



RECORDS RETENTION

Procedures

ADMINISTRATIVE REGULATIONS

The attached retention schedule, developed by the Ontario School Boards' Insurance Exchange, ensures the prompt disposal of records when their administrative, legal and physical values have ceased.

The retention schedule also ensures that all requirements of the legislation have been met while preserving vital records and archival records. Updates of the retention schedule will automatically be incorporated into the procedure as they are received.

OPERATIONAL PROCEDURE

Attached Record Retention Appendix A (to be updated annually)

Appendix: A

References: Municipal Freedom of Information and Protection of Privacy Act

Records Management

**The
Board of
Education**

Tab: Records Retention
Section: The Schedule
Subject: Records Retention Schedule and Citation Table

Date: July 2021

Legend: **P** - Permanent; * - Maximum Copy Retention; **S** - Superseded; **E** – Event; **C** – Current Year
** - Subject to Archival Selection Resp. Dept. – Responsible Department
Numbers in retention columns refer to years unless otherwise specified.

Primary Heading: Administration							
Class Code	Secondary Heading	Resp. Dept*	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A00	Administration - General	Originating	1	-	1		
A01	Associations/Organizations	Originating	1	3	4		333
A02	Staff Meetings/Committees	Originating	1	-	1**		
A03	Computer Systems & Architecture Information	Admin.	S+1	-	S+1		14, 253, 254
A04	Inventory Control	Originating	1	5	6		9,11, 15,16, 143, 234
A05	Equipment, School and Office	Originating	E	2	E+2	E= disposal of equipment.	
A06	Conferences – External	Originating	1	-	1		
A07	Records Management	Admin	S+1	-	S+1		115, 302
A08	Records Disposition	Admin	P	-	P		115, 175, 245, 302,
A09	Intergovernmental Relations / School Boards	Originating	1	3	4**		
A10	Uniforms	Admin	1	-	1**		
A11	Charities	Originating	1	-	1		
A12	Vendors/Suppliers/Caterers	Originating	1	-	1		242
A13	Consultants	Originating	1	-	1**		
A14	Duplicating/Printing Services	Admin	1	-	1		
A15	Mail Services	Admin	2	-	2		
A16	Fundraising	School	1	-	1		
A17	Forms	Admin	S	-	S**		
A18	Parking	Originating	S+1	-	S+1		175, 245
A19	Audio/Visual Services	Learning Resources	1	-	1**		
A20	Library Services	Library	S+1	-	S+1		175, 245

Primary Heading: Administration							
Class Code	Secondary Heading	Resp. Dept*	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
A21	Translation/Interpretation Services	Heritage Programs	1	-	1		
A22	Information Systems Production Activity & Control	Admin.	2	-	2		253, 254
A24	Access Control & Passwords	Admin.	2	-	2		253, 254
A25	Telecommunications Systems	Admin.	S	-	S		
A30	Freedom of Information	Admin	E+2	-	E+2	E= final resolution of request (or appeal if applicable).	175, 245

Primary Heading: Building Maintenance/Operations/Development							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
B00	Building Maintenance/ Operations/ Development – General	Originating	1	-	1		
B01	Accommodations Planning	Plant	5	5	10		285, 286, 301
B02	Security	Plant	1	-	1		118, 175, 245
B03	Occupational Health and Safety	Plant	3	-	3		188, 189, 204, 205
B04	Vehicles	Plant	E+2	1	E+3	E= disposal of vehicle.	109, 293
B05	Operational Equipment	Plant	E+2	-	E+2	E= disposal of equipment.	
B06	Maintenance	Plant	2	3	5	Elevator Log Books to be kept for 5 years	238, 239, 240
B07	Specifications	Plant	E	10	E+10	E= as long as building remains board property.	135, 220, 241, 250
B08	Capital Building Projects	Admin	E+1	5	E+6**	E= completion of project. Keep structural documents as long as building remains Board property.	9,11, 15,16, 135, 143, 234, 250
B09	Building Improvements	Admin	E+1	5	E+10**	E= completion of project. Keep structural documents as long as building remains Board property.	9,11, 135, 250, 301
B10	Land Surveys	Plant	S	-	S	Ensure land surveys are available at local Registry Office before destruction.	
B11	Building Approvals	Plant	E	-	E	E= as long as building remains Board property.	107, 135, 237, 306
B12	Operations	Plant	2	-	2		136, 139
B13	Emergency Plans	Plant	S/O	2	S/O+2		
B14	Drawings	Plant	E	10	E+10**	E= as long as building remains Board property.	220, 250
B25	Inspections	Plant	E+3	2	E+5	E= At least five years from the date of the last entry	133, 136, 137, 239, 240

Primary Heading: Building Maintenance/Operations/Development							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
B26	Substances Control/Exposure	Plant	2	P	P	Water flushing tests are to be kept for 6 years	190, 248, 251, 252, 307, 308, 309, 310, 311, 312, 313, 314, 339
B27	Material Safety Data Sheets	Plant	E	-	E	E= expiry.	190
B28	Environmental/Recycling Programs	Plant	S	-	S		305
B29	Confined Spaces	Plant	E+1	-	E+1	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained	257, 258, 259, 260, 261

Primary Heading: Curriculum Programs							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
C00	Curriculum Programs - General	Originating	1	-	1		
C01	Curriculum Planning	Curriculum Services	E+2	-	E+2**	E= last ministry review or audit.	120
C02	Curriculum Program Proposals	Curriculum Services	E+2	-	E+2**	E= last ministry review or audit.	120, 296
C03	Curriculum Program Reviews	Curriculum Services	E+2	-	E+2**	E= last ministry review or audit.	296
C04	Curriculum Writing Projects	Curriculum Services	S+3	-	S+3		2, 18, 19, 20, 29, 30, 31
C05	Teaching Units/Curriculum Ideas	Curriculum Services	S+3	-	S+3	See C01 for remarks.	2, 18, 19, 20, 120, 29, 30, 31
C06	Curriculum Guidelines	Curriculum Services	S+3	-	S+3**	See C01 for remarks.	2, 18, 19, 20, 120, 29, 30, 31
C07	Outlines/Courses of Study	Curriculum Services	S+3	-	S+3**	See C01 for remarks.	2, 18, 19, 20, 120, 276, 29, 30, 31, 303
C08	Field Trips / Education Outside the Classroom	Curriculum Services/ School	1	3	4**		
C09	Timetables/Schedules	School	S	-	S		
C10	Extracurricular / Co-curricular Activities	School	1	-	1		

Primary Heading: Education in the Community/Continuing Education							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
E00	Education in the Community/ Continuing Education - General	Originating	1	-	1		
E01	Driver Education	Guidance	1	3	4	File certificate in OSR (S01).	
E02	Vocational Guidelines	Guidance	S	-	S		
E03	Careers Information	Guidance	S	-	S		
E04	Post-Secondary Education	Guidance	S	-	S		
E05	Seniors Programs	School	1	3	4**		
E06	Volunteer Development	School	1	-	1**		175, 245
E07	Multicultural Education	Multicultural Programs	1	3	4**		
E08	Heritage Programs	Heritage Programs	1	3	4**		
E09	Continuing Education/Night School	Continuing Education	1	2	3**		2, 18, 19, 20, 29, 30, 31, 120, 276
E10	Continuing Education/ Summer School	Continuing Education	1	2	3**		2, 18, 19, 20, 29, 30, 31, 120, 276
E11	Co-operative Education	Co-operative Education	E+1	5	E+6**	E= termination of work placement.	120
E12	Community Education/Liaison	School	1	3	4**		
E13	Day Care Programs	School	1	3	4		284
E14	Safety and Health Awareness Programs	School	1	3	4		
E15	Parks and Recreation Programs	School	1	-	1		
E16	Second Language Programs	School	1	3	4**		

Primary Heading: Finance							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
F00	Finance – General	Originating	1	-	1		
F01	Accounts Payable	Accounting	1	5	6		9,11,15,16, 123, 143, 202 206, 234
F02	Audits	Accounting	1	5	6		9, 11,15,16 123, 299
F03	Banking	Accounting	1	5	6		9, 11,15,16 123 206
F04	Budgets	Accounting	1	5	6		9, 11, 15, 16, 123
F05	Employee and Trustee Expenses	Accounting	1	5	6		9, 11,15,16 123, 143
F06	Financial Statements	Accounting	2	P	P		9, 11, 15, 16, 123, 143, 202, 206, 211, 212, 234
F07	Grants/Subsidies	Accounting	E+1	5	E+6	E= expiry of grant period.	9,11, 15, 16, 123, 143, 202, 297, 346, 347
F08	Journal Vouchers	Accounting	1	5	6		9, 11,15,16 123, 143, 206
F09	General Ledger	Accounting	1	P	P	General ledgers of discontinued or dissolved school boards should be sent to the Ministry of Education	9, 10, 16, 123, 211, 212
F10	Subsidiary Ledgers, Registers and Journals	Accounting	1	5	6		9, 11, 15, 16, 123, 143, 234
F11	Payroll	Accounting	1	5	6	Payroll data required to justify pension payments, transfer to F35. Workers' Compensation Act, R.S.O. 1990, c. W.11, s. 109(3) repealed S.O. 1997, c. 16, s. 18, par. 2.	1, 3, 4, 5, 6, 7, 9, 11,15 16, 28, 123, 126,127, 128,129, 130,131, 132,143, 202,234, 229, 230, 232, 335
F12	Purchase Orders	Purchasing	1	5	6		9, 11,15,16 123, 234,
F13	Purchase Requisitions	Purchasing	1	5	6		9, 11, 15, 16, 123, 143, 234

Primary Heading: Finance							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
F14	Tenders/Quotations	Purchasing	1	5	6	Specifications selected for planning purposes.	9, 11, 15, 16, 123, 143, 234
F15	Accounts Receivable	Accounting	1	5	6		9, 11, 15, 16, 123, 143, 202, 234
F16	Scholarship Funds Bequests and Donations	Accounting	E+1	5	E+6	E= winding up of fund/bequest.	9, 11, 15, 16, 123, 143, 202, 234
F17	Taxation	Accounting	1	6	7		9, 11, 15, 16, 123, 143, 234, 249
F18	Petty Cash	Accounting	1	5	6		9, 11, 15, 16, 123, 143, 234
F19	Capital Projects Financing	Accounting	E+1	5	E+6	E= completion of project.	9, 11, 15, 16, 123, 143, 234
F20	Financial Working Papers	Accounting	1	5	6		297
F21	Transportation	Accounting	1	5	6		9, 11, 15, 16, 123, 143, 234
F22	Investments	Accounting	E+1	5	E+6	E= after closure of account.	9, 11, 15, 16, 123, 143, 202, 234
F23	Debentures and Bonds	Accounting	E+1	5	E+6	E= after redemption of issue.	9, 11, 15, 16, 123, 143, 202, 234
F24	Assessments / Taxation	Accounting	1	6	7	E = date on which conveyance to which they relate is registered or information is given to the Minister unless written permission for earlier disposal is received from Minister)	9, 11, 15, 16, 123, 143, 234, 249
F25	Student Council Funds	Student Council	1	5	6		9, 11, 15, 16, 123, 143, 234
F26	Cost Allocations	Accounting	1	5	6	Keep to make available on request	

Primary Heading: Finance							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
F35	Pension Contributions/Support	Accounting	E+1	5	E+6	E= until obligations are completed.	9, 11, 15, 16, 123, 143, 195, 234
F36	Capital Revenue	Accounting	1	5	6		9, 11, 15, 16, 123, 143, 234
F37	Admissions/Assessment	Accounting	S+1	-	S+1		115, 123, 175, 245
F38	Fixed Assets	Accounting	E+1	P	P	E= disposal of asset.	9, 11, 15, 16, 123, 143, 234

Primary Heading: Human Resources							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
H00	Personnel – General	Originating	1	-	1		
H01	Employee Records	Personnel	E+1	2	E+3	E= termination of employment.	130, 131, 132, 175, 199, 200, 231, 232, 245, 294, 321, 322, 323, 224, 325, 326, 327, 327, 329, 330, 331, 334, 336
H02	Attendance	Personnel	1	-	1	Year-end attendance added to employee records.	175, 245
H03	Benefits	Personnel	S	-	S**		
H04	Human Resource Planning	Personnel	1	-	1		175, 245
H05	Job Descriptions	Personnel	S	-	S**		
H06	Administration Collective Agreement	Personnel	E+2	-	E+2	E= termination of contract period; seniority lists until suspended.	
H07	Labour Certification	Personnel	P	-	P		
H08	Salary Administration	Personnel	4	-	4		
H09	Pension/Superannuation	Personnel	S	P	P		195
H10	Recruitment	Personnel	1	-	1		175, 245
H11	Temporary Employment	Personnel	E+1	2	E+3	E= termination of employment.	130, 131, 132, 175, 199, 200, 229, 230, 232, 245
H12	Leaves of Absence	Personnel	3	-	3		231
H13	Employment Equity	Personnel	1	3	4		
H14	Grievances	Personnel	E	-	E	E= resolution / withdrawal of grievance and inclusion in Employee Records file.	175, 245
H15	Negotiations	Personnel	E	10	E+10	E = termination of the contract period; retention based on research needs.	
Primary Heading: Human Resources							

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Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
H16	Staff Allocation/Staff Lists	Personnel	S+1	-	S+1		175, 245, 348
H17	Transfers/Placements/Promotions	Personnel	1	-	1		175, 245
H18	Vacations	Personnel	3	2	5		175, 233, 245, 335, 338
H19	Business Experience	Personnel	1	3	4**		
H20	Staff Development	Personnel	1	3	4**		121, 292, 317, 321, 322, 323, 224, 325, 326, 327, 327, 329, 330, 331, 341, 342, 343, 344
H21	Harassment And Violence	Personnel	1	2	3		340
H22	Criminal Background Checks	Personnel	E+2	5	E+7	E = date of conviction, or where conviction resulted in imprisonment, date of release or parole)	
H23	Employee Medical Records	Personnel	E+1	1	E+2	E = When STD/LTD claims are resolved	263, 264, 265, 266
H24	Health & Safety Committee	Personnel	1	1	2		235, 263, 265, 266, 267
H30	Pay Equity	Personnel	S+1	-	S+1		175, 245

Primary Heading: Legal							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
L00	Legal – General	Originating	1	-	1		
L01	Contracts and Agreements - Simple	Admin.	E+1	1	E+2**	E= expiry of agreement.	206, 235
L02	Contracts and Agreements - Under Seal	Admin	E+1	14	E+15**	E= expiry of agreement.	206, 236
L03	Insurance	Admin	E+1	1	E+2	E= expiry of policy.	145, 146, 206
L04	Claims/Litigation	Admin	E+15	-	E+15	E= resolution of claim.	206, 235, 236
L05	Property Matters	Admin	E+1	9	E+10	E= disposal of property.	220, 223, 224, 225, 270
L06	Permits/Facility Bookings	Admin/ School	2	3	5		
L07	Acts/Regulations	Originating	S	-	S		
L08	Legal Opinions & Precedents	Admin	S	-	S		
L09	Accident Reports	Admin	2	-	2	If applies to student keep until student is age 18 and report is at least 2 years old; staff accident reports transferred to employee record.	199, 206
L10	Property Damage Reports	Admin	1	4	5		206
L11	Police Matters	School	2	-	2		
L12	Appeals/Hearings		E	5	E+5	E= final resolution.	

Primary Heading: Management/Policy							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
M00	Management/Policy - General	Originating	1	-	1		206
M01	By-laws	Board Secretary	S*	P	P		115, 116, 202, 211
M02	Board Agenda	Board Secretary	1	P	P	Destroy drafts when one year old.	115, 116, 206, 211, 212
M03	Board Minutes	Board Secretary	2*	P	P	Destroy drafts when one year old.	115, 116, 202 211, 212
M04	Policies/Procedures	Board Secretary	S	P	P		115, 134, 206, 211, 212, 302, 252, 272, 278, 279, 283, 288, 296, 301, 315, 316, 319, 348, 349
M05	Board Reports	Board Secretary	1	P	P	Destroy drafts when one year old.	115, 116, 202, 206, 211, 212, 298, 300
M06	Trustee Committees	Board Secretary	1	P	P	Destroy drafts when one year old.	115, 116, 202, 211, 212
M07	Administrative Council	Board Secretary	1	P	P	Destroy drafts when 2 years old.	115, 116, 202, 337
M08	Trustees	Board Secretary	E+2	-	E+2**	E= expiry of term of office.	115, 116, 202, 206, 211, 212
M09	Trustees Register	Board Secretary	P	-	P		115, 116, 202
M10	Organization	Board Secretary	S	-	S**		115
M11	Education Guidelines	Programs	S	-	S		115, 206, 272, 277, 320
M12	Appointments to Boards and Committees	Board Secretary	E+1	-	E+1**	E= expiry of term of office	115, 175 211
M13	Elections	Board Sec.	E+1	-	E+1	E = facts first came to informant's knowledge	

Primary Heading: Public Relations/Communications							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
P00	Public Relations/ Communications - General	Originating	1	-	1		

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P01	Media Relations/News Releases	Public Relations	1	3	4**		115
P02	Speeches	Public Relations	1	3	4**		115
P03	Contact/Mailing Lists	Originating	S	-	S		118, 175, 245
P04	Publications	Public Relations	1	3	4**		115
P05	News Clippings	Public Relations	2	-	2**		115
P06	Events	Originating	1	3	4**		115
P07	Advertising	Originating	1	-	1		115
P08	Complaints and Commendations	Originating	1	-	1		115
P09	Photographs	Public Relations	2	-	2**		115
P20	Memorabilia	Public Relations/ Principal	2	2	4**		115
P21	Website & Social Media Content	Originating	S	-	S		206, 254

Primary Heading: Research/Planning							
Class Code	Secondary Heading	Resp. Dept.*	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
R00	Research/Planning - General	Originating	1	-	1		
R01	Enrolment	Research/ Planning	1	9	10**		274
R02	Strategic Planning	Research/ Planning	S+2	-	S+2**		298, 318
R03	Ministry Reports	Research/ Planning	1	9	10**		
R04	Student Demographics	Research/ Planning	1	4	5**		
R05	Municipal Planning/ Development	Research/ Planning	1	4	5**		
R06	External Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	
R07	Community/Parents Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	
R08	Students Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	
R09	Staff Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	
R10	Curriculum/Program Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	

Primary Heading: Research/Planning							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
R11	Student Evaluation Research	Research/ Planning	E+1	5	E+6**	E= completion of research project. Supporting documentation for L01.	
R12	School Boundaries	Research/ Planning	S	P	P		115, 301

Primary Heading: Student Records							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
S00	Student Records - General	Originating	1	-	1		
S01	Ontario Student Records (OSR) – Current	School	E	-	E	E= retirement / transfer of students*, computer database record purged on retirement / transfer. If the principal has identified the incident as violent and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for the length of time noted in citation 320. PPM 144: Bullying Prevention and Intervention.	117, 119, 165, 166, 167, 175, 244, 245, 271, 275, 289, 290, 291, 304, 320, 332
S02	Ontario Student Records (OSR) - Retired Pupils -Folders + OST -Documentation File -Microfilmed Folders -Achievement Forms, Record of French Instruction, Report Cards	School	E+5 E+5 E+5 E+5	50 - - -	E+55 E+5 E+5 E+5	E= retirement / transfer of student; may be microfilmed. If not given to pupil. NOTE: The OSR file is forwarded to the receiving school when the student transfers and must remain within Ontario. All records relevant to the improvement of the instruction of the student are subject to inclusion in the OSR Documentation File (included in S01), with the consent of the principal and the student or parent / guardian. The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be effected under conditions that ensure the complete	117, 119, 165, 166, 167, 168, 169, 210, 175, 245, 275

Primary Heading: Student Records							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
						and confidential disposal of the record.	
S03	Student Attendance Registers	School	2	-	2		117, 275
S04	Communications Case Records	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (S01).	175, 245
S05	Psychological Assessments	Student Services	E+1	9	E+10	E= after last entry; subject to inclusion in OSR (S01); confidential notes not to be kept in OSR.	175, 193 210, 245, 273, 345
S06	Social Work Case Records	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (S01).	175, 245
S07	Language/Speech Case Records	Student Services	1	-	1	After most recent assessment; subject to inclusion in OSR (S01).	175, 245
S08	Special Program Case Records	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (S01).	122, 175 210, 245
S09	Attendance Counselling Records	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (S01).	175, 245, 332
S10	Student Services Referral Records	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (S01).	175, 245
S11	Co-operative Education Student Records	Co-operative Education	1	-	1	After most recent course; subject to inclusion in OSR (S01).	175, 245
S12	Immigrant Student Assessments	Multicultural Programs	1	-	1	Subject to inclusion in OSR (S01).	175, 245
S13	Student Report Listings/Student Lists	School	S+1	-	S+1		117, 275
S14	Continuing Education Student Marks/Appraisals	Continuing Education	1	-	1	Subject to inclusion in reinstated OSR if course is completed.	175, 245, 272
S15	Psychological Testing	Student Services	S+1	9	S+10		175, 193 210, 245, 273, 345

Primary Heading: Student Records							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
S16	Student Registrations/ Applications	School	S	-	S	Subject to inclusion in OSR (S01).	175, 245
S17	Behavioural Case Records	Student Services	2	-	2	After most recent assessment; subject to inclusion in OSR (S01).	175, 245, 271, 277, 320
S18	Child Welfare	School	1	-	1	After most recent reports; retained only by special approval of the Board.	175, 245
S19	Student Health	School	1	-	1	Subject to inclusion in OSR (S01).	175, 245, 280, 315
S20	Nutrition	School	1	-	1		175, 245
S21	Race Relations	School	1	-	1	Subject to inclusion in OSR (S01).	175, 245
S22	Admissions/Transfers/ Retirements/Withdrawals	School	1	1	2	for Ministry audit purposes) Administrative/Legal* *OSR Guideline; Municipal Freedom of Information and Protection of Privacy Act (for personal information)	175, 245
S23	Student Bus Routes	Admin.	2	-	2**		175, 245
S24	Student Marks Register	School	5	P	P**		117, 275
S25	Bursaries and Awards	School	1	-	1	After presentation; subject to inclusion in OSR (S01).	175, 245
S26	Student Exchanges	School	1	-	1	After exchange; subject to inclusion in OSR (S01).	175, 245
S27	Student Examinations	School	S+1	-	S+1**		175, 245
S28	Certificate of Program Completion	School	1	-	1		175, 245
S29	Student Records – Specialized Equipment Needs	School	1	-	1	Keep to make available on request	
S31 (PIB)	Suspension/Expulsion Notices	Program Services/ Schools*	C+2	1	C+3	(for Ministry audit purposes) *Retained in the OSR and removed by the Principal if deemed appropriate. Administrative/ Legal* *Education Act/ Municipal Freedom of Information and	

Primary Heading: Student Records							
Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Table
						Protection of Privacy Act (for personal information)	
S39	Vocational Assessment	Student Services	1	-	1	After most recent counselling; subject to inclusion in OSR (OSR).	175, 245
S40	Student Master Records (SMR)/Office Index Cards	School	E+55	-	E+55	E= retirement / transfer of pupil. Remains with school after T.	117, 119, 165, 166, 167, 175, 244, 245, 275

No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
1.	FHR-CPP-2	Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253. Canada Pension Plan Records	Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)
2.	FLA-Copy.-1	Copyright Act, R.S.C. 1985, c. C-42, s. 41, as am. R.S.C. 1985 (4th Supp.), c. 10, s. 9; S.C. 1997, c. 24, s. 22. Copyright Actions for Civil Remedies — Limitation Period	Event + 3 years (Event = infringement occurred or plaintiff first knew, or could reasonably be expected to know of infringement)
3.	FHR-Em.Ins.-2	Employment Insurance Act, S. C. 1996, c. 23, ss. 47.(1),(3),(4); as am. S. C. 2001, c. 5, s. 8. Benefit Claimant Recoverable Debts — Limitation Period	Event + 6 years (72 months) (Event = day on which liability arose as long as no pending appeal or other review of a decision establishing liability.)
4.	FHR-Em.Ins.-7	Employment Insurance Act, S. C. 1996, c. 23, s. 46.1.(4). Directors Liability — Limitation Period	Event + 6 years (Event = Act or omission for which penalty imposed)
5.	FHR-Em.Ins.-9	Employment Insurance Act, S. C. 1996, c. 23, s. 85.(3). Employment Insurance Assessment — Limitation Period	Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud).
6.	FHR-Em.Ins.-10	Employment Insurance Act, S.C. 1996, c. 23, s. 87; as am., S.C. 1998, c. 19, s. 267. Employers — Books of Account	Event + 6 years (Event = end of year for which they are kept, or until written permission for their prior disposal is given by the Minister or if appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.)
7.	FHR-Em.Ins.-13	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (4)(b). Employers — Undeliverable Records of Employment	Earliest of: 1 year or Event = copy is requested by the Commission or by person
9.	FF-Exc.Tx.-12	Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282. Commercial Activities — Records Requirements	Event + 6 years (Event = End of year to which relate or such other period as may be prescribed in Canada)
10.	FC-In.Tx.-4	Income Tax Regulations, under the Income Tax Act, C. R. C. 1978, c. 945, s. 5800.(1)(a); as am. SOR/82-879, s. 2; as am. SOR/94-686, ss. 51.(F), 79.(F). Corporate Books and Records (Directors and Shareholders Meetings Minutes, General Ledger, Contracts relevant to Ledger and Books of Final Entry)	Event + 2 years (Event = day corporation dissolved)
11.	FF-In.Tx.-13	Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.), s. 230; as am. S.C. 1994, c. 21, s. 105; as am. S.C. 1998, c. 19, s. 227; as am. S.C. 2011, c. 24, s. 70; as am. S.C. 2013, c. 34, s. 352(F); as am. S.C. 2019, c. 29, s. 41(1) Taxpayers — Records and Books of Account	Event + 6 years (Event = end of last taxation year to which records and books of account relate, or year return filed, as long as no other exceptions apply)

14.		<p>Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005</p> <p><i>Note</i> This memorandum cancels and replaces GST/HST Memorandum 15.2, Computerized Records, dated July 1999.</p>	<p>Electronic records ss 286(3.1)</p> <p>8. Persons who keep records in an electronic format are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.</p>
15.		<p>Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.1 General Requirements for Books and Records, June 2005</p> <p><i>Note:</i> This memorandum cancels and replaces GST/HST Memorandum 15.1, General Requirements for Books and Records, dated July 1999.</p>	<p>24. Persons carrying on a business or engaged in a commercial activity, persons who are required to file a GST/HST return, and persons who make an application for a rebate are required to keep their books and records for a period of six years from the end of the latest year to which they relate. Electronic records ss 286(3.1)</p> <p>25. Persons who keep records electronically are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.</p>
16.		<p>Canada Revenue Agency, Income Tax Information Circular IC78-10R4 - Books and Records Retention/Destruction, June 2005</p> <p><i>Note:</i></p> <p>This circular cancels and replaces <i>Information Circular 78-10R3 dated October 5, 1998.</i></p> <p>Books and Records Retention/Destruction</p> <p>For BoD minutes, shareholders' meetings, stock records, general ledger, special contracts.</p> <p>Vouchers and accounts necessary to verify the information in such records and books of account of a dissolved corporation.</p> <p>General ledger or other book of final entry of a business other than a corporation as well as any special contract necessary to an understanding of the entries in the general ledger.</p>	<p>2 years after the day the corporation is dissolved. Part LVIII 5800. (1) (a)</p> <p>2 years after the day the corporation is dissolved</p> <p>6 years after the business ceased. Part LVIII 5800. (1) (b)</p>
18	FLA-Copy.-19	<p>Copyright Act, R. S. C. 1985, c. C-42, s. 29.9.(1); as am. S. C. 1997, c. 24, s. 18; as am. S.C. 2012, c. 20, s. 26.</p> <p>Educational Institutions — Royalties Information Records</p>	Not specified "shall keep"
19	FLA-Copy.-24	<p>Educational Program, Work and Other Subject-matter Record-keeping Regulations, under the Copyright Act, SOR/2001-296, ss. 6-9</p> <p>Institution Copying Information Record</p>	Event + 2 years (Event = copy destroyed unless original information send to collective society within that time)

20	FLA-Copy.-25	Exception for Educational Institutions, Libraries, Archives and Museums Regulations , under the Copyright Act, SOR/99-325, s. 4. Library, Archive or Museum - Copying Records	3 years
28	FHR-CPP-8	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 98(5); as am. R.S.C., 1985, c. 30 (2nd Supp.), s. 51; as am. S.C. 2012, c. 19, s. 305 Employers — Record of Social Insurance Numbers	Not specified “shall maintain for each employee”
29	FLA-Copy.-27	Copyright Act, R.S.C. 1985, c. C-42, ss. 29.7(1), (2); as am. S.C. 1997, c. 24, s. 18 Educational Institutions — Copies	Event = 1 month (30 days); or infringes copyright
30	FLA-Copy.-28	Copyright Act, R.S.C. 1985, c. C-42, s. 29.6; as am. S.C. 1997, c. 24, s. 18 Educational Institutions — Performance Copies	Event + 1 year (Event = Making of copy; or infringes copyright)
31	FLA-Copy.-31	Copyright Act, R.S.C. 1985, c. C-42, s. 30.01(6)(a); as am. S.C. 2012, c. 20, s. 27 Educational Institutions — Lesson Fixations	Event + 1 month (30 days) (Event = Enrolled student received final course evaluations)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
107.	OCON-BI.Cd.-15	Building Code Act, 1992, S. O. 1992, c. 23, s. 36.(8), (8.1); as am. S. O. 2009, c. 33, Sched. 21, s. 2.(9). Building Code Act Offence Prosecutions — Limitation Period	Event + 1 year (Event = Facts first came to knowledge of officer or chief building official; as applicable)
109.	OBF-CAI-1	Compulsory Automobile Insurance Act, R. S. O. 1990, c. C.25, s. 2.(10); as am. S. O. 2002, c. 22, s. 33. Automobile Insurance Offence Proceedings / Prosecutions — Limitation Period	Event + 3 years (Event = date offence alleged to have been committed)
115.	OED-Educ.-6	Education Act, R.S.O. 1990, c. E.2, s. 171(1), para. 38. Board - Education Records Management/Archival Retention	Not specified "may establish schedules for destruction"
116.	OED-Educ.-1	Education Act, R. S. O. 1990, c. E.2, ss. 198.(1)(a),(b). Board of Education Secretary — Meeting Minutes and Ministry Reports	Not specified "is responsible for keeping/keep to provide on request of Ministry"
117.	OED-Educ.-8	Education Act, R. S. O. 1990, c. E.2, ss. 265.(1)(c),(d),(e),(i),(2); as am. S. O. 2009, c. 25, s. 39; as am. S. O. 2010, c. 10, s. 17. Principals — Management of Pupil Records / Register of Pupils / Timetables and other Information	Not specified "duties to maintain/retain/dispose/register/prepare"
118.	OED-Educ.-10	Education Act, R. S. O. 1990, c. E.2, s. 265.(1)(n). Principal - School Visitors Book	Not specified "is duty to maintain"
119.	OED-Educ.-9	Ontario Schools for the Blind and Deaf Regulation, under the Education Act, R. R. O. 1990, R. 296, s. 18.(f). Schools for the Blind and the Deaf Superintendents — Pupil Records	Not specified "shall maintain and retain"
120.	OED-Educ.-3	Operation of Schools — General Regulation, under the Education Act, R. R. O. 1990, R. 298, ss. 11.(3)(c),(d). School Principals — Course Outlines	Not specified "shall retain"
121.	OED-Educ.-7	School Year Calendar, Professional Activity Days Regulation, under the Education Act, R. R. O. 1990, R. 304, s. 8; as am. O. R. 360/06, ss. 1, 2. Professional Activity Day Evaluations	Not specified "shall retain"
122.	OED-Educ.-11	Special Education Programs and Services Regulation, under the Education Act, R. R. O. 1990, R. 306, ss. 2.(2), 6. Board — Special Education Plan	Not specified "shall maintain/ensure is maintained"
123.	OED-EQAO-1	Education Quality and Accountability Office Act, 1996, S.O. 1996, c. 11, s. 24.(1); as am. S.O. 2017, c. 34, Sched. 46, s. 12(2) Board of Directors — Accounting System	Not specified "shall maintain"
126.	OLA-EHT-2	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 6.(1)(b); as am. S. O. 1994, c. 8, s. 6.(1); as am. S. O. 2001, c. 23, s. 75. Employer Health Tax Refunds — Limitation Period	Event + 4 years (Event = Day return required to be delivered)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
127.	OLA-EHT-3	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1). Health Tax — Limitation Period	Event + 4 years (Event = Later of: day return delivered or received by Minister and: day return required to be delivered.)
128.	OLA-EHT-4	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 12; as am. S. O. 1994, c. 8, s. 13; as am. S. O. 2004, c. 16, Sched. D, Table; s. 33; as am. S.O. 2009, c. 18, Sched. 11, s. 3 Employer Health Tax — Self-Employed Accounting Records	Not specified “shall keep in Ontario”
129.	OLA-EHT-1	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37. Employer Health Tax Act Offence Prosecutions — Limitation Period	Event + 6 years (Event = Date offence was/alleged committed)
130.	OHR- Em.St2000-2	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 1, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3 Employers — Employee Name and Address Records	Event + 3 years (Event = date employee ceased to be employed by employer).
131.	OHR- Em.St2000-3	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 2, (5) par. 2; s. 16; as am. S.O. 2004, c. 21, s. 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).
132.	OHR- Em.St2000-4	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 3, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 11 Employers — Employment Records / Date Employment Started / Scheduling Changes Information	Event + 3 years (Event = date employee ceased to be employed by employer).
133.	OS-Fir.PP-33	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.3.4; as en. O. Reg. 275/14, s. 3 Fire Drill Records	Event + 1 year (12 months)(Event = Fire drill)
134.	OS-Fir.PP-31	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part II, s. 2.8.2.1(3); as am. O. Reg. 256/14, s. 35; Division C, s. 1.3.2.5(3) Fire Safety Plans	Not specified “shall be kept in building in an approved location”
135.	OS-Fir.PP-68	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part IX, s. 9.1.4.8. Approved Life Safety Study	Not specified “shall be kept on premises to which relates”
136.	OS-Fir.PP-65	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.8.2.2; as am. O. Reg. 33/19, s. 27, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3; as am. O. Reg. 256/14, ss. 4, 440; as am. O. Reg. 33/19, s. 6 Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
137.	OS-Fir.PP-63	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3; as am. O. Reg. 33/19, s. 26 Emergency Electrical Power Supply Records	Event = Shall be maintained as required in CSA-C282, "Emergency Electrical Power Supply for Buildings"
139.	OS-Fir.PP-55	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.5. Portable Extinguisher — Maintenance Records	Not specified "shall be maintained"
143.	OF-In.Tx.-2	Income Tax Act, R. S. O. 1990, c. I.2, s. 39; as am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3. Income Tax Accounting Records and Books of Account [Incorporation of Federal Tax Act]	Event + 6 years (Event = End of last taxation year to which records relate; at person's place of business or residence in Ontario; unless exceptions apply)
145.	OBF-Insu.-4	Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14. Fire Insurance Claims — Limitation Period	Event + 1 year (Event = Loss or damage occurs)
146.	OBF-Insu.-2	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. R. 777/93, Schedule, s. 9.(4). Auto Insurance Proceedings Statutory Conditions — Limitation Period	Automobile or Contents: Event + 1 year (Event = loss) And: Persons and Other Property Event + 2 years (Event = cause of action arose)
165.		Ontario Ministry of Education Ontario Student Record (OSR) Guideline, 2000 6. Transfer of the OSR	The transfer of the OSR means the transfer of all parts of the OSR other than the office index card (see section 3.5 for information on the index card). Subject to the conditions outlined below, the original OSR is transferable only to schools in Ontario.
166.		Ontario Ministry of Education Ontario Student Record (OSR) Guideline, 2000 9. Correction or Removal of Information in the OSR	If certain information or material in an OSR folder is determined, according to the board's policies, to be no longer conducive to the improvement of the instruction of the student, the principal will have the information or material removed from the OSR folder. Such information will be given to the parent(s) of a student who is not an adult or to the student if the student is an adult, or it will be destroyed.
167.		Ontario Ministry of Education Ontario Student Record (OSR) Guideline, 2000 3.5 The Office Index Card	The office index card provides the school with immediate access to information about a student. It will remain at the school during the period in which the student is enrolled at the school. The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.
168.		Ontario Ministry of Education Ontario Student Record (OSR) Guideline, 2000 7. Retirement of a Student	When a student retires from the school that maintained an OSR for the student, the principal will give the following to the parent(s) of the student if he or she is not an adult, or to the student if he or she is an adult: <ul style="list-style-type: none"> • an up-to-date copy of the student's OST, if applicable • the information and materials stored in the OSR folder that are not required to be retained under the retention schedule provided in section 8.

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
169.		<p>Ontario Ministry of Education Ontario Student Record Guideline, 2000</p> <p>8. Retention, Storage, and Destruction of Information in the OSR</p>	<p>Regulations under freedom of information legislation require that personal information that has been used by an institution be retained by the institution for at least one year after use, unless the individual to whom the information relates consents in writing to its earlier disposal. Therefore, any personal information placed in an OSR should be retained by the school for at least one year after use, unless the principal receives written consent to its earlier disposal.</p> <p>The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be effected under conditions that ensure the complete and confidential disposal of the record.</p>
175.	OMUN-MFIPP-1	<p>Municipal Freedom of Information and Protection of Privacy Act, General Regulation under the, R.R.O. 1990, Reg. 823, s. 5. ; as am. O. Reg. 124/15, s. 1</p> <p>Personal Information Retained by Institutions</p>	<p>Event + 1 year Event = Use or period set out in by-law or resolution made by institution. . .or on consent or: if information credit or debit card payment data)</p>
189.	OS-OHS-61	<p>Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 12.(1)(2); as am. S. O. 1997, c. 16, s. 2.(4).</p> <p>Posting of Workers' Compensation Board Annual Summary</p>	Not specified.
190.	OS-OHS-36	<p>Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 26.(1)(c),(d),(f).</p> <p>Employers — Biological/Chemical/Physical Agents Handling/Exposure Records</p>	Not specified "shall keep and maintain/post"
193.		<p>The College of Psychologists of Ontario Standards of Professional Conduct 9.4 Retention of Records Approved March 24, 2017, Date in Force: September 1, 2017</p>	<p>"Unless otherwise required by law: a) The individual client record must be retained for at least: i) ten years following the client's last relevant clinical contact; or ii) if the client was less than eighteen years of age at the time of his/her last relevant clinical contact, ten years following the day the client became or would have become eighteen. b) The organizational client record must be retained for at least ten years following the organizational client's last contact. If the organizational client has been receiving service for more than ten years, information contained in the record that is more than ten years old may be destroyed if the information is not relevant to services currently being provided to the client."</p>
195.	OLA-Pn.Bn.-1	<p>Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2).</p> <p>Pension Benefits Offence Prosecutions — Limitation Period</p>	Event + 5 years (Event = Offence occurred or alleged occurred)
199	OHR-WSI-8	<p>Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 157.1.(1); as am. S. O. 2001, c. 9, Schedule I, s. 4.(5).</p>	Event + 2 years (Event = most recent act or omission upon which prosecution is based comes to knowledge of Board)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		Offence Prosecutions — Limitation Period	
200.	OHR-WSI-1	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 80; as am. S. O. 2001, Schedule I, s. 4.(2).	Not specified “shall keep in Ontario”
		Schedule 1 Employers — Wages Record	
202.	OED-Educ.-13	School Councils and Parent Involvement Committees Regulation, under the Education Act, O. R. 612/00, s. 16.(1); as am. O. R. 612/00, s. 16.(3; as am. O. R. 330/10, s. 1.	4 years
		School Councils — Meeting Minutes / Financial Transaction Records	
204.	OS-OHS-86	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(10),(15); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2.	Event = Shall keep as long as protective element rack, stacking structure, lifting device, travelling crane or automobile hoist remains in workplace, or process is used in workplace
		Pre-Start Health Exemption Documents	
205.	OS-OHS-87	Industrial Establishments Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 851, ss. 7.(2),(4),(13),(14); as am. O. R. 450/97, s. 2; as am. O. R. 528/00, s. 2; as am. O. R. 420/10, s. 23.	Keep to make available on request in workplace with supporting documentation
		Pre-Start Health/Safety Reviews	
206	OC-EI.Cm.-1	Electronic Commerce Act, 2000, S.O. 2000, c. 17, s. 8; as am. S.O. 2019, c. 7, Sched. 49, s. 10; s. 12	Event = Requirement to retain document originally in written form satisfied by retention of electronic document under circumstances below with exceptions noted
		Electronic Information/Documents	
210	OED-Educ.-12	Identification and Placement of Exceptional Pupils Regulation, under the Education Act, O.R. 181/98, s. 8.	Not specified “shall ensure kept”
		Principal - Individual Education Plans	
211	OED-Educ.-4	Education Act, R.S.O. 1990, c. E.2, s. 86(5).	Event = Shall be filed with Ministry.
		Discontinued School Authority Records	
212	OED-Educ.-5	Education Act, R.S.O. 1990, c. E.2, s. 66(4)	Event = Shall be filed as Minister may direct
		Dissolved Boards of Education Records	
220	OLA-RPL-14	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 22.	Event + 10 years (Event = last payment of any part of principal or interest)
		Mortgages Arrear Claims – Limitation Period	
223	OLA-RPL-17	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 19.	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgments)
		Mortgage Claims — Limitation Period	
224	OLA-RPL-19	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4.	Event + 10 years (Event = Right to make such entry or distress, or bring such action, first accrued to person through whom claim made)
		Recovery of Land and Rent Claims — Limitation Period	
225	OLA-RPL-20	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1).	Event + 6 years (Event = Rent became due or acknowledgment in writing of same given)
		Rent Arrear Claims — Limitation Period	
229	OHR-Em.St2000-5	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 4, (3), (5) par. 3; s. 16; as	Event + 3 years (Event = date (day or week) to which information relates)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(4) to (6) Employers — Employee Number of Hours Worked Records	
230	OHR- Em.St2000-6	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1 par. 5; s. 15.5 par. 4; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 8(3) Employers — Wage Statements and Termination Pay Records	Event + 3 years (Event = information given to employee)
231	OHR- Em.St2000-8	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7); as am. S.O. 2006, c. 13, s. 3(1); as am. S.O. 2007, c. 16, Sched. A, s. 2; as am. S.O. 2017, c. 22, Sched. 1, s. 8(7), (8); as am. S.O. 2020, c. 3, s. 2; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2009, c. 16, s. 1; as am. S.O. 2018, c. 14, Sched. 1, s. 4 Employers — Leave Notices, Certificates, Correspondence and Documents	Event + 3 years (Event = day on which the leave expired.)
232	OHR- Em.St2000-10	Employment Standards Act, 2000, S. O. 2000, c. 41, s. 139. Employment Standards Act, 2000 Offence Prosecutions — Limitation Period	Event + 2 years (Event = Date offence committed or alleged committed)
233	OHR- Em.St2000-11	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1(1), (4), (5); as am. S.O. 2002, c. 18, Sched. J, s. 3(9); as am. S.O. 2017, c. 22, Sched. 1, s. 9(3) Employers — Vacation Records	5 years
234	OF-In.Tx.-1	Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3. Provincial Offence Tax Prosecutions — Limitation Period	Event + 8 years (Event = Day subject matter of information/complaint arose)
235	OLA-Limi02-1	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4. General Limitation Period	Event + 2 years (Event = Day claim discovered)
236	OLA-Limi02-7	Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2). Ultimate Limitation Period	Event + 15 years (Event = act or omission took place)
237	OC-TSS-1	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O.Reg. 209/01, s. 30. Owners — Posting of Elevator Licences	Not Specified
238	OC-TSS-2	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 4.(2). Elevating Devices — Inspection and Tests Records Logbook	Event + 5 years (Event = Date of last entry)
239	OC-TSS-3	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19.	Event + 5 years (Event = date of last entry)

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		Owner/Contractors — Elevating Devices Log Books	
240	OC-TSS-4	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 37.(e); as am. O. R. 252/08, s. 22. Owners — List of Emergency Contacts	Keep to make available on request
241	OC-TSS-5	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g). Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Keep to make available on request and transfer to new owners
242	OC-TSS-6	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 38. Owners — Passenger Elevator Contractor Contacts	Keep to make available on request
244		Ontario Ministry of Education PPM 120: Reporting Violent Incidents to the Ministry of Education Date of Issue: May 16, 2011 Effective: Until revoked or modified This memorandum replaces Policy/Program Memorandum No. 120, June 1, 1994, and revokes the document <i>Violence-Free Schools Policy, 1994</i> . Date of Issue: May 16, 2011 Effective: Until revoked or modified Violent Incidents	“Boards are also required to collect and analyse data on the nature of violent incidents to support the development of board policies and to inform board and school improvement plans.”
245	OMUN-MFIPP-2	General Regulation under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 823, s. 10(1), para. 5. Researchers — Personal Identifiers	Event = Shall destroy by date specified in agreement
248	OCON-OHS-83	Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the Occupational Health and Safety Act, O. R. 278/05, s. 22(1). Provincial Physician — Asbestos Workers Register	Not specified “shall maintain”
249	OF-LTT-5	Land Transfer Tax Act, R. S. O. 1990, c. L.6, s. 9.3; as en. S. O. 2004, c. 31, Schedule 21, s. 16. 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 disposal received from Minister; at principal place of business in Ontario)
250	OCON-OHS-6	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 19, 236.(7). Constructors — Design drawings/Specifications	Event + 1 year (Event = project finished; and at project whole system on project)
251	OED-SDW-1	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 3(4), (5);	6 years

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		as am. O. Reg. 417/09, s. 2(4); as am. O. Reg. 459/16, s. 4(4), (5); s. 9(1) par. 1; as am. O. Reg. 417/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1) School, Private School, Day Nursery Operators — Post 1990 Plumbing Weekly Flushing and Verification Records	
252	OS-OHS-212	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 32.0.1(1), (2), 32.0.5(2) to (4), 32.0.7; as en. S.O. 2009, c. 23, s. 3; as am. S.O. 2016, c. 2, Sched. 4, s. 3; s. 55.1; as am. S.O. 2011, c. 1, Schedule 7, s. 2(9) Employers — Workplace Violence / Harassment Policies and Information	Not specified “shall prepare/keep to provide on request”
253	OC-EI.Cm.-1	Electronic Commerce Act, 2000, S.O. 2000, c. 17, s. 8; as am. S.O. 2019, c. 7, Sched. 49, s. 10; s. 12 Electronic Information/Documents	Event = Requirement to retain document originally in written form satisfied by retention of electronic document under circumstances below with exceptions noted
254	OLA-EI. Rg.-1	Electronic Registration Act (Ministry of Consumer and Business Services Statutes), 1991, S. O. 1991, c. 44, ss. 4.(2),(6) Electronic Documents	Event = May be filed if recorded on EDP system that is capable of being read
257	OS-OHS-187	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 4.(2),(4), 21; as am. O. R. 95/11, ss. 3.(1),(3), 10. Lead Employers / Contractors — Confined Space Co-ordination Documents	Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records retained
258	OS-OHS-189	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 6.(1) to (4) Employers — Confined Space Assessments	Not specified “shall ensure carried out/recorded in writing”
259	OS-OHS-191	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 18.(1) to (6); s. 21.(1); as am. O. R. 95/11, s. 10. Employers — Confined Space Atmospheric Test Records	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained
260	OS-OHS-206	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 5.(1); as am. O. R. 95/11, s. 4. Employers — Confined Space Programs	Not specified “shall ensure maintained”
261	OS-OHS-207	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 7.(1) Employers — Confined Space Plans	Not specified “shall ensure developed”
263	OHR-WSI-10	First Aid Requirements Regulation, under the Workplace Safety and Insurance Act, 1997, R.R.O. 1990, R. 1101, s. 5. Accident and First Aid Records	Not specified “shall keep”
264	OHC-OHS-1	Health Care and Residential Facilities Regulations, under the Occupational Health	1 year; or longer to ensure 2 more recent reports/records on file

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		and Safety Act, O. R. 67/93, s. 4; s. 5; as am. O.R. 25/09, s. 2 5. Employers — Accident Records	
265	OS-OHS-48	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69; as am. S.O. 2017, c. 34, Sched. 30, s. 5 Health and Occupational Safety Offence Prosecutions — Limitation Period	Event + 1 year (Event = Later of: Occurrence of last act default based on; Or: Day inspector becomes aware of offence)
266	OS-OHS-53	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22). Joint Health & Safety Committee — Minutes of Proceedings	Not specified "shall maintain and keep"
267	OS-OHS-49	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32). Constructors or Employers — Posting of Health/Safety Committee Information	Not specified
270	OLA-RPL-18	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 6(1). 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)
271		PPM 144: Bullying Prevention and Intervention Ontario Ministry of Education PPM 144: Bullying Prevention and Intervention Date of Issue: October 17, 2018 Effective: Until revoked or modified Safe Schools Reporting Form	The form and documentation must be kept in the OSR for a minimum of one year.
272		Ontario Ministry of Education PPM 132: Prior Learning Assessment and Recognition (PLAR) for Mature Students: Implementation in Ontario Secondary Schools Date of Issue: May 7, 2003 Effective: Until revoked or modified Policy & procedural requirements for assessing mature student's abilities – Cumulative Tracking Record form to be included in OSR. Replaced with: Cumulative Tracking Record	Cumulative Tracking Record form to be included in OSR. Interim Tracking Record used to communicate progress to school maintaining OSR is not to be retained in OSR
273		Ontario Ministry of Education PPM 59: Psychological Testing and Assessment of Pupils section 4. Date of Issue: October 11, 1982 Effective: Until revoked or modified	Consistent with Regulation 271 of the Education Act), Pupil Records, reports may be placed in the pupil's record folder. With the concurrence of the principal, such reports may be removed upon request of parent or guardian or, where he or she is an adult, the pupil. It is recommended that reports no longer conducive to improvement of the pupil's program be removed from the record folder by the principal.

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
274		Enrolment Register Instructions for Continuing Education Programs - 2020-21 School Year	<p>Retention of Pupil Enrolment Records and Related Documents</p> <p>The Ministry of Education requires that, <i>for audit purposes</i>, pupil enrolment records including enrolment registers and various related documents be retained for the <i>current school year and the previous two school years</i>. Retention beyond that minimum period is to be carried out in accordance with the school board's record management program, as specified in paragraph 38 of subsection 171(1) of the <i>Education Act</i>.</p>
275		Enrolment Register Instructions for Elementary and Secondary Schools - 2020-21 School Year	<p>The following charts contain a summary of <i>all documents</i> that must be retained for the <i>current</i> school year and the <i>previous</i> school year.</p> <p>Retention of Pupil Enrolment Records and Related Documents</p> <p>The Ministry requires that, <i>for audit purposes</i>, pupil enrolment records and various related documents (see chart below) be retained for the <i>current school year and the previous two school years</i>. Retention beyond that minimum period is to be carried out in accordance with the school board's record management program, as specified in paragraph 38 of subsection 171(1) of the <i>Education Act</i>.</p> <p>The enrolment register has two components:</p> <ol style="list-style-type: none"> 1. Enrolment Details Records 2. Enrolment Summaries <p>Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years</p> <p>A summary of the pupil enrolment records and all related documents that must be retained for elementary and secondary schools for the current school year plus prior two school years is provided below. Boards must be able to produce these records and documents if requested by the Ministry for audit purposes. These records can be stored either electronically or in a paper format, unless otherwise specified. Where a principal's certification/signature is required (electronic signatures are acceptable), it can also be stored in an electronic (e-mails are acceptable) or paper format.</p> <p>Elementary and Secondary Schools</p> <ul style="list-style-type: none"> • A printout of the year-end register Enrolment Summaries for Full-Time and Part-Time pupils that are certified as accurate by the principal • A printout of the Monthly Enrolment Summaries for Full-Time pupils for the October and March count dates and at year-end that are certified as accurate by the principal

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
			<ul style="list-style-type: none"> • Enrolment Details Records, that are certified as accurate by the principal • The Daily Attendance Records for each pupil • The Daily Absence Report (Daily Telephone Contact List) for the school • The school bell schedule • Dated forms authorizing pupil external transfer or Ontario Student Record (OSR) request letters that show external transfers signed by the principal or by a school staff member designated by the principal • Dated forms authorizing pupil admission (registration forms), internal transfer, and retirement signed by the principal or by a school staff member designated by the principal • Dated requests for OSRs (letter or e-mail) • Student Information and Eligibility Attestation Form (see sample in Appendix E) indicating that the board has reviewed approved documentation to support: <ul style="list-style-type: none"> • The pupil's year of entry into Canada (as required in Section E in OnSIS) • The pupil's right to attend the school without payment of a fee • The date of birth and full legal name of the pupil⁹ • The residency of the pupil • Documentation to support the residency of pupils not included in Section E in OnSIS should be reviewed and school boards are required to provide an attestation stating which of these documents have been reviewed (e.g., current utility bill, current property tax bill or current home phone bill) • A list of pupils admitted from outside Ontario • A list of all pupils participating in a Supervised Alternative Learning (SAL) program, including a signed copy of the pupils Supervised Alternative Learning Plan (SALP), the document showing the SAL Committee's approval, and the date on which the pupil began the program • A list of all pupils participating in a student exchange program, including the exchange agreement and documents that support reciprocity • A list of pupils on home instruction and the principal's approval for the provision of home instruction, including the teacher assigned to provide the instruction • Documentation of a pupil's suspension or expulsion • The report on pupil absences of 15 or more consecutive days • Excused and/or unexcused absences:

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
			<ul style="list-style-type: none"> • The letter in which a parent or guardian, or the pupil (if the pupil is an adult) requests that the pupil be excused for a specified period of absence¹⁰ under subsection 23(3) of Regulation²⁹⁸ • The certification by the principal that a program of study was assigned to the pupil excused under subsection 23(3) of Regulation 298 • The appropriate supporting medical documentation for a medical excusal • In the case of a prolonged absence, the principal's written referral to the attendance counsellor between the 11th and 16th day of absence • The attendance counsellor's acceptance/refusal of the principal's referral • Documentation of successful two way contact between the attendance counsellor and the pupil or the pupil's parent or guardian • A list of non-attending pupils who are 14-17 years old and who have been removed from the register of the school • And any other documentation to support a student on the enrolment register (e.g., documentation supporting eligibility for ESL/PANA funding) • Any documentation to support a parent/guardian who has been accepted to study full-time at a publicly-assisted postsecondary institution (letter of acceptance) and any documentation supporting enrolment into the program (payment receipt, timetable, etc.) • Class timetables indicating the minutes of instruction for Extended French and French Immersion
276		The Course Lists must be retained for ministry audit purposes.	The minimum retention period for these forms is the current plus previous school board fiscal year. Retention beyond this minimum period is in accordance with the board's record management program as specified in subsection 171(1) (38) of the Education Act. (See <i>OED-Educ.-6 (#115)</i>)
278	OED-Sabrina-1	Sabrina's Law, 2005, S. O. 2005, c. 7, s. 2.(1) Schools Boards — Anaphylactic Policies	Not specified "shall maintain"
279	OED-Sabrina-2	Sabrina's Law, 2005, S. O. 2005, c. 7, ss. 2.(2) pars. 2, 4,(3) Schools Principals — Anaphylactic Policy Communication Plans and Individual Plans	Not specified "requirement to develop"
280	OED-Sabrina-3	Sabrina's Law, 2005, S. O. 2005, c. 7, ss. 2.(2) par. 6, 3.(2) Schools Principals / Parents / Guardians — Anaphylactic Pupil Files	Not specified "requirement that maintain"
283	OED-Educ.-79	Extended Day and Third Party Programs Regulation, under the Education Act, O. Reg. 221/11, ss. 22.(6), (7)	Keep to make available on request

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		Boards — Emergency Procedures	
284	OED-Educ.-80	Extended Day and Third Party Programs Regulation, under the Education Act, O. Reg. 221/11, ss. 24.(4), (5) Boards — Annual Day Care and Third Party Program Reports	Not specified “shall submit”
285	OED-Educ.-81	Class Size Regulation, under Education Act, O. Reg. 132/12, s. 11; as am. O. Reg. 245/17, s. 3; as am. O. Reg. 484/20, s. 2 School Boards — Annual Reports of Elementary School Class Size	Not specified “shall submit/shall ensure kept at head office of board available on request”
286	OED-Educ.-82	Class Size Regulation, under the Education Act, O. Reg. 132/12, s. 15; as am. O. Reg. 484/20, s. 5 School Board Annuals — Reports of Secondary School Class Size	Not specified “shall submit/keep to make available on request at head office of board / and school offices”
288	OED-Educ.-85	Education Act, R.S.O. 1990, c. E.2, s. 301(11) Boards — Policy and Guideline Changes	Not specified “shall submit”
289	OED-Educ.-87	Education Act, R.S.O. 1990, c. E.2, s. 303.3(4) Boards — Posting of Bullying Prevention and Intervention Plans	Not specified
290	OED-Educ.-88	Education Act, R.S.O. 1990, c. E.2, s. 303.3(5) Principals — Posting of Bullying Prevention and Intervention Plans	Not specified
291	OED-Educ.-89	Education Act, R.S.O. 1990, c. E.2, s. 314.5(1) Boards — Suspension and Expulsion Reports	Not specified “shall submit”
292	OED-Educ.-91	School Year Calendar, Professional Activity Days Regulation, under the Education Act, R.R.O. 1990, Reg. 304, s. 4.1(1); s. 5.2, par. 3; as en. O. Reg. 179/20, s. 3 Boards — Professional Activity Day Agendas	Not specified “shall prepare/post/keep to make available on request”
293	OMV-Hi.Tr.-90	Hours of Service Regulation, under the Highway Traffic Act, O. Reg. 555/06, ss. 18.(3), 25.(1)(a), (b), (2) Operators — Driver’s Daily Logs and Records	0.5 years (6 months) at principal place of business; in chronological order
294	OED-Educ.-24	Education Act, R.S.O. 1990, c. E.2, ss. 277.32(2) to (6); as am. S.O. 2001, c. 24, s. 4 Documents regarding Parental and Pupil Input into Teacher Evaluations	Not specified “recording”
296	OED-Educ.-92	Education Act: Calculation Of Average Daily Enrolment For The 2014-2015 School Board Fiscal Year Regulation, under the Education Act, O. Reg. 75/14, s. 2 Ministry of Education — “Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011”	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
297	OED-Educ.-93	Education Act: Grants for Student Needs — Legislative Grants for the 2014-2015 School Board Fiscal Year Regulation, under the Education Act, O. Reg. 76/14, s. 3; as am. O. Reg. 199/15, s. 1; as am. O. Reg. 214/16, s. 1 Ministry of Education — School Documents	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website
298	OED-EQAO-2	Education Quality and Accountability Office Act, 1996, S.O. 1996, c. 11, s. 23.(1); as am. S.O. 2017, c. 34, Sched. 46, s. 12(2) Board of Directors — Annual Operations Reports	Not specified “shall submit”
299	OED-EQAO-3	Education Quality and Accountability Office Act, 1996, S.O. 1996, c. 11, s. 24.(3); as am. S.O. 2004, c. 17, s. 32 Board of Directors — Audit Reports, Documents and Records	Keep to make available to Auditor General on request
300	OED-EQAO-4	Education Quality and Accountability Office Act, 1996, S.O. 1996, c. 11, s. 25; as am. S.O. 2017, c. 34, Sched. 46, s. 12(3); ss. 25.1, 25.2; as en. S.O. 2017, c. 34, Sched. 46, s. 12(3) Board of Directors — Annual and Other Reports	Not specified “shall make/submit”
301		Ontario Ministry of Education Pupil Accommodation Review Guideline March 2018 School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review. School Information Profiles	Facility Profile: Ten-year history of major facility improvements (item and cost). Instructional Profile: Summary of five previous years’ enrolment and 10-year enrolment projection by grade and program.
302	OMUN-MFIPP-59	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4.1; as en. S.O. 2014, c. 13, Sched. 6, s. 3 Institution Heads — Records Management Documents	Not specified “shall ensure documented” 4.1 Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution.
303	OED-OECA-5	Distance Education Programs Regulation, under the Ontario Educational Communications Authority Act, O. Reg. 392/02, s. 15.(4) Principal — Course Outlines	Not specified “shall retain”
304	OED-OECA-7	Distance Education Programs Regulation, under the Ontario Educational Communications Authority Act, O. Reg. 392/02, ss. 24.(1), (2), (18)	Event = Shall maintain, retain, transfer and dispose of records in accordance with Education Act

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		Principal — Education Act, Regulations and Guidelines Student Records	
305	OENV-Ev.Pr.-302	Waste Audits and Waste Reduction Work Plans Regulation, under the Environmental Protection Act, O. Reg. 102/94, ss. 5(1), 51(2), 52 to 55 Educational Institution Operators — Waste Audits and Work Plans	Event + 5 years (Event = Preparation of audit or plan)
306	OENV-Ev.As.-16	Environmental Assessment Act, R.S.O. 1990, c. E.18, s. 6.1(1); s. 6.4(1); as am. S.O. 1996, c. 27, s. 3 Proponents — Environmental Assessments	Not specified “shall prepare/keep to provide on request at times set out in notice”
307	OED-SDW-2	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 4(4), (5); as am. O. Reg. 417/09, s. 3(4); as am. O. Reg. 459/16, s. 5(4), (5); s. 9(1) par. 1; as am. O. Reg. 416/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1) School, Private School, Day Nursery Operators — Pre 1990 Plumbing Daily Flushing and Verification Records	6 years
308	OED-SDW-3	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 5(2) par. 12; as am. O. Reg. 459/16, s. 7(1), (14); s. 9(1) par. 1; as am. O. Reg. 417/09, s. 10(1); as am. O. Reg. 459/16, s. 12(1) School, Private School, Day Nursery Operators — Cold Water Sample and Lead Testing Records	6 years
309	OED-SDW-4	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 8.(1) par. 1.(3); as am. O. Reg. 417/09, s. 9.(1); as am. O. Reg. 459/16, s. 11(1) School, Private School, Day Nursery Operators — Safe Drinking Water Records/Test Results	2 years; at school during normal business hours
310	OED-SDW-5	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8(1) par. 2, (3); as am. O. Reg. 417/09, s. 9(2); as am. O. Reg. 459/16, s. 11(1); s. 9(1) par. 2; as am. O. Reg. 417/09, s. 10(2); as am. O. Reg. 459/16, s. 12(1) School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders	6 years; but shall keep readily available at school for 2 years
311	OED-SDW-6	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8(1) par. 3, (3); as am. O. Reg. 459/16, s. 11(1); s. 9(1) par. 3; as am. O. Reg. 459/16, s. 12(1)	6 years; 2 years readily available at school

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
		School, Private School, Day Nursery Operators — Test Result Reports/Orders	
312	OED-SDW-8	Schools, Private Schools and Child Care Centres Regulations, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 9.(1), (2); as am. O. Reg. 459/16, s. 12(1), (2) School, Private School, Day Nursery Operators — Records Retention	6 years
313	OED-SDW-9	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8(1) par. 3.1, (4); as am. O. Reg. 417/09, s. 9; as am. 459/16, s. 11(1); s. 9(1) par. 4; as am. O. Reg. 417/09, s. 10; as am. 459/16, s. 12(1) School, Private School, Day Nursery Operators — Director's Directions	6 years; 2 years readily available at school
314	OED-SDW-10	Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 9(1) par. 5, (2); as am. O. Reg. 417/09, s. 10; as am. O. Reg. 459/16, s. 12(1), (3) School, Private School, Day Nursery Operators — Combined Reports	6 years; 2 years readily available at school
315	OED-Ryan-2	Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3, ss. 2(2) pars. 2, 4, 6, 7, 4(2) School Principals — Pupil Current Treatment and Other Asthma Information/ Plans/ Notes and Instructions / Emergency Contact Lists	Not specified "requirement that maintain/develop"
316	OED-Ryan-1	Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3, s. 2(1) Boards — Asthma Policies	Not specified "shall maintain"
317	OBS-AOD-10	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5) Large Organizations — Training Records	Not specified "shall keep"
318	OBS-AOD-9	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1) Large Organizations — Multi-Year Accessibility Plans	Not specified "shall maintain/post/review every 5 years"
319	OBS-AOD-7	Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 3(1) Obligated Organizations — Policies Governing How will Achieve Accessibility	Not specified "shall maintain"
320		Ontario Ministry of Education PPM 145: Progressive Discipline and Promoting Positive Student Behaviour Date of Issue: October 17, 2018 Effective: Until revoked or modified Safe Schools Incident Reporting Form	The form and documentation must be kept in the OSR for a minimum of one year. If the principal has identified the incident as violent and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for:

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
			<p>one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;</p> <p>three years, if the student was suspended for the violent incident;</p> <p>five years, if the student was expelled for the violent incident. For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report.</p>
321	OED-Educ.-49	<p>Teacher Learning Plans Regulation, under the Education Act, O. Reg. 98/02, s. 2.(5); as am. O. Reg. 97/07, s. 1</p> <p>Teachers / Principals — Teacher's Learning Plans</p>	Not specified "shall retain"
322	OED-Educ.-50	<p>Teacher Performance Appraisal Regulation, under the Education Act, O. Reg. 99/02, s. 9; as am. O. Reg. 264/06, s. 2</p> <p>Boards — Performance Appraisal Records</p>	Event + 6 years (Event = Summative report to which record relates)
323	OED-Educ.-51	<p>Teacher Performance Appraisal Regulation, under the Education Act, O. Reg. 99/02, s. 17; as am. O. Reg. 264/06, s. 2</p> <p>Boards — New Teacher Performance Appraisal Records</p>	Event + 6 years (Event = Summative report to which record relates)
324	OED-Educ.-55	<p>Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 6.(4)</p> <p>Principals and Supervisory Officers — Principal's Performance Plans</p>	Not specified "shall retain"
325	OED-Educ.-57	<p>Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 7.(6)</p> <p>Principals and Supervisory Officers — Principal's Annual Growth Plans</p>	Not specified "shall retain"
326	OED-Educ.-58	<p>Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 11.(5)</p> <p>Principals and Supervisory Officers — Principal's Improvement Plans</p>	Not specified "shall retain"
327	OED-Educ.-59	<p>Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 24; as am. O. Reg. 198/18, s. 2</p> <p>Boards — Summative Reports of Performance Appraisals Records</p>	Event + 6 years (Event = Summative reports of performance appraisals to which records relate)
328	OED-Educ.-62	<p>Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 30.(4)</p>	Not specified "shall retain"

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		Vice-Principals — Performance Plans	
329	OED-Educ.-63	Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 31.(6)	Not specified “shall retain”
		Vice-Principals — Annual Growth Plans	
330	OED-Educ.-64	Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 34.(3)	Not specified “shall retain”
		Principals and Vice-Principals — Improvement Plans	
331	OED-Educ.-65	Principal and Vice-Principal Performance Appraisal Regulation, under the Education Act, O. Reg. 234/10, s. 48; as am. O. Reg. 198/18, s. 4	Event + 6 years (Event = Date of summative report of performance appraisals to which records relate)
		Boards — Summative Reports of Performance Appraisals Records	
332	OED-Educ.-73	Supervised Alternative Learning and other Excusals from Attendance at School Regulation, under the Education Act, O. Reg. 374/10, s. 19.(4)	Not specified “shall keep”
		Primary Contact Persons — Observation Records	
333	OED-Educ.-75	School Councils and Parent Involvement Committees Regulation, under the Education Act, O. Reg. 612/00, s. 44; as en. O. Reg. 330/10, s. 6	Event = Shall retain in accordance with policies of board 4 years; at board office and posted on board website
		Parent Involvement Committees — Minutes of Meetings and Financial Transactions Records	
334	OHR- Em.St2000-4	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15(1) par. 3, (5) par. 1; s. 16; as am. S.O. 2004, c. 21, s. 3; as am. S.O. 2017, c. 22, Sched. 1, s. 11	Event + 3 years (Event = Date employee ceased to be employed by employer)
		Employers — Employment Records / Date Employment Started / Scheduling Changes Information	
335	OHR- Em.St2000-9	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 81(7); s. 111; as am. S.O. 2001, c. 9, Sched. I, s. 1(22); as am. S.O. 2002, c. 18, Sched. J, s. 3(28); as am. S.O. 2014, c. 10, Sched. 2, s. 8(1) to (5)	Event + 2 years (Event = Complaint filed)
		Director’s Liability for Wages, Vacation Pay — Limitation Period	
336	OHR- Em.St2000-13	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 57, 58(1), (2), (5)	Not specified
		Posting of Notices of Termination	
337	OHR- Em.St2000-16	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 114.(1), 81.(10); as am. S.O. 2009, c. 9, s.15., (1)	Event + 2 years (Event = Complaint filed by employee/another employee or: date employment standards officer commenced inspection)
		Director’s Liability — Limitation Period	
338	OHR- Em.St2000-26	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1.(2), (3), (5), 41.1.(1), (4); as am.	5 years

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		S.O. 2002, c. 18, Schedule J, ss. 3.(9), (21); as am. S.O. 2017, c. 22, Sched. 1, s. 9(1) to (3) Vacation Stubs / Record	
339	OS-OHS-92	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 39 Employers — Assessment for Hazardous Materials	Keep to make available on request
340	OS-OHS-212	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 32.0.1(1), (2), 32.0.5(2) to (4), 32.0.7; as en. S.O. 2009, c. 23, s. 3; as am. S.O. 2016, c. 2, Sched. 4, s. 3; s. 55.1; as am. S.O. 2011, c. 1, Schedule 7, s. 2(9) Employers — Workplace Violence / Harassment Policies and Information	Not specified “shall prepare/keep to provide on request”
341	OS-OHS-226	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 4(1) Employers — Training Records	Not specified “shall maintain”
342	OS-OHS-227	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 4(2) Employers — Workers and Supervisors Training Exemption Records	Not specified “shall maintain”
343	OS-OHS-228	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 4(3) Employers — Proof of Completion of Training Records	Keep to provide worker or supervisor on request
344	OS-OHS-229	Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 4(4), (5) Employers — Proof of Exemption Records	Keep to provide supervisor on request
345		The College of Psychologists of Ontario Standards of Professional Conduct Client Records of Members Who Cease to Provide Psychological Services Approved March 24, 2017, Date in Force: September 1, 2017	9.8 In Private Practice Settings 1) A member who plans to, or ceases to, provide psychological services must: a) take ongoing responsibility for the maintenance and security of client records or arrange for the security and maintenance of client records. In making such arrangements, members must make best efforts to ensure that the designate is a member of the College; b) ensure that former clients have access to the client record for the prescribed retention period; and, c) inform the College of these arrangements prior to ceasing to provide psychological services or at the earliest reasonable opportunity.

No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
			<p>2) A member in private practice must arrange for the security and maintenance of private practice client records in the event of the member's incapacity or death. The member must inform the College of these arrangements. Members must make best efforts to ensure that the designate is a member of the College.</p> <p>For the purposes of (1) and (2) above, if the member is unable to designate a member as custodian of the records, then the member must make best efforts to designate another regulated health professional and if unable to that, then a person who is familiar with the requirements of the applicable legislation.</p> <p>9.8.2 In Employment Settings 1) A member who plans to or ceases to provide psychological services must:</p> <p>a) take reasonable steps to ensure the maintenance and security of client records; b) take reasonable steps to ensure that former clients have access to the client record for the prescribed retention period.</p>
346	OED-Educ.-110	<p>Grants for Student Needs — Legislative Grants for the 2020-2021 School Board Fiscal Year, under the Education Act, O. Reg. 489/20, s. 9(1)</p> <p>Ministry of Education — Ontario Schools, Kindergarten to Grade 12: Policy and Program</p>	Keep to make available on request on Government of Ontario website
347	OED-Educ.-111	<p>Grants for Student Needs — Legislative Grants for the 2020-2021 School Board Fiscal Year, under the Education Act, O. Reg. 489/20, s. 9(2)</p> <p>Ministry of Education — 2005 Data Form A</p>	Keep to make available on request at offices of Education Funding Branch of Ministry of Education
348		<p>Policy/Program Memorandum No. 165 Date of Issue: February 22, 2021</p> <p>Effective: March 31, 2021</p> <p>Subject: School Board Teacher Hiring Practices Procedures for Management of Conflicts of Interest</p>	6.iii) If the Supervisor or Director of Education determines there is a Conflict of Interest, the Supervisor or Director of Education should resolve the matter as per paragraph 7 below and shall document, in writing, any remedies that have been applied.
349		<p>School Board Policies on Service Animals Memorandum 163 Date of Issue: September 9, 2019</p> <p>All school boards in Ontario are required to develop, implement, and maintain a policy on student use of service animals in schools.</p>	<p>School boards must implement and make publicly available on their websites their newly developed or updated policies and procedures on student use of service animals by January 1, 2020.</p> <p>Effective Until revoked or modified</p>