the Crown for Property Claims — Limitation Period	Event + 10 days (Event = notice)
580	ONT: Provincial Offences Act	OLA-Pr.Of.-2 — Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	75 days
581	ONT: Provincial Offences Act	OLA-Pr.Of.-3 — Court Clerk — Parking Conviction Records	Not specified “shall record”
582	ONT: Provincial Offences Act	OLA-Pr.Of.-7 — Electronic Documents	Event = May be retained instead of paper original if reliable assurance as to integrity of information
583	ONT: Provincial Offences Act	OLA-Pr.Of.-8 — Proceedings Evidence Record	Not specified “shall be recorded”
584	ONT: Provincial Offences Act	OLA-Pr.Of.-9 — Seized Document Privilege Proceedings — Limitation Period	Event + 1 month (30 days) (Event = Date document placed in custody)
585	ONT: Provincial Offences Act	OLA-Pr.Of.-10 — Electronic Documents	Event = Document proper if intelligible and cannot be altered after signature
586	ONT: Provincial Offences Act	OLA-Pr.Of.-11 — Electronic Documents Retention	Event = Shall be maintained for Security Accessme time as paper documents
591	ONT: Real Property Limitations Act	OLA-RPL-4 — Crown Land Benefit Claims — Limitation Period	30-60 years dependent on claims
592	ONT: Real Property Limitations Act	OLA-RPL-5 — Crown Land Easement Claims — Limitation Period	20-40 years dependent on claims
593	ONT: Real Property Limitations Act	OLA-RPL-6 — Crown Land Grant Claims where Adverse Possession — Limitation Period	Event + 10 years (Event = Time knowledge of adverse possession obtained), If within: Event + 20 years (Event = Possession taken)
594	ONT: Real Property Limitations Act	OLA-RPL-7 — Entry, Distress, or Action Claims by Her Majesty for Land or Rent / Issue or Profits — Limitation Period	Event + 60 years (Event = right to make such entry or distress or to bring such action first accrued)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
595	ONT: Real Property Limitations Act	OLA-RPL-8 — Dower Arrear Claims — Limitation Period	6 years
596	ONT: Real Property Limitations Act	OLA-RPL-9 — Dower Claims Actions — Limitation Period	Event + 10 years (Event = death of husband)
597	ONT: Real Property Limitations Act	OLA-RPL-11 — Land and Legacy Claims — Limitation Period	Event + 10 years (Event = acknowledgement/last payment)
598	ONT: Real Property Limitations Act	OLA-RPL-14 — Mortgages Arrear Claims — Limitation Period	Event + 10 years (Event = last payment of any part of principal or interest)
599	ONT: Real Property Limitations Act	OLA-RPL-17 — Mortgage Claims — Limitation Period	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgments)
600	ONT: Real Property Limitations Act	OLA-RPL-18 — Recovery of Future Estate Claims — Limitation Period	Longer of: Event + 5 years (Event = Estate of entitled person vested in possession), And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
601	ONT: Real Property Limitations Act	OLA-RPL-19 — Recovery of Land and Rent Claims — Limitation Period	Event + 10 years (Event = Right to make such entry or distress, or bring such action, first accrued to person through whom claim made)
602	ONT: Real Property Limitations Act	OLA-RPL-20 — Rent Arrear Claims — Limitation Period	Event + 6 years (Event = Rent became due or acknowledgment in writing of Security Accessme given)
603	ONT: Real Property Limitations Act	OLA-RPL-26 — Arrears of Interest Claim Exception — Limitation Period	Event + 6 years (Event = prior mortgagee or other encumbrancer in possession of land or profits within 1 year before action brought)
604	ONT: Real Property Limitations Act	OLA-RPL-27 — Right of Prescription to Use of Light and Air Exception — Limitation Period	Event = Acquired before 5th day of March, 1860
605	ONT: Real Property Limitations Act	OLA-RPL-28 — Rights of Entry or Distress for Recovery of Lands or Rent where Persons under DiSecurity Accessibility — Limitation Period	Event + 5 years (Event = First of: person ceases to be under minority. incapability, or has died)
606	ONT: Real Property Limitations Act	OLA-RPL-29 — Mortgage Covenants — Limitation Period	Made on or after July 1, 1894: Event + 10 years (Event = Day cause of action arose or expiry of interest of liable person)
607	ONT: Real Property Limitations Act	OLA-RPL-30 — Rights to make Entry or Distress, or for Action, to Recover Land or Rent where Person under DiSecurity Accessibility — Ultimate Limitation Period	Event +20 years (Event = Right first accrued)
608	ONT: Real Property Limitations Act	OLA-RPL-31 — Rights of Person to Claims for Land or Rent where Person under DiSecurity Accessibility and Person has Died without Ceasing to be under DiSecurity Accessibility — Limitation Period	Event + 10 years (Event = Right of person to make entry or distress or bring action to recover land or rent first accrued)
609	ONT: Registry Act	OLR-Regi.-13 — Land Registry — Records Ownership	Event = All boxes, indexes, films, and records kept property of Crown

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
610	ONT: Registry Act	OLR-Regi.-36 — Registration of Specified Instruments — Limitation Period	2 years
611	ONT: Registry Act	OLR-Regi.-42 — Registry Offence Proceedings — Limitation Period	Event + 6 years (Event = facts on which proceeding based first came to knowledge of Director of Titles)
612	ONT: Registry Act	OLR-Regi.-43 — Land Registrar — Record of Deposit	Not specified “shall record”
613	ONT: Registry Act	OLR-Regi.-44 — Claims Against Assurance Fund — Limitation Period	Event + 6 years (Event = Time person deprived or time person discovered or ought reasonably to have discovered deletion, error or omission; as applicable)
614	ONT: Registry Act	OLR-Regi.-45 — Claims Against Assurance Fund by Incapable Persons — Limitation Period	Event + 6 years (Event = DiSecurity Accessibility or incapacity ceased; as applicable) , If within: Event + 20 years (Event = Deletion, error or omission occurred)
615	ONT: Retail Security Accessles Act	OF-RST-1 — Retail Security Accessles Tax Appeal Extensions — Limitation Period	Event + 1 year (Event = Day of mailing or delivery by personal service of notice of assessment)
616	ONT: Retail Security Accessles Act	OF-RST-2 — Vendors — Identity Card Records	Not specified “shall maintain”
617	ONT: Retail Security Accessles Act	OF-RST-6 — Farm Rebates — Limitation Period	Event + 4 years (Event = Day tax paid)
618	ONT: Retail Security Accessles Act	OF-RST-7 — Separate Charges Taxable Services Record	Not specified “maintains”
619	ONT: Retail Security Accessles Act	OF-RST-8 — Location/Form of Records	Not specified “shall keep at persons place of business/residence in Ontario”
620	ONT: Retail Security Accessles Act	OF-RST-9 — Retail Security Accessles Tax Accounting Records	Event + 6 years (72 months)(Event = Start of fiscal year during which records destroyed unless Minister approves earlier, and no outstanding court action)
621	ONT: Retail Security Accessles Act	OF-RST-10 — Sheet Metal Contractor Product and Install Costing Records	Not specified “fails to keep”
622	ONT: Retail Security Accessles Act	OF-RST-11 — Vendor’s Permits — Retention and Posting	Event = Keep on person at all times while tranSecurity Accescting business in Ontario and shall shall return to Minister within 15 days date of cesSecurity Accesstion of business
623	ONT: Retail Security Accessles Act	OF-RST-12 — DiSecurity Accessibility Transportation Rebates — Limitation Period	Event + 4 years (Event = Date tax paid)
624	ONT: Retail Security Accessles Act	OF-RST-13 — Tangible Property Taken Outside Ontario, Rebates — Limitation Period	Event + 4 years (Event = Date tax paid)
625	ONT: Retail Security Accessles Act	OF-RST-14 — Rebate Applications for Vehicle Taxes — Limitation Period	Event + 4 years (Event = Payment of tax under ss. 2, 4 or 4.2)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
626	ONT: Retail Security Accessles Act	OF-RST-17 — Manufacturers, WholeSecurity Accesslers, Importers, Jobbers, Agents and Vendors — Retail Security Accessles Tax Accounting Records	Not specified “shall keep”
627	ONT: Retail Security Accessles Act	OF-RST-18 — Returns and Records	Event = Shall keep as prescribed by regulations
628	ONT: Retail Security Accessles Act	OF-RST-19 — Retail Security Accessles Tax Refunds — Limitation Period	Event + 4 years (Event = Date of payment of amount) (possible of 6 month extension under certain circumstances; until October 31, 2010)
629	ONT: Retail Security Accessles Act	OF-RST-20 — Access to Retail Security Accessles Tax Records	PRIVACY
630	ONT: Retail Security Accessles Act	OF-RST-21 — Rebates where Amounts not Paid to Vendors — Limitation Period	Event + 4 years (Event = End of fiscal year vendor wrote off unpaid amount)
631	ONT: Retail Security Accessles Act	OF-RST-25 — Tangible Personal Property Rebate Where Excise Tax Refund — Limitation Period	Event + 3 years (Event = Date payment of refund made under Excise Tax Act (Canada) with respect to which rebate claimed)
632	ONT: Retail Security Accessles Act	OF-RST-26 — Rebates under s. 18.(4) if Material Purchased after January 1, 1991 — Limitation Period	Event + 4 years (Event = Payment of tax)
633	ONT: Retail Security Accessles Act	OF-RST-27 — Retail Security Accessles Tax against Directors — Limitation Period	Event + 2 years (Event = Person last ceased to be director of corporation.)
634	ONT: Retail Security Accessles Act	OF-RST-28 — Retail Security Accessles Tax Offences — Limitation Period	6 years
635	ONT: Retail Security Accessles Act	OF-RST-29 — Vendor Permits	Event = Keep at each Ontario location available to produce on request
636	ONT: Retail Security Accessles Act	OF-RST-30 — Vendors — Retail Security Accessles Tax Accounting Records	Not specified “shall keep”
637	ONT: Retail Security Accessles Act	OF-RST-31 — Vendors — Tangible Personal Property Records (Packages)	Not specified “maintains”
638	ONT: Retail Security Accessles Act	OF-RST-34 — Bulk Security Accessles Certificates	Not specified “maintains”
639	ONT: Retail Security Accessles Act	OF-RST-36 — Assessment of Refunds or Rebates Where Notices of Revocation of Waiver — Limitation Period	Event + 1 year (Event = Filing of notice of revocation; which must file within 4 years from date tax should be collected)
640	ONT: Retail Security Accessles Act	OF-RST-37 — Minister’s Certificates	Not specified “shall obtain”
641	ONT: Retail Security Accessles Act	OF-RST-38 — Investigator’s Right to Records	Not specified
642	ONT: Retail Security Accessles Act	OF-RST-39 — Computer Programs and Services Separate Charges Records	Not specified “maintains”

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
643	ONT: Retail Security Accessles Act	OF-RST-40 — Eligible Conservation Project Rebates — Limitation Period	Event = September 30, 2001
644	ONT: Retail Security Accessles Act	OF-RST-41 — Rebates to Electricity Generating or Deep Lake–Water Cooling Facilities — Limitation Period	Event + 4 years (Event = Day tax or payment under contract made)
645	ONT: Retail Security Accessles Act	OF-RST-42 — G Permit Audited Records	Event + 1 year (Event = Date of application for “G” permit)
646	ONT: Retail Security Accessles Act	OF-RST-43 — Vendors — G Permit Monthly Returns and Records	Not specified “are maintained/shall make”
647	ONT: Retail Security Accessles Act	OF-RST-44 — Tangible Personal Property Returns	Not specified “shall make”
648	ONT: Retail Security Accessles Act	OF-RST-49 — Rebate Records	Not specified “shall retain”
649	ONT: Retail Security Accessles Act	OF-RST-50 — Invoices	Not specified “retains”
650	ONT: Retail Security Accessles Act	OF-RST-52 — Rebates Under s. 18.(4) for Material Purchased before January 1, 1991 — Limitation Period	Event + 3 years (Event = Payment of tax)
651	ONT: Retail Security Accessles Act	OF-RST-53 — Retail Security Accessles Tax Refunds on Automobile Premiums and Insurance — Limitation Period	Event + 4 years (Event = Date refund paid; until October 31, 2010)
652	ONT: Retail Security Accessles Act	OF-RST-54 — Assessment of Penalties — Limitation Period	Event + 4 years (Event = Day of assessment)
653	ONT: Retail Security Accessles Act	OF-RST-55 — Assessment or Reassessments of Tax by Purchasers / Manufacturing Contractors — Limitation Period	Event + 4 years (Event = Day tax payable; or end of manufacturing contractor’s fiscal year; as appropriate)
654	ONT: Retail Security Accessles Act	OF-RST-56 — Notice of Liens / Charges — Limitation Period	Event + 5 years (Event = Notice /charge / renewal registered)
655	ONT: Retail Security Accessles Act	OF-RST-59 — Alternate Energy Rebate Applications — Limitation Period	Event + 4 years (Event = Tax paid)
656	ONT: Retail Security Accessles Act	OF-RST-61 — Retail Security Accessles Tax Refunds by Vendors — Limitation Period	Event + 4 years (Event = Security Accessle; until October 31, 2010)
657	ONT: Retail Security Accessles Act	OF-RST-62 — Refund and Rebate Applications — Limitation Period	Earlier of: Event = June 30, 2014, And: Event = Day application can last be made under Act or regulations
658	ONT: Retail Security Accessles Act	OF-RST-63 — Federal Tax Rebate to Eligible Purchasers Applications — Limitation Period	Event + 4 years (Event = Tax under Part IX of Federal Act became payable)
659	ONT: Retail Security Accessles Act	OF-RST-64 — Suppliers — Eligible Purchasers Credit Records	Not specified “shall keep”
660	ONT: Retail Security Accessles Act	OF-RST-65 — Orders to Dismiss Appeals where Delay — Limitation Period	Event + 7 years (Event = Instituted)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
661	ONT: Retail Security Accessles Act	OF-RST-66 — Manufactures or Producers — Tax Returns	Not specified “shall make”
666	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-8 — Actions where Statement of Defence Filed but Actions not on Trial List — Limitation Period	Event + 2 years (Event = Filing of first statement of defence; after 3 months (90 days) notice)
667	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-9 — Provincial Court — Statements of Claim	Not specified “original shall remain in court file”
668	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-27 — Abandoned Actions — Limitation Period	Event + 6 months (180 days) (Event = Originating processed issued; and after 45 days notice from registrar; if certain documents not filed)
669	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-28 — Actions Abandoned after Status Notice — Limitation Period	Event + 3 months (90 days) (Event = Service of status notice; unless action set down)
670	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-29 — DismissSecurity Accesss for Delay (Actions) — Limitation Period	Event + 6 months (Event = Close of pleadings; did not set action down)
671	ONT: Courts of Justice Act, Regulation 194 Rules of Civil Procedure	OJPP-Cr.Js.-36 — Notice of Elections to Proceed or Crossclaims where Action Dismissed for Delay — Limitation Period	Event + 1 month (30 days) (Event = Discontinuance or copy of order served)
672	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-16 — Small Claim Abandoned Action after July 2006 — Limitation Period	Event + 6 months (180 days) (Event = claim issued, or order extending service made), Or : Event + 5 months (150 days) (Event = first defence filed)
673	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-17 — Small Claim Abandoned Action before July 2006 — Limitation Period	Event + 2 years (Event = claim issued or first defence filed)
674	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-18 — Offers to Settle and Notice of Withdrawal of Offer	Not specified “shall be in writing”
675	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-19 — Issuance of Small Claims Writ of Seizure and Security Accesssle — Limitation Period	Event + 6 years (Event = Order made; unless have leave of court)
676	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-20 — Issuance of Small Claims Writ of Seizure and Security Accesssle in Force — Limitation Period	Event + 6 years (Event = Date of issue unless renewed)
677	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-21 — Issuance of Small Claims Writ of Seizure and Security Accesssle for Land in Force — Limitation Period	Event + 6 years (Event = Date of issue unless renewed)
678	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-30 — Issuance of Small Claims Writ of Seizure and Security Accesssle of Personal Property where Court Order — Limitation Period	Event + 1 year (Event = Order granting leave to issue made)

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
679	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-31 — Issuance of Small Claims Writ of Seizure and Security Accessle of Land where Court Order — Limitation Period	Event + 6 years (Event = Order made; only with leave of court)
680	ONT: Courts of Justice, Reg. 258/98 Rules of the Small Claims Court	OJPP-Cr.Js.-32 — Issuance of Small Claims Writ of Seizure and Security Accessle of Land where Court Extension Order — Limitation Period	Event + 1 year (Event = Date order granting leave to issue made)
744	CAN: Trademarks Act	FBS-Tra.Mr.-1 — Abandonment of Applications for Registration of Proposed Trade-marks — Limitation Period	Later of: Event + 3 years (Event = Date of filing of application in Canada), And: Event + 6 months (Event = Notice of registration)
745	CAN: Trademarks Act	FBS-Tra.Mr.-2 — Trade-mark Non-use — Limitation Period	Event + 3 years (Event = Date of notice)
746	CAN: Trademarks Act	FBS-Tra.Mr.-3 — Trade-mark Use Evidence — Limitation Period	Event + 3 years (Event = Date of registration of trade-mark)
747	CAN: Trademarks Act	FBS-Tra.Mr.-4 — Statements of Objection to Geographic Indication — Limitation Period	Event + 3 months (Event = Date of registration of trade-mark)
748	CAN: Trademarks Act	FBS-Tra.Mr.-5 — Statements of Objection to Trade-mark — Limitation Period	Event + 2 months (Event = Advertisement of application for registration of trade-mark)
749	CAN: Trademarks Act	FBS-Tra.Mr.-6 — Use or Adoption of Trade-mark Proceedings — Limitation Period	Event + 5 years (Event = Use of trade-mark; unless person had knowledge of protected geographical indication)
750	CAN: Trademarks Act	FBS-Tra.Mr.-7 — Invalidation of Trade-mark Proceedings for Previous Use — Limitation Period	Event + 5 years (Event = Date of registration of trade-mark; unless established person had knowledge of previous use or making known)
751	CAN: Trademarks Act	FBS-Tra.Mr.-8 — Certified Trade-mark Record Copies	Event = Certified record evidence of facts set out therein
752	ONT: Electronic Commerce Act	OC-El.Cm.-1 — Electronic Information/Documents	Event = Requirement to retain document originally in written form Security Accesstified by retention of electronic document under circumstances below with exceptions noted
753	ONT: Accumulations Act	Accumulations Act, R. S. O. 1990, c. A.5, s. 1	Event + 21 years (Event = Death of the grantor, settlor or testator, or from making of inter vivos dispositions, or duration of minority who would be entitled)
754	ONT: Charities Accounting Act	Approved Acts of Executors and Trustees Regulations, under the Charities Accounting Act, O. R. 4/01, s. 1.(3)	Not specified “must maintain”
755	ONT: Charities Accounting Act	Approved Acts of Executors and Trustees Regulations, under the Charities Accounting Act, O. R. 4/01, s. 3.(5)	Not specified “must maintain”

Citation Number	Jurisdiction/Act	File-Law Entry Code	Retention
756	ONT: Charities Accounting Act	Approved Acts of Executors and Trustees Regulations, under the Charities Accounting Act, O. R. 4/01, s. 3.(6)	Not specified "must maintain"
757	CAN: Income Tax Act	Income Tax Regulations, under the Income Tax Act, C. R. C. 1978, c. 945, s. 5800.(1)(g); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F)	Event = Day clearance certificate issued
758	CAN: Income Tax Act	Income Tax Regulations, under the Income Tax Act, C. R. C. 1978, c. 945, s. 5800.(1)(f); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F))	Event + 2 years (Event = End of last calendar year to which receipts relate)
759	CAN: Income Tax Act	Income Tax Regulations, under the Income Tax Act, C. R. C. 1978, c. 945, s. 5800.(1)(e); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F)	Event + 2 years (Event = Date registration of registered charity or registered Canadian amateur athletic association under Act revoked)