



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## Records and Information Management

### Classification & Retention System

<i>Record Series</i>	<i>Accountability/ Responsible Department</i>	<i>Retention Period</i>	<i>Archival Selection/ Disposition</i>	<i>Citations/ Policies/ Comments</i>
<b>ADMINISTRATION</b> The function of overseeing the administration of the team and units within the Board and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services. The functions of acquiring and managing equipment, supplies, services and materials for schools.				
<b>ACCESS &amp; PRIVACY- ACCESS REQUESTS FOR INFORMATION</b> Requests and tracking sheets for Freedom of Information Requests made under the Municipal Freedom of Information Act. Requests for access to student/employee records and information.	<ul style="list-style-type: none"> <li>♦ Corporate Services/ Freedom of Information</li> <li>♦ Human Resources</li> <li>♦ School</li> </ul>	Event + 2 Years  Event = Appeal period expires.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>ACCESS &amp; PRIVACY- PRIVACYBREACHES</b> Records relating to the resolution of privacy breaches.	<ul style="list-style-type: none"> <li>♦ Corporate Services/ Freedom of Information</li> </ul>	Event + 2 Years  Event = Final resolution of privacy breach.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>ARCHIVES MANAGEMENT</b> Policies and procedures regarding archives management. Lists of archived material.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Corporate Services</li> </ul>	Superceded/Obsolete + 1 Year	Archival Review	-
<b>ASSOCIATIONS/ORGANIZATIONS</b> Reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 3 Years	Destroy	-
<b>BOARD INTERNAL SERVICES</b> Translation, audio visual services, duplicating/printing services and mail/courier and delivery services. Requisitions and memos for services, confirmations and service logs/reports, correspondence, reports.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 3 Years	Destroy	-
<b>FORMS MANAGEMENT</b> Forms history, creation, revision, and retirement date.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Superceded/Obsolete + 1 Year	Archival Review/ Destroy	-
<b>MEETING DOCUMENTATION – EXTERNAL ASSOCIATIONS/ORGANIZATIONS/ GOVERNMENT</b> Records of external committees and councils on which Board and school staff members participate as members. Agendas, minutes, reports, resolutions and any documentation which reflects obligations of the Board.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 3 Years	Destroy	-
<b>MEETING DOCUMENTATION - INTERNAL ADMINISTRATIVE AND STAFF</b> Records regarding staff meetings, student council and committees such as principals' council, secretaries' meetings, as well as district and subject head meetings. Agendas, minutes, reports and resolutions.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 3 Years	Destroy	-



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<i>Excludes <u>Governance Committees (e.g., Board, Senior Administrative Council, Executive Council)</u>.</i>				
<b>RECORDS DISPOSITION NOTICES</b> Lists of destroyed records and forms authorizing the destruction of records.	♦ Corporate Services/ Records Management	Life of Board + 5 Years	Life of Board + 5 Years	<b>Vital Record</b> Ont. 31
<b>RECORDS MANAGEMENT LISTINGS</b> Information regarding the management of records, regardless of medium. Records include retention schedules, classification scheme, legal citation table, file lists, lists of records in storage, records management reports and related correspondence.	♦ Corporate Services/ Records Management	Superseded/Obsolete + 1 Year	Archival Review	<b>Vital Record</b> Ont. 31
<b>COMMUNICATIONS AND PUBLIC RELATIONS</b> The function of promoting and marketing boards/authorities/schools and programs and services. Records in this function include board and/or school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.				
<b>ADVERTISEMENTS</b> Publications, artwork and copies of advertisements placed by the board or schools.  <i>Excludes <u>website records</u>.</i>	♦ Originating Department	Current Year + 1 Year	Archival Review	-
<b>COMMENDATIONS, AWARDS &amp; RECOGNITION</b> Commendations received from the general public and parents regarding various programs and the treatment of students, certificates of appreciation, and awards of recognition of staff.	♦ Originating Department	Current Year + 1 Year	Archival Review	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>COMPLAINTS</b> General complaints about the board and/or school and its activities. Correspondence, investigations, findings and related reports regarding resolution. Complaints about a specific project or program. <i>Excludes</i> complaints specific to an individual student or staff member.	♦ Originating Department	Event + 1 Year  Event = Resolution of complaint.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>CONTACTS AND MAILING LISTS</b> Lists of individuals or organizations to whom Board and school communications are sent for information purposes. Telephone directories, principal's visitor book, emergency contact lists, etc.	♦ Originating Department	Superseded/Obsolete	-	<b>PIB</b> Ont. 4
<b>EVENTS, CEREMONIES AND CELEBRATIONS</b> Memos, notices, correspondence with parents and others, programs and related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school openings, reunions, etc.).	♦ Originating Department	Current Year + 1 Year	Archival Review	-



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<b>MEDIA RELATIONS AND NEWS RELEASES</b> Records regarding Board relations with the various media, press releases and information releases.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Corporate Services</li> </ul>	Current Year + 3 Years	Archival Review	-
<b>MEMORABILIA</b> School, program, department, and/or Board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school histories, school logos and crests, songs, etc.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 1 Year  <i>These items may have historical value. Consider permanent retention.</i>	Archival Review	<b>PIB</b> Ont. 4
<b>NEWS REPORTS</b> News reports from newspapers, magazines, websites and other publications regarding the board and or school, staff, students and trustees.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Corporate Services</li> </ul>	Current Year + 1 Year	Archival Review	-
<b>MULTIMEDIA MATERIALS</b> Photographs, slides, videos, etc. that document school and board activities.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Corporate Services</li> </ul>	Current Year + 1 Year	Archival Review	<b>PIB</b> Ont. 4
<b>PUBLICATIONS - INTERNAL</b> Records and artwork for publications such as yearbooks, curriculum handbooks, school handbooks, school calendars. "Welcome to High School" booklets, annual reports, brochures on programs offered by schools, newsletters, and other school promotions.	<ul style="list-style-type: none"> <li>♦ School</li> <li>♦ Originating Department</li> </ul>	Superseded/Obsolete + 5 Years  <i>These documents may have historical value. Consider permanent retention.</i>	Archival Review	-
<b>SPEECHES AND PRESENTATIONS</b> Speeches and presentations delivered by Board/school staff, elected officials.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 3 Years  <i>These documents may have historical value. Consider permanent retention.</i>	Archival Review	-
<b>WEBSITE CONTENT</b> Snapshots of website content and copies of web pages created by school boards for general public use. Includes board and school sites.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Current Year + 4 Years  <i>These documents may have historical value. Consider permanent retention.</i>	Archival Review	-
<b>FACILITIES SERVICES MANAGEMENT</b>				
The function of managing and maintaining board/ authority buildings and Facilities Services and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of Facilities Services, equipment maintenance and testing, Facilities Services planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships such as parking.				
<b>ACCESSIBILITY OF SERVICES AND INFORMATION</b> Records relating to the accessibility of services and provision of information to persons with disabilities. Records that	<ul style="list-style-type: none"> <li>♦ Facilities Services</li> </ul>	Current Year + 6 Years	Destroy	Ont. 5, Ont. 43, Ont. 137, Ont. 210, Ont. 211, Ont. 212, Ont. 214



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identify, remove and prevent barriers for persons who work, learn or volunteer in and/or use services in Board Facilities Services.				
<b>BUILDING AND SITE APPROVALS</b> Site plan approvals, building permits, Life Safety Plan and municipal reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies.	♦ Facilities Services	Event + 15 Years  Event = As long as building remains board property.	Destroy	Ont. 35, Ont. 55, Ont. 142, Ont. 143, Ont. 145, Ont. 150, Ont. 174, Ont. 184, Ont. 190, Ont. 194
<b>CONFINED SPACES</b> Records relating to the assessment of confined spaces and written plans/procedures for the control of hazards in confined spaces.	♦ Facilities Services ♦ Health & Safety	Event + 3 Years  Event = When the record was first created.  <i>Note: Must ensure that the 2 most recent reports are retained.</i>	Destroy	Ont. 152, Ont. 153, Ont. 154, Ont. 155, Ont. 156
<b>DESIGNATED SUBSTANCES &amp; HAZARDOUS MATERIAL MONITORING - HAZARDOUS BIOLOGICAL, CHEMICAL AND PHYSICAL AGENTS</b> Records regarding the monitoring of hazardous chemical and physical agents and designated substances in accordance with the Occupational Health and Safety Act. Includes air quality reports.  <i>For workers exposure records see: <a href="#">Accident/Incident Claims and Reports - Employees.</a></i>	♦ Facilities Services ♦ Health & Safety	Event + 7 Years  Event = End of reporting period to which it relates.	Destroy	Ont. 37, Ont. 38, Ont. 39, Ont. 40, Ont. 158, Ont. 163, Ont. 164, Ont. 166, Ont. 167, Ont. 168, Ont. 169, Ont. 176, Ont. 177, Ont. 178, Ont. 220, Fed. 42, Fed. 43, Fed. 44, Fed. 45, Fed. 46, Fed. 47, Fed. 48, Fed. 49
<b>DESIGNATED SUBSTANCES &amp; HAZARDOUS MATERIALS - WASTE MONITORING AND MANAGEMENT</b> Records related to the management and disposal of chemical, biological or physical agents or substances.	♦ Facilities Services ♦ Health & Safety	Event + 5 Years  Event = Report made.	Archival Review	Ont. 181, Ont. 196, Ont. 197, Ont. 215, Ont. 216, Fed. 45
<b>DRAWINGS AND SPECIFICATIONS</b> Technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	♦ Facilities Services	Event + 15 Years  Event = As long as building remains board property.	Archival Review	<b>Vital Record</b> Ont. 15, Ont. 35
<b>EMERGENCY AND PROCEDURES</b> Records regarding emergencies and related plans to support the board and/or	♦ School ♦ Facilities Services	Superseded/Obsolete + 5 Years	Archival Review	<b>Vital Record</b> Ont. 19, Ont. 32, Ont. 103, Ont. 143,



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school in case of fire or other emergencies. Emergency plans, lock-down procedures, business continuity plans, call lists, supplier/vendor contacts, and related reports.				Fed. 9, Fed. 10, Fed. 15, Fed. 42, Fed. 43, Fed. 44
<b>ENVIRONMENTAL ASSESSMENTS &amp; STUDIES</b> Information relating to soil, tree preservation and mitigation, geotechnical infrastructure expansion, water, air, and other environmental issues.	♦ Facilities Services	Life of Board + 5 Years	Life of Board + 5 Years	Ont. 221, Ont. 332
<b>FACILITIES SERVICES CONSTRUCTION PROJECTS</b> Budgets, estimates, project plans and schedules, progress reports, project meeting minutes, certificates of clearance, project drawings and correspondence regarding the building of schools and other properties.  <i>For Capital Projects Financing see: <a href="#">Capital Projects Financing</a></i> <i>For Final Drawings see: <a href="#">Drawings &amp; Specifications</a></i>	♦ Facilities Services	Event + 6 Years  Event = Completion of project.	Destroy	Ont. 8, Ont. 10, Ont. 15, Ont. 124, Ont. 194
<b>FACILITIES SERVICES IMPROVEMENT PROJECTS</b> Project records regarding the building improvements program and supporting documents specific to additions, renovations, and alterations to schools and buildings. Drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.  <i>For Final Drawings see: <a href="#">Drawings &amp; Specifications</a></i>	♦ Facilities Services	Event + 6 Years  Event = Completion of project.	Destroy	Ont. 8, Ont. 9, Ont. 10, Ont. 11, Ont. 15, Ont. 17, Ont. 19, Ont. 20, Ont. 55, Ont. 175, Ont. 184, Ont. 185, Ont. 190, Ont. 194
<b>FACILITIES SERVICES PLANNING</b> Records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed enrolment studies and reports, Facilities Services use plans, Facilities Services designs and layouts, furniture layouts, etc.	♦ Facilities Services	Current Year + 3 Years	Destroy	Ont. 55
<b>HEALTH &amp; SAFETY COMMITTEE</b> Reports. correspondence. minutes of health and safety committee meetings, notices, correspondence and reports.	♦ Originating Department ♦ Facilities Services	Event + 3 Years	Destroy	-
<b>HEALTH &amp; SAFETY INCIDENT REPORTS</b> Records relating to incidents that affect health and safety of staff and/or students, e.g., emergency response, school illness, infections, quarantines, etc. Records include reports, correspondence and summaries and information related to actions taken by staff. <i>Excludes employee medical health records.</i>	♦ Health & Safety ♦ Human Resources ♦ School	Event + 3 Years  Event = No further appeal + 3 Years for adults.  <i>Note: If student is under the age of 21,</i>	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 132



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		records must be kept until 21st birthday.  <i>Note: Depending on the nature of the incident, records may have legal value.</i>		
<b>HEALTH &amp; SAFETY INSPECTION REPORTS</b> Records of inspections carried out by the Health and Safety Committee in accordance with the Occupational Health and Safety Act.	♦ Health & Safety	Current Year + 6 Years	Destroy	Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 122, Ont. 123, Ont. 124, Ont. 125, Ont. 126, Ont. 127, Ont. 128, Ont. 129, Ont. 130, Ont. 179, Ont. 189
<b>INSPECTION LOGS AND REPORTS: FIRE PROTECTION SYSTEMS AND EMERGENCY POWER SYSTEMS</b> Records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.	♦ Facilities Services	Event + 2 Years  Event = Report prepared; as long as current and immediately preceding report is available; retained at building premises for examination on request.  Event = Life of Equipment.	Destroy	Ont. 141, Ont. 145, Ont. 147, Ont. 148, Ont. 149, Ont. 150, Ont. 151, Ont. 180, Ont. 184, Ont. 185, Ont. 188, Ont. 189, Ont. 190
<b>INSPECTION LOGS AND REPORTS: GENERAL</b> Documentation to support the inspection and testing of buildings, equipment, physical plant and property. Logs, inspection reports, year-end reports, equipment lists and locations. Includes water flushing logs, water testing reports, elevator logs, sanding and salting logs, playground equipment inspections logs, chemical treatment logs, underground storage tank inspections, playground inspections, physical education equipment inspections, technical program equipment, etc.	♦ Facilities Services	Current Year + 6 Years	Destroy	Ont. 9, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 121, Ont. 122, Ont. 123, Ont. 124, Ont. 125, Ont. 126, Ont. 127, Ont. 128, Ont. 129, Ont. 130, Ont. 179, Ont. 189
<b>LAND SURVEYS</b> Legal property surveys, construction layout and control surveys, field notes, and soil-boring reports.	♦ Facilities Services	Superseded/Obsolete  <i>Ensure that land surveys are available at local registry office before destruction.</i>	Archival Review	-
<b>MAINTENANCE AND OPERATIONS: BUILDINGS/ PHYSICAL PLANT AND EQUIPMENT</b> Records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment.	♦ Facilities Services	Event + 5 Years  Event = Disposal of facility or equipment.	Destroy	Ont. 9, Ont. 10, Ont. 11, Ont. 17, Ont. 18, Ont. 20, Ont. 141, Ont. 142, Ont. 145, Ont. 146, Ont. 147, Ont. 148, Ont. 149, Ont. 150, Ont. 151, Ont. 163, Ont. 164,



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				Ont. 165, Ont. 175, Ont. 177, Ont. 178, Ont. 179, Ont. 180, Ont. 182, Ont. 183, Ont. 184, Ont. 185, Ont. 190, Fed. 15
<b>MAINTENANCE AND OPERATIONS: GROUNDS</b> Maintenance requisitions, work orders, logs and reports showing action taken re grounds keeping, snow clearance, and cleaning.	♦ Facilities Services	Event + 2 Years  Event = Completion of inspection or maintenance.	Destroy	Ont. 34
<b>OCCUPATIONAL HEALTH AND SAFETY</b> Information regarding the occupational health and safety of staff and students. Joint Health & Safety Committee minutes, inspections, WHMIS, quarantines, infestations, playground safety, health and safety inspection reports, etc.  <i>For accident/incident reports see various: <a href="#">Accident/Incident Claims and Reports - Employees</a></i> <i>For claims/litigation see: <a href="#">Legal Claims/ Litigation</a></i>	♦ Health & Safety ♦ Facilities Services ♦ School	Current Year + 3 Years	Destroy	Ont. 33, Ont. 34, Ont. 37, Ont. 39, Ont. 40
<b>PARKING</b> Records related to parking at sites.	♦ Originating Department	Current Year + 1 Year	Destroy	Ont. 192, Ont. 193
<b>PERMITS/FACILITY BOOKINGS</b> Permits issued by the Board for the use of school property for purposes such as polling stations and community events. Applications for permits, lists of permit holders and inter-jurisdictional permits.	♦ Facilities Services	Event + 2 Years  Event = When permit expires.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>SAFETY DATA SHEETS</b> Safety data sheets as created and issued by the manufacturer.	♦ Health & Safety	Event + 3 Years  Event = Creation or revision of the SDS.	-	Ont. 33, Ont. 34, Ont. 37, Ont. 39, Ont. 40
<b>SECURITY</b> Records regarding the security of office and school Facilities Services and properties such as control of keys, trespassing, emergency telephone numbers/ contacts, and police station locations. School visitor book and contractor logs, etc.  <i>For video surveillance see: <a href="#">Video Surveillance</a></i>	♦ Facilities Services	Current Year + 2 Years	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 19
<b>VEHICLES/FLEET MANAGEMENT</b> Records of vehicles currently owned and maintained by the Board.	♦ Facilities Services	Event + 2 Years	-	-



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		Event = Disposal of vehicle.		
<b>VIDEO SURVEILLANCE</b> Reports and footage captured through the use of video surveillance in schools and buses.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ School</li> </ul>	30 days  Current Year + 1 Year if footage is viewed.	Destroy	PIB Ont. 1, Ont. 2, Ont. 4





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<b>FINANCE AND ACCOUNTING</b> The function of managing board/school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.				
<b>ACCOUNTING INVOICES</b> Invoices payable by the School/Board.	<ul style="list-style-type: none"> <li>♦ Finance</li> <li>♦ School</li> </ul>	Fiscal Year + 6 Years	Destroy	Ont. 1, Ont. 2, Ont. 4, Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>ACCOUNTS PAYABLE</b> Records documenting funds payable by the Board, such as invoices, employee and trustee expenses, legal fees, vendor transaction listings, payment vouchers, cheque requisitions, utilities and phone bills, petty cash disbursements.	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Fiscal Year + 6 Years	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>ACCOUNTS RECEIVABLE</b> Records related to the accounting for money owed to schools and the board. Records include invoices, cash receipts, correspondence, cash lists and statements of account.	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>AUDITS – FINANCIAL</b> Records regarding internal Ont. 99 & external financial audits of accounts.  <i>For Audited Financial Statements see: <a href="#">Financial Statements (Audited)</a></i>	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Ont. 99, Ont. 191, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>BANK RECONCILIATION</b> Monthly bank reconciliation.	<ul style="list-style-type: none"> <li>♦ Finance</li> <li>♦ School</li> </ul>	Fiscal Year + 6 Years	Destroy	Ont. 1, Ont. 2, Ont. 4, Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>BANKING</b> Records regarding banking transactions and relationships with banks, bank statements, bank reconciliations, deposit records, cancelled cheques, returned cheques, and cheque stubs.	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>BUDGETS</b> Departmental and board budgets, both capital and operating. All working notes, budget formula calculations, current estimate highlights, preliminary formula budget calculation sheet summaries, and budgeted vs. actual reports.	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Fiscal Year + 6 Years	Destroy	-
<b>CAPITAL PROJECTS FINANCING</b> Records relating to the financing of capital projects. Quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	<ul style="list-style-type: none"> <li>♦ Finance</li> </ul>	Event + 10 Years  Event = Completion of project.	Archival Review	Ont. 13, Ont. 14, Ont. 139, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 20, Fed. 30, Fed. 38



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<b>CAPITAL REVENUE</b> Records related to capital revenue from sale of property and rental income from leased premises and other sources.	♦ Finance	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>ENROLMENT &amp; FINANCIAL REPORTING (ONSIS)</b> Counts and projections documenting enrolments in the school system and statistical reports required by the Ministry of Education as part of the funding process for the preparation of educational statistics, e.g., October and March school/board/authority reports. School audits on enrolment and documentation determining a student's status.	♦ Finance	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Ont. 114, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>FINANCIAL STATEMENTS – AUDITED</b> Balance sheet, income statement, statement of source and application of funds, and other audited financial statements.	♦ Finance	Life of Board + 5 Years	Life of Board + 5 Years	<b>Vital Record</b> Ont. 65, Ont. 198
<b>FINANCIAL WORKING PAPERS</b> Drafts, grant calculations and other working papers associated with the development of financial statements for the Board.	♦ Finance	Fiscal Year + 6 Years	Destroy	-
<b>FUNDING ASSESSMENTS</b> Direction of school support, levies and related assessments. Information on fee-paying, non-resident and international visa students.	♦ Finance	Fiscal Year + 6 Years	Destroy	Ont. 14, Ont. 74, Ont. 225, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>FUNDRAISING: CHARITABLE ORGANIZATIONS</b> Records regarding the raising of funds for charitable organizations. Records include completed contribution forms, promotional materials for fundraising and reports.	♦ Originating Department	Current Year + 6 Years	-	<b>Vital Record</b> Ont. 65, Ont. 198
<b>GRANTS &amp; SUBSIDIES</b> Records relating to all grants and subsidies for Federal, Provincial and Municipal bodies.	♦ Finance	Fiscal Year + 6 Years	Destroy	Ont. 14, Ont. 74, Ont. 115, Ont. 116, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38, Fed. 40
<b>INVENTORY CONTROL: FIXED ASSETS</b> Records relating to balance sheets, including fixed asset listings, depreciation details, asset transfers, and details of extraordinary entries.	♦ Finance	Life of Asset + 6 Years	Life of Asset + 6 Years	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<b>INVENTORY CONTROL: NON-FIXED ASSETS</b> Records regarding inventories of board-owned equipment. <i>Excludes hazardous materials inventories.</i>	♦ Finance	Fiscal Year + 6 Years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38



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<p><b>INVESTMENTS &amp; DEBENTURES</b> Records regarding the Board's investments, term deposits and promissory notes, records regarding the debentures issued, information on the initial issuance of the debenture and records of payments made to investors</p>	♦ Finance	Event + 6 Years  Event = Closure of account, redemption of issue.	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<p><b>LEDGERS: GENERAL</b> Records in the books of original entry, whether maintained in book format or as a computer report.</p>	♦ Finance	Life of Board + 5 Years	Life of Board + 5 Years	<b>Vital Record</b> Fed. 30, Fed. 37
<p><b>LEDGERS: SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b> Subsidiary ledgers, registers and journals such as payment and receipt journals, journal vouchers, payroll registers, purchase order registers, and Year-end adjustments.</p>	♦ Finance	Fiscal Year + 6 Years	Destroy	Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<p><b>NON-BOARD FUNDS</b> Records on funds allocated to or raised by the school/parent council, student council or other student, parent or community groups consisting of account receivable and payable documents such as invoices and vouchers.</p>	♦ Finance	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<p><b>PAYROLL MANAGEMENT</b> Records of payments of salary, wages and deductions to employees. Payroll master cards, time sheets, direct deposit request forms, payroll update logs, payroll deduction and billing reports. T4's, TD's, and ROE's.</p>	♦ Finance	Current Year + 6 Years	Destroy	<b>PIB</b> <b>Vital Record</b> Ont. 1, Ont. 2, Ont. 4, Ont. 16, Ont. 21, Ont. 27, Ont. 131, Ont. 136, Ont. 140, Ont. 170, Ont. 171, Ont. 172, Ont. 206, Ont. 207, Ont. 208, Ont. 209, Fed. 5, Fed. 6, Fed. 7, Fed. 8, Fed. 24, Fed. 25, Fed. 26, Fed. 27, Fed. 30, Fed. 31, Fed. 32, Fed. 34, Fed. 40, Fed. 41
<p><b>PENSION CONTRIBUTIONS/SUPPORT</b> Contribution cards detailing pension and benefits obligations due to retired employees under OMERS and other annuity or superannuation plans (TPP). Payroll records required to determine and verify pension payments.</p>	♦ Finance	Event + 6 Years  Event = Until pension is paid out to all beneficiaries.	-	<b>PIB</b> <b>Vital Record</b> Ont. 1, Ont. 2, Ont. 4
<p><b>PURCHASING DOCUMENTATION</b> Purchase requisitions, purchase orders and blanket orders authorizing the procurement of goods and services.</p>	♦ Finance	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
	♦ Finance	Life of Board + 5 Years	Life of Board + 5 Years	<b>PIB</b> <b>Vital Record</b> Ont. 1, Ont. 2, Ont. 4, Ont. 6, Ont. 195



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<p><b>SCHOLARSHIP FUNDS, BEQUESTS &amp; DONATIONS</b> Records regarding the administering &amp; setting up of scholarship funds &amp; donations, including fund histories, correspondence &amp; data sheets. Background information, copies of wills regarding the administration of the bequests &amp; donations of monies &amp; other materials to the Board.</p>				
<p><b>TAXATION</b> Records documenting taxation such as gas surtax reports, income tax returns, and federal sales tax tables. Harmonized Sales Tax (HST), accounting and information on exemptions and refunds.</p>	♦ Finance	Fiscal Year + 6 Years	Destroy	Ont. 13, Ont. 14, Ont. 139, Fed. 1, Fed. 2, Fed. 3, Fed. 4, Fed. 6, Fed. 8, Fed. 14, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 20, Fed. 23, Fed. 24, Fed. 30, Fed. 36, Fed. 38
<p><b>TENDERS &amp; QUOTATIONS</b> Records regarding tenders &amp; quotations obtained from suppliers of goods &amp; services such as office supplies, construction &amp; pest control. Requests for proposal, requests for quotations, specifications, bonds &amp; all documentation regarding the selection process.</p>	♦ Finance	Fiscal Year + 6 Years	Destroy	<b>Vital Record</b> Ont. 14, Fed. 6, Fed. 16, Fed. 17, Fed. 18, Fed. 19, Fed. 30, Fed. 38
<p><b>GOVERNANCE</b> The function of governing boards/authorities/ schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/authorities/ schools, such as the board and staff, and spells out the rules and procedures for making decisions on it affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.</p>				
<p><b>ACTS AND LEGISLATION/ REGULATIONS</b> Copies of Acts and Regulations, bills and judgments relevant to the Board's activities, as well as correspondence and discussion papers concerning the Acts and Regulations and amendments to them.</p>	♦ Corporate Services	Superceded/Obsolete  Superceded/Obsolete = When act or regulation is replaced.	-	-
<p><b>ARTICLES OF INCORPORATION, BY-LAWS AND CONSTITUTION</b> Records related to the operation of the school board and capture details about the legal entity.</p>	♦ Director's Office/ Board Secretary	Life of Board + 5 Years	Life of Board + 5 Years	Ont. 47
<p><b>GUIDELINES, POLICIES AND DIRECTIVES: GOVERNMENT</b> Correspondence, guidelines and information provided by government ministries.</p>	♦ Director's Office/ Board Secretary	Superceded/Obsolete  Superceded/Obsolete = When policies and directives are replaced. Board/school can obtain old copies from Ministry if required.	Destroy	Ont. 68, Ont. 81, Ont. 83, Ont. 102, Ont. 108, Ont. 112, Ont. 119, Ont. 120, Ont. 157
<p><b>GUIDELINES, POLICIES AND DIRECTIVES: INTERNAL</b> Policy and procedure manuals, guidelines and directives, policies and procedures established by the Board, departments and schools.</p>	♦ Director's Office ♦ Originating Department	Life of Board + 5 Years	Life of Board + 5 Years	Ont. 81, Ont. 83, Ont. 108, Ont. 119, Ont. 120, Ont. 157



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<b>MEETINGS: BOARD/TRUSTEES' MEETINGS</b> Records relating to Board minutes, agendas and reports, including all back-up material.	♦ Director's Office/ Board Secretary	Life of Board + 5 Years	Life of Board + 5 Years	<b>PIB Vital Record</b> Ont. 47
<b>MEETINGS: DIRECTOR'S MEETINGS</b> Records relating to Director's minutes, agendas and reports, including all back-up material.	♦ Director's Office/ Board Secretary	Current Year + 3 Years	Destroy	-
<b>MEETINGS: SENIOR ADMINISTRATIVE COUNCIL</b> Agendas and minutes of Senior Administrative Council.	♦ Director's Office/ Board Secretary	Current Year + 3 Years	Destroy	-
<b>MEETINGS: STANDING &amp; AD HOC COMMITTEES</b> Agendas and minutes of standing and ad hoc committees with which staff, students, and trustees are involved. Includes Regional Internal Audit Team (RIAT).	♦ Director's Office/ Board Secretary	Life of Board + 5 Years	Life of Board + 5 Years	<b>PIB Vital Record</b> Ont. 1, Ont. 2, Ont. 4, Ont. 47, Ont. 100 School Board Governance Act, Bill 177, Student Achievement and School Board Governance Act, 2009
<b>TRUSTEE RECORDS</b> Clerk's certificate, elections information, directories and news items regarding the trustees. Trustee distribution and orientation information.	♦ Director's Office/ Board Secretary	Event + 4 Years  Event = Expiry of term of office.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 222
<b>TRUSTEE REGISTER</b> Register of the names, addresses and occupations of trustees, including the dates on which each became or ceased to be a trustee.	♦ Director's Office/ Board Secretary	Life of Board + 5 Years	Life of Board + 5 Years	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>HUMAN RESOURCES</b> The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.				
<b>ACCIDENT/INCIDENT CLAIMS AND REPORTS - EMPLOYEES</b> Reports of accident/injury to board employees under the Workplace Safety and Insurance Act and designated substances exposure records under the Occupational Health and Safety Act. Records may include doctor's notes, follow-up notes and related correspondence, and short-term and long-term disability claims for both teaching and support staff and record of administration of first aid.  <i>For WSIB/STD/LTD claims see: <a href="#">Disability Management</a></i>	♦ Human Resources	Event + 3 Years  Event = Resolution of claim.  <i>If Incident involves substance exposure:</i>  Event + 40 Years Event = Date first record created in personal exposure record.  Event + 20 Years Event = Date last record added to personal exposure record.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 34, Ont. 217, Ont. 219



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<p><b>ATTENDANCE – EMPLOYEE</b> Employee attendance, absences (leaves, sabbaticals, special leaves, teacher exchanges, deferred salary) and vacations.</p>	<p>♦ Human Resources</p>	<p>Current Year + 5 Years</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 207</p>
<p><b>COLLECTIVE AGREEMENTS/TERMS &amp; CONDITIONS</b> Administration and interpretation of the Board’s collective agreements/terms and conditions, including seniority lists, implementation plans, sub plans, and related records.</p> <p><i>Excludes <a href="#">Grievances</a>, Certification Documents &amp; Negotiations</i></p>	<p>♦ Human Resources</p>	<p>Life of Board + 5 Years</p>	<p>Life of Board + 5 Years</p>	<p>-</p>
<p><b>CRIMINAL BACKGROUND CHECKS</b> Criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers that come into direct contact with students on a regular basis.</p>	<p>♦ Human Resources</p>	<p>Event + 10 Years  Event = Termination of employment/volunteer services.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 56</p>
<p><b>CRIMINAL OFFENCE DECLARATIONS</b> Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.</p>	<p>♦ Human Resources</p>	<p>Event + 10 Years  Event = Termination of employment/volunteer services.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 56</p>
<p><b>DISABILITY MANAGEMENT</b> Long term disability, short- and long-term illnesses, WSIB, attendance management, workplace accommodations. Medical records, doctor’s notes, correspondence, and health reports related to an employee’s medical situation. Information and records relating to employee’s illness or injuries that will assist the employee’s return to the workplace (WSIB).</p> <p><i>Note: DO not store in the employee HR file.</i></p>	<p>♦ Human Resources</p>	<p>Event + 40 Years  Event = Date first record created in personal exposure record.  Event + 20 Years  Event = Date last record added to personal exposure record.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 36, Ont. 158, Ont. 159, Ont. 160, Ont. 161, Ont. 169, Fed. 22</p>
<p><b>EMPLOYEE BENEFIT PLANS</b> Benefits offered to employees such as group insurance, dental plans, wellness &amp; Employee Assistance Program (EAP). Brochures, rates, quotes, correspondence, explanatory documents, benefit rate changes &amp; premium adjustments.</p> <p><i>Excludes Benefit Records of Specific Employees.</i></p>	<p>♦ Human Resources</p>	<p>Superseded/Obsolete + 1 Year</p>	<p>Archival Review</p>	<p>-</p>
<p><b>EMPLOYEE PERFORMANCE APPRAISALS</b> Records of job performance appraisals on all employees according to established timelines and criteria through board procedures.</p> <p><i>To be filed in the <a href="#">Employee Records</a>.</i></p>	<p>♦ Human Resources</p>	<p>Event + 10 Years  Event = Date of appraisal.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 57, Ont. 79, Ont. 80, Ont. 84, Ont. 85, Ont. 88, Ont. 89, Ont. 90, Ont. 91, Ont. 94, Ont. 95, Ont. 96, Ont. 97</p>
	<p>♦ Human Resources</p>	<p>E +10 Years</p>	<p>-</p>	<p><b>PIB</b> <b>Vital Record</b></p>



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<p><b>EMPLOYEE RECORDS</b> Records regarding the employment history of the board and/or school employees. Initial resume and applications, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms.</p>		Event = Termination of employment.		Ont. 1, Ont. 2, Ont. 4, Ont. 207, Ont. 209
<p><b>EMPLOYMENT EQUITY</b> Information and records relating to all equity issues such as gender; questionnaires and plans; race relations; and strategies.</p> <p><i>For Pay Equity see: <a href="#">Pay Equity</a></i> <i>For Harassment Incidents see: <a href="#">Harassment Complaints, Allegations and Investigations</a></i></p>	♦ Human Resources	Current Year + 10 Years	Destroy	<b>PIB</b>
<p><b>GRIEVANCES</b> Records regarding grievances filed by employees, such as evaluation reports, notifications, correspondence with unions concerning grievance initiators, arbitration and legal opinions.</p>	♦ Human Resources	Event + 15 Years  Event = Resolution/ withdrawal of grievance.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 35, Ont. 132, Ont. 133
<p><b>HARASSMENT COMPLAINTS, ALLEGATIONS AND INVESTIGATIONS</b> Records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues.</p>	♦ Human Resources	Current Year + 3 Years as per <a href="#">Employee Workplace Harassment Administrative Operational Guidelines (201.7)</a>  <i>The Director of Education and/or delegate may, at their discretion, determine that the harassment file be retained or destroyed following a review.</i>	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 132, Ont. 133, Fed. 9, Fed. 10, Fed. 11, Fed. 12, Fed. 13, Fed. 39  <a href="#">Employee Workplace Harassment Administrative Operational Guidelines (201.7)</a>
<p><b>HUMAN RESOURCES PLANNING</b> Records of succession planning, staff allocations, staff turnover, staff mobility, promotions, transfers and related records.</p>	♦ Human Resources	Current Year + 3 Years	Archival Review	<b>PIB</b>
<p><b>JOB DESCRIPTIONS</b> Job descriptions and specifications as well as background information used in their preparation or amendment.</p>	♦ Human Resources	Superseded/Obsolete + 2 Years  S = When new job descriptions are revised.	Archival Review	-
<p><b>LABOUR CERTIFICATION</b> Original documents concerning the certification of labour unions.</p>	♦ Human Resources	Life of Board + 5 Years	Life of Board + 5 Years	-
	♦ Human Resources	Life of Board + 5 Years	Life of Board + 5 Years	-



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<p><b>LABOUR RELATIONS, NEGOTIATIONS AND AGREEMENTS</b> Records related to collective bargaining, e.g. final offers, memoranda of settlement, mediations, arbitrations and data used in preparation for bargaining.</p> <p><i>For Collective Agreements see: <a href="#">Collective Agreements/Terms &amp; Conditions</a></i></p>				
<p><b>MEDICAL RECORDS: HAZARDOUS MATERIALS EXPOSURE</b> Records of exposure to asbestos and other hazardous materials.</p>	<p>♦ Human Resources</p>	<p>Event + 40 Years</p> <p>Event = Date first record created in personal exposure record.</p> <p><i>and:</i></p> <p>Event + 20 Years Event = Date last record added to personal exposure record.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 36, Ont. 158, Ont. 159, Ont. 160, Ont. 161, Ont. 169, Fed. 22</p>
<p><b>ORGANIZATION STRUCTURE</b> Organization structure, analysis, etc. for both schools and school boards/authorities. Organizational charts and school profiles.</p>	<p>♦ Originating Department</p>	<p>Superseded/Obsolete + 1 Year</p> <p>S = When organization structure changes.</p>	<p>Archival Review</p>	<p>-</p>
<p><b>PAY EQUITY</b> Records regarding the establishment and implementation of the board's pay equity plan. Records include background information, consultant information, questionnaires, interview documentation and job evaluation plans.</p>	<p>♦ Human Resources</p>	<p>Current Year + 5 Years</p>	<p>Destroy</p>	<p>Ont. 132, Ont. 133, Ont. 134</p>
<p><b>PENSION/SUPERANNUATION PLANS</b> Records relating to pension information, such as: Annual Information Returns; General Information on OMERS and other Annuities; Ontario Teachers' Pension Plan; Teacher's Pension Plan Certification; Pension reconciliation balances.</p> <p><i>Individual Employee Information see <a href="#">Pension Contributions/Support</a>.</i></p>	<p>♦ Human Resources</p>	<p>Life of Board + 5 Years</p>	<p>Life of Board + 5 Years</p>	<p>Ont. 136, Fed. 5, Fed. 30, Fed. 41</p>
<p><b>PROFESSIONAL DEVELOPMENT PROGRAMS AND MATERIALS</b> Records regarding courses and conferences facilitated by the board for staff development and information on career and professional development programs. Includes conference proceedings and presentations, orientation materials and staff development calendars.</p>	<p>♦ Originating Department</p>	<p>Current Year+ 3 Years</p>	<p>Archival Review</p>	<p>-</p>
<p><b>RECRUITMENT</b> Records regarding the recruitment of staff, job postings, applications, resumes and applicant evaluations.</p>	<p>♦ Human Resources</p>	<p>Event + 1 Year</p> <p>Event = Closing date of posting.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4</p>





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<i>Successful applicants are moved to the Employee File.</i>		<i>Note: Only retain files for people interviewed.</i>		
<b>SALARY ADMINISTRATION</b> Records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay.  <i>For Pay Equity see: <a href="#">Pay Equity</a></i>	♦ Human Resources	Current Year + 10 Years	Destroy	-
<b>STAFFING</b> Staff allocation, staff transfers, staff directories, seniority lists, retirement lists and lists of occasional staff.	♦ Human Resources	Superceded/Obsolete + 1 Year  Superceded/Obsolete = When new lists are developed.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>TEMPORARY RESOURCING</b> Records relating to temporary employees of the Board, such as: Requests for Temporary Assistance; Student or Practice Teachers' Records.	♦ Human Resources	Event + 1 Year  Event = Conclusion of placement.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 107, Ont. 117
<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information through automated systems such as Wide Area Networks and Local Area Networks. Includes planning, determining requirements, developing acquiring, modifying and evaluating applications and databases, and acquiring, tendering, leasing, licensing, registering and disposition of systems.				
<b>ACCESS CONTROL AND PASSWORD RECORDS</b> Records relating to the management of and access to programs. Individual access, password management, etc.	♦ Information Technology Services	Event + 1 Year  Event = Termination of employee.	Destroy	-
<b>COMPUTER &amp; INFORMATION SYSTEMS</b> Records related to system architecture and maintenance.	♦ Information Technology Services	Superceded/Obsolete + 1 Year	Destroy	-
<b>DIGITAL DATA - ONLINE LEARNING PLATFORMS</b>	♦			
<b>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL FILES</b> Records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes, and mainframe access forms.	♦ Information Technology Services	Superceded/Obsolete + 1 Year	Destroy	-
<b>LEGAL</b> The function of addressing legal issues relating to the operations of the board/ authority and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board/authority and schools, deeds and titles relating to properties, harassments incidents, etc.				
<b>ACCIDENT/INCIDENT CLAIMS AND REPORTS - STUDENTS</b> Reports related to student accidents that occur on board/authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident. Includes reports to Board Insurer.	♦ Business & Financial Services ♦ Health & Safety	Event + 3 Years  E= Resolution of claim.  No further appeal +3 Years for adults  <i>Note: If student is under the age of 21,</i>	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34



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		records must be kept until 21st birthday.		
<b>ACCIDENT/INCIDENT CLAIMS AND REPORTS – VOLUNTEERS AND VISITORS</b> Reports related to volunteer and visitor accidents that occur on board property, schools and the administration offices or on school trips. Claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident. Includes reports to Board insurer.	<ul style="list-style-type: none"> <li>♦ Business &amp; Financial Services</li> <li>♦ Health &amp; Safety</li> </ul>	Event + 3 Years  Event = Resolution of claim.  No further <i>appeal</i> + 3 Years.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>AGREEMENTS AND CONTRACTS</b> Records relating to agreements and contracts.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Corporate Services</li> </ul>	Event + 3 Years  Event = Contract expired/ terminated or superseded.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>APPEALS/HEARINGS</b> Records of hearings conducted with regard to issues that affect the school/board/authority. Correspondence, reports, discovery findings, hearing proceedings and final decisions. Examples: SEAC, IPRC, suspensions and expulsions, boundary reviews.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> </ul>	Event + 3 Years  Event = Resolution of appeal or hearing.  No further appeal +3 Years for adults.  <i>Note: If student is under the age of 21, records must be kept until 21st birthday.</i>	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>INSURANCE POLICIES</b> Records relating to policies to cover loss or damage to property or premises and to cover staff and general public against injury or death resulting from accidents/incidents on school/ board premises, or otherwise occurring during employment. Documentation regarding the annual review of insurance policies, certificates, appraisals, and related correspondence.  <i>For accident/incident reports see various: Accident/Incident Claims and Reports</i>	<ul style="list-style-type: none"> <li>♦ Business &amp; Financial Services</li> </ul>	Life of Board + 5 Years	Life of Board + 5 Years	Ont. 34
<b>LEGAL CLAIMS/LITIGATION</b> Liability claims and litigation against or entered into by the board and/or school. Reports, correspondence, investigations, etc.  <i>For accident reports and WSIB/STD/LTD claims see: <a href="#">Accident/Incident Claims and Reports - Employees</a></i>	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Business &amp; Financial Services</li> </ul>	Event + 3 Years  Event = Resolution of appeal or hearing. No further appeal + 3 Years for adults.  <i>Note: If student is under the age of 21, records must be kept until 21<sup>st</sup> birthday.</i>	-	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34
<b>LEGAL OPINIONS/ PRECEDENTS</b> Legal opinions and precedents about legal issues identified by the school/board/ authority. Includes case law, correspondence, reports, and findings/opinions.	<ul style="list-style-type: none"> <li>♦ Originating Department</li> <li>♦ Director's Office</li> </ul>	Current Year + 10 Years	Archival Review	-
<b>PROPERTY ACQUISITION AND SALES</b> Plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands. Land purchase	<ul style="list-style-type: none"> <li>♦ Facilities Services</li> </ul>	Event + 10 Years  Event = Disposal of property.	Destroy	Ont. 7, Ont. 224



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agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board or under consideration for purchase				
<b>PROPERTY DAMAGE/ TRESPASSING REPORTS</b> Reports and correspondence regarding property damage, theft or loss. Vandalism reports, copies of repair invoices, monthly and annual summaries.	<ul style="list-style-type: none"> <li>♦ Originating Department/</li> <li>♦ Facilities Services</li> </ul>	Fiscal Year + 6 Years	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 34, Ont. 223
<b>PROPERTY DEEDS &amp; TITLES</b> Original deeds to any board-owned property.	<ul style="list-style-type: none"> <li>♦ Business &amp; Financial Services</li> <li>♦ Facilities Services</li> </ul>	Event + 10 Years  Event = Disposal of property.	Destroy	Ont. 224
<b>PROGRAMS DEVELOPMENT - DESIGN</b> The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.				
<b>COURSES OF STUDY/ OUTLINES</b> Outlines of available programs and courses of study.	<ul style="list-style-type: none"> <li>♦ Program Services</li> </ul>	Superseded/Obsolete + 3 Years  Superseded/Obsolete = Last update.	Archival Review	Ont. 45
<b>CURRICULUM PROJECTS, PROGRAMS, PLANNING, PROPOSALS, AND REVIEW</b> Recorded information regarding proposals for new curriculum programs, either system-wide or at the school level; comparisons with programs in other school board, provinces, and countries; the planning of the overall curriculum or specific programs, such as meeting notes, objective, strategy reports and teaching strategies; program review reports and other evaluations of specific programs in the curriculum; and proposals, correspondence and monitoring of projects for the writing of special curriculum materials. Includes EQAO test results for schools/boards.	<ul style="list-style-type: none"> <li>♦ Program Services</li> </ul>	Superseded/Obsolete + 3 Years  Superseded/Obsolete = Last Ministry review or audit.	Archival Review	Ont. 45
<b>PROGRAM CURRICULUM GUIDELINES</b> Records regarding the planning and implementation of curriculum programs, program outlines, program reviews, curriculum guidelines and directives specifying curriculum and areas of study or courses of study that shall be taught in schools. Procedures for the selection, approval, purchase, and distribution of school textbooks, learning materials, reference and library books and lists of these materials and books.	<ul style="list-style-type: none"> <li>♦ Program Services</li> </ul>	Superseded/Obsolete + 3 Years  Superseded/Obsolete = Last update.	Destroy	Ont. 45
<b>PROGRAM DEVELOPMENT AND DESIGN</b> Proposals, correspondence and curriculum development materials including writing projects, teaching units, lesson plans, blank examinations, testing ideas, songs, games, music sheets and other learning materials.	<ul style="list-style-type: none"> <li>♦ Program Services</li> </ul>	Superseded/Obsolete + 3 Years  Superseded/Obsolete = Last update.	Destroy	Ont. 45
<b>PROGRAMS: CONTINUING EDUCATION</b> Objectives, lesson units, principal reports, program reviews, teaching materials and	<ul style="list-style-type: none"> <li>♦ Continuing Education</li> </ul>	Superseded/Obsolete + 3 Years	Destroy	Ont. 45



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related records used in continuing education programs for credit and also heritage awareness, second language, multicultural, seniors programs.		Superseded/Obsolete = Last update.		
<b>PROGRAMS AND SERVICES: COMMUNITY</b> Records related to programs and services to the community through school and board/authority Facilities Services. Programs include general interest courses and services to the community. Generally refers to programs that are not part of day-school.	♦ Program Services	Superseded/Obsolete + 3 Years  Superseded/Obsolete = Last update.	Destroy	-
<b>RESEARCH &amp; PLANNING</b> The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.				
<b>ACCOMMODATIONS PLANNING</b> Allocation of classroom and work space assignment to all staff and students. Planning of the effects of enrolment on accommodations, projected use of Facilities Services and space utilization, the planning of the functional space and number of classrooms and the planning of the physical layout of the space.	♦ Facilities Services	Current Year + 10 Years	Destroy	Ont. 55
<b>MINISTRY REPORTS</b> Statistical reports, September school reports, June Board reports or other reports required by or send to the Ministry of Education as part of the funding or process for the preparation of educational statistics.	♦ Director's Office/ Board Secretary	Current Year + 10 Years	Destroy	Ont. 58, Ont. 114
<b>MUNICIPAL PLANNING AND DEVELOPMENT</b> Planning and development issues within the Municipality that may have implications on enrolments within the school system. General information and documentation regarding other municipal planning and development issues such as sewage and waste management, property acreages, subdivision plans, official plan amendments, zoning changes, Ontario Population Reports and traffic studies.	♦ Research & Planning	Current Year + 4 Years	Destroy	-
<b>PLANNING: SCHOOL BOUNDARIES</b> Establishment of school boundaries for purposes of enrolment and facility use. Includes boundary descriptions, school attendance areas and maps.	♦ Facilities Services	Life of Board + 5 Years	Life of Board + 5 Years	Ont. 47
<b>PLANNING: SCHOOL ENROLMENT</b> All counts and projections, including the Official Projected Enrolment, documenting enrolments in the school system.	♦ Research & Planning	Current Year + 4 Years	Archival Review	Ont. 114, Ont. 225
<b>RESEARCH</b> Surveys, questionnaires and research dealing with a variety of topics such as Community and Parent research, Student research, Staff research, Curriculum & Program research, Student research and	♦ Program Services/ Research	Current Year + 10 Years	Archival Review	-



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External research from external sources such as other institutions and graduate students.				
<b>STRATEGIC PLANNING</b> Strategic and operational documents, mandates, as well as related correspondence, background and reference information. Management plans, School Improvement Planning, Business Budget Planning, and Integrated System Plan.	♦ Originating Department	Current Year + 10 Years	Destroy	-
<b>STUDENT DEMOGRAPHICS</b> Aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, and country of birth, religion, and other trend data.	♦ Research & Planning	Current Year + 10 Years	Destroy	-
<b>STUDENT SERVICES</b> The function of providing students with programs and services in accordance with the <i>Education Act</i> . Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counselling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counselling records.				
<b>STUDENT RECORDS: SPECIAL PROGRAMS</b> Records of individual students who are referred for placement in special program classes, such as applications for admission, tests, assessments, raw data and IEP. A signed hard copy of the IEP is retained in the student's OSR until superseded.	♦ School	Superseded/Obsolete + 1 Year	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 53
<b>SCHOLARSHIPS, BURSARIES &amp; AWARDS – NON-MONETARY</b> Record regarding names of awards, information on awards, selections criteria, candidate nominations and recommendations, names of candidates, and related records that document the selection process of awards and scholarships. Also includes Ontario Scholar lists.  <i>See: <a href="#">Funding: Scholarship Funds, Bequests &amp; Donations</a></i>	♦ School	Current Year + 1 Year	Archival Review	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>ATTENDANCE COUNSELLING</b> Records for students who are referred for counselling for attendance issues. Includes referral, consents, meeting notes and a summary. Includes Supervised Alternative Learning (SAL) records.	♦ Attendance Counsellor ♦ School	Event + 10 Years  Event = Retirement/transfer of student or students 21 <sup>st</sup> birthday.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>CAREER COUNSELLING/ GUIDANCE SERVICES</b> Information concerning career counselling and guidance services. Records of individual students who are referred for career assessment and guidance such as results of vocational interest tests and exercises, counselling records, interview notes, etc.	♦ School	Current Year + 1 Year	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>CASE FILES: PLACEMENT ASSESSMENTS</b> Assessments of individual newcomer students to determine their language	♦ School	Event + 5 Years	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41



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background, immigration status, educational history, test results and recommendations for level placement and subjects.		Event = Retirement/ transfer of student.		
<b>CASE FILES - REFERRALS</b> A compilation of all records for individual students who are referred for student services. Includes final summaries, confidential reports, and consents to disclosure and referral forms (e.g. IPRC). Includes home instruction/home schooling records.				
<b>HOME INSTRUCTION</b> Home instruction for students who are unable to attend school for medical or behavioural reasons.  <i>Excludes timesheets for teachers.</i>	♦ School	Event + 1 Year  Event = End of home instruction period.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4
<b>HOME INSTRUCTION - NOTICE OF INTENT</b> Signed form indicating a student will be withdrawn to be home-schooled.	♦ School	Current Year + 2 Years	Destroy  <a href="#">Subject to Ministry of Education Audit</a>	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<b>CHILD AND YOUTH COUNSELLORS/WORKERS</b> Records, correspondence and information relating to individual students who are referred for counselling/ behaviour management, such as referral forms, consent forms, notes.	♦ School ♦ Special Education Services	Event + 10 Years  Event = case closed.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4
<b>COMMUNITY INVOLVEMENT ACTIVITIES FORM – 40 HOURS</b> Documents to support the completion of the required secondary school community service hours completed by students.	♦ School	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>CONTINUING EDUCATION STUDENT RECORDS</b> Mature student appraisals, marks and other student-centered records for continuing education courses. Includes Certificate of Program Completion, and Prior Learning Assessment (PLA).	♦ School	Event + 55 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 42
<b>GUIDANCE MATERIALS</b> Brochures, calendars, description sheets and catalogues relating to career opportunities, external school programs, post-secondary education, private schools, and scholarships to support students.	♦ School	Superceded/Obsolete	Destroy	-
<b>INCIDENTS: EXPULSIONS</b> Safe School Incident Reporting Form Part 1, related documentation, and any correspondence, if relevant to the expulsion of a student.  <i>Filed in the OSR.</i>	♦ School	Current Year + 1 Year  Event + 5 Years if expulsion is a result of a violent incident as defined in PPM 120.  Event = Date of Expulsion Report.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 227
<b>INCIDENTS: NOT RESULTING IN A SUSPENSIONS OR EXPULSIONS</b>	♦ School	Event + 1 Years if a violent incident as defined in PPM 120.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 227, Ont. 333



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Safe School Incident Reporting Form Part 1, related documentation, and any correspondence.  <i>Filed in the OSR.</i>		Event = Date of incident report. If not a violent incident, no retention required at principal's discretion.		
<b>INCIDENTS: SUSPENSIONS</b> Safe School Incident Reporting Form Part 1, related documentation and any correspondence, if relevant to the suspension of a student.  <i>Filed in the OSR.</i>	♦ School	Current Year + 1 Year  Event + 3 Years if suspension is a result of a violent incident as defined in PPM 120.  Event = Date of suspension report.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 227, Ont. 333
<b>MISCELLANEOUS STUDENT INFORMATION</b> Miscellaneous information about students (filed by student name).	♦ School	Retention based on topic of information.	Destroy	
<b>OFFICE INDEX CARDS</b> Office index cards (OIC) containing personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as OSR backup information. The OIC may be retained electronically if a hard copy can be readily produced.	♦ School ♦ Board Storage Facility	Event + 55 Years  Event = At Retirement, final office index card for each school attended is retained for 55 Years.	-	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 42
<b>ONTARIO STUDENT RECORDS (OSR) - ACTIVE</b> All content prescribed according to the Ministry of Education OSR Guidelines, board processes, and at the discretion of the principal. The following components of the OSR will be retained for five Years after a student retires from school: <ul style="list-style-type: none"> <li>• report cards</li> <li>• documentation file, where applicable</li> <li>• record of accumulated instruction in French/ Indigenous as a second language</li> <li>• additional information that is identified by the school board as appropriate for retention.</li> </ul> For OSR Components Requiring 55-Year Post-Retirement Retention See: <a href="#">Ontario Student Record – Inactive</a>	♦ School	Event + 5 Years  E= Retirement from Ontario school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>ONTARIO STUDENT RECORDS (OSR) - INACTIVE</b> Transcript or elementary final student report card and elementary record of instruction in French/Indigenous as a second language, if applicable. Inactive records are retained in accordance with board processes.  See: <a href="#">Office Index Card</a>	♦ School ♦ Board Storage Facility	Event + 55 Years  E= Retirement from Ontario school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 42



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<b>ONTARIO STUDENT RECORDS (OSR) TRANSFER REQUEST</b> Requests received from other schools or school boards for Ontario Student Record.	♦ School	Current Year + 2 Years	Destroy  <a href="#">Subject to Ministry of Education Audit</a>	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<b>PROGRAMS: CO-OPERATIVE EDUCATION STUDENT RECORDS</b> Records of individual students participating in cooperative education work assignments, such as copies of work education agreements, introductions cards for employer interviews, training plans and applications for programs. <i>Excludes Work Education Agreements.</i>	♦ School	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>PROGRAMS: EXPERIENTIAL LEARNING STUDENT RECORDS</b> Records of individual students participating in experiential learning work assignments, such as introduction cards, work portfolio, and evaluation forms for employer interviews, training plans and application for programs, student evaluation forms. Specialist High School Major (SHSM). <i>Excludes: Experiential Learning Programs, Work Education Agreements.</i>	♦ School	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>PROGRAMS: ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)</b> Form for co-op students whose placement is within an apprenticeship trade.	♦ School	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>PROGRAMS: STUDENT MEAL</b> Records relating to nutrition including milk programs, breakfast programs and litter less lunch programs, etc.	♦ School	Current Year + 1 Year	Destroy	-
<b>PSYCHOLOGICAL SERVICES</b> Professional records and information relating to individual students who are referred for psychological assessments, such as consultation and clinical notes, testing protocols, consents, referral forms, correspondence. May include third party reports.	♦ School ♦ Student Services	Event + 10 Years  Event = When no longer receiving services.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4
<b>REGISTERS: STUDENT ENROLMENT AND ATTENDANCE</b> Registers and reports concerning the enrolment/attendance of students, recording of daily attendance, and daily absence reports. Class registers for non-school system programs such as continuing education, driver education and heritage language programs.	♦ School	Current Year + 2 Years	Destroy  <a href="#">Subject to Ministry of Education Audit</a>	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 64, Ont. 114, Ont. 225
<b>SCHOOL COURSE CALENDARS</b> Outlines of available programs and courses of study.	♦ School	Current Year + 2 Years	Archival Review	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225





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			<u><a href="#">Subject to Ministry of Education Audit</a></u>	
<p><b>SOCIAL WORK</b>  Records of individual students who are referred for social worker services, such as referral forms, statistical forms, confidential notes from interviews and correspondence with third parties.</p>	<ul style="list-style-type: none"> <li>♦ School</li> <li>♦ Student Services</li> </ul>	<p>Event + 10 Years</p> <p>Event = date of last contact or date student turns 18 Years of age.  Case files are maintained in accordance with Health Care Professional guidelines.</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 228</p>
<p><b>SPECIALIZED EQUIPMENT NEEDS</b>  Professional consultation records of individual students who are referred for placement in special education, classes and programs such as applications for admission, physical disability, and blind/low vision recorded information. May be subdivided by project /program /case file.</p>	<ul style="list-style-type: none"> <li>♦ School</li> <li>♦ Special Education</li> </ul>	<p>Event + 5 Years</p> <p>Event = Retirement from school.</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 41</p>
<p><b>SPEECH &amp; LANGUAGE STUDENT SERVICES</b>  Records of individual students who are referred to language/speech services, such as assessments, referral forms, test results, recommendations and programming suggestions. Copies of summary reports may be included in the OSR for retention in accordance with the OSR guideline.</p>	<ul style="list-style-type: none"> <li>♦ School</li> <li>♦ Student Services</li> </ul>	<p>Event + 10 Years</p> <p>Event = When no longer receiving services.</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 3, Ont. 4, Ont. 330</p>
<p><b>STUDENT EXAMINATIONS/ PROVINCE-WIDE TESTING</b>  Records regarding student exams and/or province-wide testing (e.g., EQAO). Correspondence, exam day schedules, exam day attendance and originals of completed student examinations. OSSLC (Literacy Course) student portfolio. Individual EQAO results to be filed in OSR. <i>Excludes</i> master copies of blank exams.</p>	<ul style="list-style-type: none"> <li>♦ School</li> </ul>	<p>Current Year + 1 Year</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 4</p>
<p><b>STUDENT EXCHANGES</b>  Correspondence, plans, schedules and reports relating to the student(s) involved in exchanges.</p>	<ul style="list-style-type: none"> <li>♦ School</li> </ul>	<p>Current Year + 1 Year</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 4</p>
<p><b>STUDENT EXTRACURRICULAR/ CO-CURRICULAR ACTIVITIES</b>  Records and information that pertain to student activities that are part of school life such as field trips, school dances, competition, concerts, festivals, track meets, tournaments, facility tours, art or essay contests and science fairs. Includes requests and consent forms.</p>	<ul style="list-style-type: none"> <li>♦ School</li> </ul>	<p>Current Year + 1 Year</p>	Destroy	<p><b>PIB</b>  Ont. 1, Ont. 2, Ont. 4</p>
<p><b>STUDENT HEALTH RECORDS</b></p>	<ul style="list-style-type: none"> <li>♦ School</li> </ul>	<p>Superseded/Obsolete</p>	Destroy	<p><b>PIB</b></p>



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Medical and health information regarding students required for the care and treatment of students in the school setting. Includes pediculosis, medical emergency plans, administration of medication plans and other health related materials.		Subject to inclusion in OSR.		Ont. 1, Ont. 2, Ont. 3, Ont. 4
<b>STUDENT MARKS</b> Records relating to student marks (computer and/or manual registers) and related promotion meetings data, such as: course marks analysis, credits received, information of students' courses completed (including special education) and marks received.	♦ School	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41
<b>STUDENT PORTFOLIO INDIVIDUAL PATHWAYS PLAN (IPP)</b> Records regarding the primary planning tool that students use as they proceed through school towards their initial postsecondary destination. Archive of student's learning and a catalogue of the resources they need for planning.	♦ School	Event + 5 Years  Event = Retirement from school	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 55
<b>STUDENT REGISTRATIONS/APPLICATIONS</b> Registration forms and applications for school entry or special programs such as French Immersion, summer school or continuing education.	♦ School	Current Year + 2 Years	Destroy  <a href="#"><u>Subject to Ministry of Education Audit</u></a>	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225
<b>STUDENT REPORTING</b> Reports concerning individual students that are retrievable by student name or other identifier, such as first language reports, non-resident student reports, class list reports, Ontario Scholar lists, tape dumps, student online transaction listings and student Information System edits.	♦ School	Event + 1 Year	Destroy	<b>PIB</b> MFIPPA
<b>STUDENT WELFARE</b> Records relating to correspondence and confidential reports regarding individual students where there is suspicion of child abuse, neglect or family violence. Student referral/action form for suspicion of child abuse to child protection agency.	♦ School	Event + 1 Year  Event = case resolved. This documentation is not considered part of the Ontario Student Record and should be kept in a file in the principal's office for security. A notation that a report has been forwarded to the Children's Aid Society is adequate for the OSR. After most recent reports, retained only by special approval of the board/ authority.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 3, Ont. 4
<b>SUPERVISED ALTERNATIVE LEARNING (SAL)</b> Records of individual students who make application to a SAL program.	♦ School ♦ Student Services	Event + 5 Years  Event = Retirement from school.	Destroy	<b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 41, Ont. 226
<b>TIMETABLES/SCHEDULES</b>	♦ School	Current Year + 2 Years	Destroy	<b>PIB</b>



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<p>Course timetables, yard duty schedules, school Year calendars, school bell schedules, and related records. Timetables and “teacher day books” maintained by teachers.</p> <p><i>Excludes school course calendar, student timetables, course selection sheets, and exam schedules.</i></p>			<p><a href="#">Subject to Ministry of Education Audit</a></p>	<p>Ont. 1, Ont. 2, Ont. 4, Ont. 114, Ont. 225</p>
<p><b>TRANSFERS/EXITS/ ADMITTANCES/ RETIREMENTS</b> Reports and forms recording the transfer, exit, room changes, promotions or admittance of students from schools. Signed and dated forms authorizing student admissions, transfers or retirements.</p>	<p>♦ School</p>	<p>Current Year + 2 Years</p>	<p>Destroy</p> <p><a href="#">Subject to Ministry of Education Audit</a></p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 64, Ont. 114, Ont. 225</p>
<p><b>TRANSPORTATION: STUDENT BUS SERVICES</b> School-based records concerning transportation/ busing for transportation of students to and from schools, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists.</p>	<p>♦ School</p>	<p>Current Year + 1 Year</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4</p>
<p><b>THREAT ASSESSMENT PROCESS DOCUMENTATION</b> Follow-up Intervention Plan (filed with safe schools department or Board equivalent), Case Conference Form.</p> <p><i>Filed in the OSR.</i></p>	<p>♦ School ♦ Health &amp; Safety</p>	<p>Current Year + 1 Year</p> <p>May be retained longer at principal’s discretion.</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4, Ont. 110, Ont. 111, Ont. 112</p>
<p><b>VOLUNTEER PROGRAMS</b> Records of volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools. Records include volunteer guidelines, correspondence, and volunteer program details.</p> <p><i>Excludes criminal background checks and offense declarations.</i></p>	<p>♦ School</p>	<p>Superseded/Obsolete + 1 Year</p>	<p>Destroy</p>	<p><b>PIB</b> Ont. 1, Ont. 2, Ont. 4</p>

<p><b>E – Event (retention begins once an event or action occurs, e.g., the creation of the record, retirement of a student)</b></p>	<p><b>C – Current (retain for the current school or fiscal year)</b></p>	<p><b>S – Superseded (retain until a new version replaces the current one)</b> <i>Note: S + 1 = Retain both current and previous version</i></p>
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Alpha Code <i>C = Canada</i> <i>O = Ontario</i>	Statute
<a href="#">BCA-O</a>	<a href="#">Building Code Act, 1992, S.O. 1992, c. 23</a>
<a href="#">CPP-C</a>	<a href="#">Canada Pension Plan, R.S.C. 1985, c. C-8</a>
<a href="#">CAI-O</a>	<a href="#">Compulsory Automobile Insurance Act, R.S.O. 1990, c. C.25</a>
<a href="#">CA-C</a>	<a href="#">Copyright Act, R.S.C. 1985, c. C-42</a>
<a href="#">EA-O</a>	<a href="#">Education Act R.S.O. 1990 c. E.2</a>
<a href="#">ECA-O</a>	<a href="#">Electronic Commerce Act, 2000, S.O. 2000, c. 17</a>
<a href="#">EHTA-O</a>	<a href="#">Employer Health Tax Act, R.S.O. 1990, c. E.11</a>
<a href="#">EIA-C</a>	<a href="#">Employment Insurance Act, S.C. 1996, c. 23</a>
<a href="#">ESA-O</a>	<a href="#">Employment Standards Act, 2000, S.O. 2000, c. 41</a>
<a href="#">ETA-C</a>	<a href="#">Excise Tax Act, R.S.C. 1985, c. E-15</a>
<a href="#">FPPA-O</a>	<a href="#">Fire Protection and Prevention Act, S.O. 1997, c. 4.</a>
<a href="#">ITA-C</a>	<a href="#">Income Tax Act, R.S.C. 1985, (5th Supp.) c. 1</a>
<a href="#">ITA-O</a>	<a href="#">Income Tax Act, R.S.O. 1990, c. I.2.</a>
<a href="#">IA-O</a>	<a href="#">Insurance Act, R.S.O. 1990, c. I.8.</a>
<a href="#">LTTA-O</a>	<a href="#">Land Transfer Tax Act, R.S.O. 1990, c. L.6</a>
<a href="#">LA-O</a>	<a href="#">Limitations Act, 2002, S.O. 2002, c. 24, Sch. B</a>
<a href="#">MFIPPA-O</a>	<a href="#">Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.</a>
<a href="#">OHSA-O</a>	<a href="#">Occupational Health and Safety Act - R.R.O. 1990 R.S.O. 1990, c. 0.1.</a>
<a href="#">PBA-O</a>	<a href="#">Pension Benefits Act, R.S.O. 1990</a>
<a href="#">PHIPA-O</a>	<a href="#">Personal Health Information and Protection Act, 2004, c. 3, Sch. A.</a>
<a href="#">RPLA-O</a>	<a href="#">Real Property Limitations Act R.S.O. 1990, c. L.15</a>
<a href="#">SDWA-O</a>	<a href="#">Safe Drinking Water Act, 2002, S.O 2002, c. 32</a>
<a href="#">TSSA-O</a>	<a href="#">Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.</a>
<a href="#">WSIA-O</a>	<a href="#">Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sch. A</a>



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#### Ontario Citation Table

Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 1	Access Requests – Format	General Regulation, under the <i>Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, Reg 823, s. 11</i>	Not specified “shall be in written form”
Ont. 2	Extended Requests — Limitation Period	<i>Municipal Freedom of Information and Protection of Privacy Act, RSO 1990 Chapter M.56, ss. 17.(3) to (5)</i>	2 years
Ont. 3	Personal Health Information Custodians — Records Retention	<i>Personal Health Information Protection Act, 2004, SO 2004, Chapter 3 s. 13.(2)</i>	Event = Retain for as long as necessary to allow individual to exhaust any recourse under Act
Ont. 4	Personal Information Retained by Institutions	General Regulation under the <i>Municipal Freedom of Information and Protection of Privacy Act, RRO 1990, Reg 823, s. 5</i>	s. 5. An institution that uses personal information shall retain it for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, except if, (a) the individual to whom the information relates consents to its earlier disposal; or (b) the information is credit or debit card payment data.
Ont. 5	Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports	<i>Accessibility for Ontarians with Disabilities Act, 2005, SO 2005 Chapter 11, ss. 14.(1) to (4), 17.</i>	Keep to make available to the public on request s. 14 addresses obligations to have accessibility reports s. 17 at the request of a director, a person or organization shall provide the director with reports relating to compliance.
Ont. 16	Employer Health Tax Act Offence Prosecutions — Limitation Period	<i>Employer Health Tax Act, RSO 1990, Chapter E.11, s. 37.</i>	Event + 6 years Event = date on which offence was, or is alleged to have been committed
Ont. 17	Elevating Devices — Inspection and Tests Records Logbook	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000, O.Reg. 209/01, ss. 33(6),(7), 34.(2).</i>	Event + 5 years Event = date of last entry
Ont. 18	Owner/Contractors — Elevating Device Log Books	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000, O.Reg. 209/01, s. 34.</i>	Event + 5 years Event = date of last entry
Ont. 19	Owners — List of Emergency Contacts	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000, O.Reg. 209/01 s. 37.(e)</i>	Keep to make available on request
Ont. 20	Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Elevating Devices Regulation, under the <i>Technical Standards and Safety Act, 2000, O.Reg. 209/01, ss. 25.(2), 37.(f),(g)</i>	Keep to make available on request and transfer to new owners
Ont. 21	Employer Health Tax Refunds — Limitation Period	<i>Employer Health Tax Act, RSO 1990, Chapter E.11, s. 6.(1)(b).</i>	Event + 4 years Event = day return required to be delivered
Ont. 22	Environmental Offence Prosecutions — Limitation Period	<i>Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195.</i>	Event + 2 years



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			Event = later of: date of offence and day evidence of offence first came to attention of person appointed under s. 5
Ont. 23	Generator — Waste Disposal Records	General – Waste Management Regulation, under the <i>Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9).</i>	Minimum retention 2 years. s. 18 (9) A record referred to in subsection (8) may be disposed of after two years
Ont. 24	Employers — Employee Name and Address Records	<i>Employment Standards Act, 2000, SO 2000, Chapter 41, ss. 15.(1) par. 1, 15(5) par. 1; s. 16</i>	Event + 3 years Event = date employee ceased to be employed by employer
Ont. 25	Employers — Employee Records / Date of Birth	<i>Employment Standards Act, 2000, SO 2000, Chapter 41, ss. 15(1) par. 2, 15(5) par. 2; s. 16</i>	Event + 3 years Event = earliest of: employee’s 18th birthday or date employee ceased to be employed by employer
Ont. 26	Employers — Employment Records / Date Employment Started	<i>Employment Standards Act, 2000, SO 2000, Chapter 41, ss. 15.(1) par. 3, 15.(5) par. 1; s. 16</i>	Event + 3 years Event = date employee ceased to be employed by employer
Ont. 27	Schedule 1 Employers — Wages Record	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 80</i>	Not specified
Ont. 28	Accident and First Aid Records	First Aid Requirements Regulation, under the <i>Workplace Safety and Insurance Act, 1997, RRO 1990, Reg. 1101, s. 5.</i>	Not specified
Ont. 29	Offence Prosecutions — Limitation Period	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 157.1.(1)</i>	Event + 2 years Event = most recent act or omission upon which prosecution is based comes to knowledge of Board
Ont. 30	Fire Insurance Claims – Limitation Period	<i>Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14.</i>	s.14. Every action or proceeding against the insurer for the recovery of a claim under or by virtue of this contract is absolutely barred unless commenced within one year next after the loss or damage occurs.
Ont. 31	Record destruction indexes	CAN/CGSB-72.34- 2017: Electronic Record as Documentary Evidence	Record of disposition actions shall be kept permanently as proof by the organization
Ont. 32	Municipal or other Government Emergency Plans	<i>Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, s. 10</i>	Keep to make available on request during ordinary business hours of municipality, ministry or branch of government
Ont. 33	Joint Health & Safety Committee — Minutes of Proceedings	<i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22).</i>	Not specified “shall maintain and keep”
Ont. 34	Basic Limitation Period	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B, s. 4.	Event + 2 years Event=Second anniversary of the day on which the claim was discovered
Ont. 35	Ultimate Limitation Period	<i>Limitations Act, 2002, S. O. 2002, c. 24, Schedule B, ss. 15.(1),(2).</i>	Event + 15 years Event = act or omission on which claim is based took place NOTE: Allegation of sexual abuse should be retained Event +50
Ont. 36	Workers Compensation Prosecution Limitation	<i>Workplace Safety and Insurance Act, 1997, SO 1997, Chapter 16, Schedule A, s. 157.1.(1)</i>	Last Event +2 s. 157.1(1) A prosecution for an offence under this section shall not be commenced more than two years after the date on which



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			the most recent act or omission upon which the prosecution is based came to the attention of the Board.
Ont. 37	WHMIS — Toxicological Data for Material Safety Sheets	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, R. R. O. 1990, R. 860, s. 25</i>	Keep to provide on request
Ont. 38	Emissions and Verification Reports and Other Greenhouse Gas Emissions / Biomass Documentation / Data / Facility Information and Logs	Greenhouse Gas Emissions: Quantification, Reporting, and Verification O. R. 390/18, s. 24	Event + 7 years Event = End of reporting period to which relates
Ont. 39	Safety Data Sheets — Limitation/Expiry Period	<i>Occupational Health and Safety Act, RSO 1990, Chapter. O.1, ss. 37(1), 39</i>	Shall retain or prepare/make available
Ont. 40	WHMIS — Hazard Assessments and Worker Education Programs	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 860, ss. 3.(1), 7</i>	Not specified “shall ensure developed/assess”
Ont. 41	Student Records- Ontario Student Record (OSR)	<i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1)(d)</i>  Ontario Student Record (OSR) Guideline, 2000 Ministry of Education <a href="http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top">http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top</a>	The following components of the OSR will be retained for 5 years after a student retires from school: <ul style="list-style-type: none"> <li>• report cards</li> <li>• the documentation file, where applicable</li> <li>• additional information that is identified by the school board as appropriate for retention</li> </ul>
Ont. 42	Student Records- Ontario Student Record (OSR)	<i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1)(d)</i>  Ontario Student Record (OSR) Guideline, 2000 Ministry of Education <a href="http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top">http://edu.gov.on.ca/eng/document/curriculum/osr/osr.html#top</a>	The following components of the OSR will be retained for 55 years after a student retires from school: <ul style="list-style-type: none"> <li>• the OSR folder</li> <li>• the Ontario Student Transcripts (OST)</li> <li>• the office index card</li> </ul>
Ont. 43	Obligated Organizations / Educational or Training Institutions — Accessible Student Records and Information	Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 15(1) par. 2</i>	Not specified “shall provide in accessible formats” Description: 15.(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given: 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.
Ont. 44	Board of Education Secretary — Meeting Minutes and Ministry Reports	<i>Education Act, RSO. 1990, Chapter E.2, ss. 198(1)(a), (b); 207(4)</i>	Not specified “is responsible for keeping/keep to provide on request of Ministry”



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			<p>s.207(4) Any person may, at all reasonable hours, at head office of the board inspect the minute book, the audited annual financial report and current accounts of a board, and, upon the written request of any person and upon the pay to the board at the rate of 25 cents for every 100 works or at such lower rate as the board fix, the secretary shall furnish copies of them or extracts therefrom certified under the secretary's hand.</p> <p>See also Ont. 47 See also Ont. 65</p>
Ont. 45	School Principals — Course Outlines	Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, ss. 11.(3)(c), (d)</i>	<p>Not specified “shall retain” Description: 11.(3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26.(3), . . . (c) retain on file up-to-date copies of outlines of all courses of study that are taught in the school; (d) upon request, make outlines of courses of study</p>
Ont. 46	Dissolved Boards of Education	<i>Education Act, R.S.O. 1990, c. E.2, s. 66.(4)</i>	Event = Shall be filed as Minister may direct
Ont. 47	Board — Education Records Management / Archival Retention	<i>Education Act, RSO. 1990, Chapter E.2, s. 171.(1), par. 38; 207(4)</i>	<p>Not specified “may establish schedules for destruction” Description: 171.(1) A board may, . . . 38. institute a program of records management that will, subject to the regulations in respect of pupil records, i. provide for the archival retention by the board or the Archivist of Ontario of school registers, minute books of the board and its predecessors, documents pertaining to boundaries of school sections, separate school zones and secondary school districts, original assessment and taxation records in the possession of the board and other records considered by the board to have enduring value or to be of historical interest, and ii. establish, with the written approval of the auditor of the board, schedules for the retention, disposition and eventual destruction of records of the board and of the schools under its jurisdiction other than records retained for archival use See also Ont. 44 See also Ont. 65</p>
Ont. 48	Professional Activity Day Evaluations	School Year Calendar, Professional Activity Days Regulation, under the	Not specified “shall retain” Description:





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		<i>Education Act, RRO 1990, Reg. 304, s. 8</i>	8. In each year, every board shall undertake an annual evaluation of the activities of the professional activity days of the previous year and retain such evaluations on file.
Ont. 49	Principals — Management of Pupil Records / Register of Pupils / Timetables and other Information	<i>Education Act, RSO. 1990, Chapter E.2, ss. 265(1) (c), (e), (i)</i>	Not specified “duties to maintain/retain/dispose/register/prepare” Description: 265.(1) It is the duty of a principal of a school, in addition to the principal’s duties as a teacher, . . . (c) to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister; (e) to prepare a timetable, to conduct the school according to the timetable and relevant school year calendar, to make the timetable and calendar accessible to pupils, teachers, designated early childhood educators and supervisory officers, to assign classes and subjects to teachers and to assign junior kindergarten or kindergarten classes or extended day program units to designated early childhood educators;
Ont. 50	Schools for the Blind and the Deaf Superintendents — Pupil Records	Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 296, s. 18.(f)</i>	Not specified “shall maintain and retain”
Ont. 51	Principal — School Visitors Book	<i>Education Act, R.S.O. 1990, c. E.2, s. 265.(1)(n)</i>	Not specified “to maintain a visitor’s book in the school when so determined by the board”
Ont. 52	Board — Special Education Plan	Special Education Programs and Services Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 306, ss. 2.(2), 6</i>	Not specified “shall maintain/ensure is amended”
Ont. 53	Principal — Individual Education Plans	Identification and Placement of Exceptional Pupils Regulation, under the <i>Education Act, O. Reg. 181/98, s. 8</i>	See Ont. 41 OSR Guideline – IEP to be stored in the Documentation File
Ont. 54	School Councils — Meeting Minutes / Financial Transaction Records	School Councils and Parent Involvement Committees Regulation, under the <i>Education Act, O. Reg. 612/00, s. 16 (1)</i>	4 years
Ont. 55	Ministry — Plans for School Buildings	Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, s. 2.(1)</i>	Not specified “shall file”
Ont. 56	Personal Criminal History	Collection of Personal Information, under the <i>Education Act, O. Reg. 521/01, s. 2 Police Record Checks Reform Act, 2015, S.O. 2015, c.30</i>	Retention not specified O. Reg. 521/01 s.2 “shall collect” Police Record Checks Reform Act, 2015 what may be collected



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<b>Ontario Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
Ont. 57	Board — Performance Appraisal System Information	<i>Education Act, R.S.O. 1990, c. E.2, s. 277.45.(1)</i>	Keep to make available on request 277.45(1) Every board shall make information about the performance appraisal system set out in this Part available to, (a) teachers employed by the board; (b) pupils who are enrolled in schools of the board and their parents; (c) the chair of the school council for each school governed by the board.
Ont. 58	School Principals — Posting of Ministry Documents	Operation of Schools — General Regulation, under the <i>Education Act, RRO 1990, Reg. 298, ss. 11 (12), (13)</i>	Not specified
Ont. 59	Teachers — Teaching Plans and Outlines	Operation of Schools — General Regulation, under the <i>Education Act, R.R.O. 1990, Reg. 298, s. 20.(f)</i>	Keep to provide on request
Ont. 60	Teachers — Reports Cards	Operation of Schools — General Regulation, under the <i>Education Act, RRO 1990, Reg. 298, s. 11</i>	See Ont. 41 OSR Guideline – Report Cards
Ont. 61	Supervisory Officers — Visit and Annual Reports	<i>Education Act, RSO. 1990, Chapter E.2, ss. 286.(1)(d), (f) to (h)</i>	Not specified “duty to prepare/make/furnish”
Ont. 62	Documents regarding Parental and Pupil Input into Teacher Evaluations	<i>Education Act, RSO. 1990, Chapter E.2, ss. 277.32(2) to (6)</i>	Not specified “recording”
Ont. 63	Board Secretary — Appeal Records for Education Development Charge By-law	<i>Education Act, RSO. 1990, Chapter E.2, ss. 257.66.(1), (2), 257.75.(1), (2)</i>	Not specified “shall compile”
Ont. 64	False Register Offence	<i>Education Act, RSO. 1990, Chapter E.2, ss. 213 (1)</i>	Not specified “keeps”
Ont. 65	Board Treasurers — Financial Statements	<i>Education Act, RSO. 1990, Chapter E.2, ss. 252.(1), (2), (3); 207(4)</i>	Not specified “shall keep/give to the Ministry/publish/mail See Ont. 44 See Ont. 47
Ont. 66	Secretary — Rural Separate School Authority & Combined Separate School Zones Supporter Elector Records	<i>Education Act, RSO. 1990, Chapter E.2, ss. 92(8), 94(2)</i>	Not specified “shall enter” See Ont. 44
Ont. 67	Student Trustee Issues — Vote Records	<i>Education Act, RSO. 1990, Chapter E.2, s. 55.(3)</i>	Not specified “recorded vote”
Ont. 68	Ministry Access to Personal Information	<i>Education Act, RSO. 1990, Chapter E.2, s. 8.1</i>	Indirect Collection of Personal Information by Ministry of Education 8.1(1) The Minister may collect personal information, directly or indirectly, for purposes related to the following matters, and may use it for those purposes: 1. Administering this Act and the regulations, and implementing the policies and guidelines made under this Act.



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			2. Ensuring compliance with this Act, the regulations, and the policies and guidelines made under this Act. 3. Planning or delivering programs or services that the Ministry provides or funds, in whole or in part, allocating resources to any of them, evaluating or monitoring any of them or detecting, monitoring and preventing fraud or any unauthorized receipt of services or benefits related to any of them. 3.1 Planning or delivering extended day programs, allocating resources to them, evaluating or monitoring them or detecting, monitoring and preventing fraud or any unauthorized receipt of services or benefits related to them. 3.2 Providing for financial assistance related to extended day programs, evaluating or monitoring the provision of the assistance or detecting, monitoring and preventing fraud or any unauthorized receipt of benefits related to the assistance. 4. Risk management, error management or activities to improve or maintain the quality of the programs or services that the Ministry provides or funds, in whole or in part. 4.1 Risk management, error management or activities to improve or maintain the quality of extended day programs. 4.2 Risk management, error management or activities to improve or maintain the provision of financial assistance related to extended day programs. 5. Research and statistical activities that relate to education and are conducted by or on behalf of the Ministry. Not a retention citation
Ont. 69	Boards — Annual School Calendars and Professional Activity Day Agendas	School Year Calendar, Professional Activity Days Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 304, s. 4.1(1), 7 (1)	Keep to make available on request at beginning of school years
Ont. 70	Schools for the Blind and the Deaf Teachers — Teaching Plans and Outlines	Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 296, s. 15.(d)	Not specified “shall prepare/keep to provide Superintendent on request”
Ont. 71	Boards — Exceptional Pupils Placement Guides	Ontario Schools for the Blind and Deaf Regulation, under the <i>Education Act, RRO 1990</i> , Reg. 296, s. 16.(d)	Not specified “shall record” Description: 16. A residence counsellor shall, . . . (d) record the growth and development of each pupil in the residence area;
Ont. 72	Boards — Exceptional Pupils Placement Guides	Identification and Placement of Exceptional Pupils Regulation, under the <i>Education Act</i> , O. Reg. 181/98, s. 13	Keep to provide parent on request at each school in the board’s jurisdiction and at board’s head office in various formats



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<b>Ontario Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
Ont. 73	School Councils — Annual Report	School Councils and Parent Involvement Committees Regulation , under the <i>Education Act</i> , O. Reg. 612/00, s. 24	Keep to provide parents on request/shall submit/post
Ont. 74	Special Education Funding Guidelines: Special Equipment Amount (SEA) and Special Incidence Portion (SIP) Grants for Student Needs Projections ) (updated annually	Grants for Student Needs — Legislative Grants for the 2018 – 2019 School Board Fiscal Year Regulations, under the <i>Education Act</i> , O. Reg. 284/18	Keep to make available on request
Ont. 75	Educational Institutions — Pupil Records / Ontario Education Number	Ontario Education Numbers Regulation, under the <i>Education Act</i> , O. Reg. 440/01, s. 4 par. 1	Not specified “maintained” 4. Educational institutions prescribed by section 1 shall use an individual’s Ontario education number to identify the individual in the following types of material: par. 1. All pupil records that are compiled and maintained in accordance with the Act or under any policy, guideline or directive issued by the Minister of Education relating to pupil records.
Ont. 76	Minister of Education — Personal Information Collection	Ontario Education Numbers Regulation, under the <i>Education Act</i> , O. Reg. 440/01, s. 3	Indirect Collection of Personal Information by Ministry of Education 3. The Minister of Education and officials of the Ministry of Education may collect from an educational institution prescribed by section 1 or 1.1 the following personal information about an individual who is or was enrolled in an educational institution prescribed by section 1 or who seeks or sought to be enrolled in the institution: par.1. The individual’s full name, any name the individual prefers to use and any previous names the individual used. par. 2. The individual’s gender. par. 3. The individual’s date of birth.
Ont. 78	Teachers’ Learning Plans	Teacher Learning Plans Regulation, under the <i>Education Act</i> , O. Reg. 98/02, s. 2.(5)	Not specified “shall retain” 2.(5) The teacher and the appropriate principal shall each sign the teacher’s learning plan for the year and each of them shall retain a copy.
Ont. 79	Boards — Performance Appraisal Records	Teacher Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 99/02, s. 9	Event + 6 years Event = Summative report to which record relates
Ont. 80	Boards — New Teacher Performance Appraisal Records	Teacher Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 99/02, s. 17	Event + 6 years Event = Summative report to which record relates
Ont. 81	Boards — Delegation Policies and Guidelines	<i>Education Act, RSO. 1990, Chapter E.2, s. 302.(9.1)</i>	Keep to make policies and guidelines available on request
Ont. 82	Boards — Securities Transaction Records	Board Borrowing, Investing and Other Financial Matters Regulation, under	See Fed.16 Books of Account - FY+6 Not specified “shall include”



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		the <i>Education Act</i> , O. Reg. 41/10, ss. 14.(1), (2)(e)	14.(1) If a board has an investment in a security prescribed under this Part, the board shall require the treasurer of the board to prepare an investment report as part of the treasurer's annual financial report to the board.
Ont. 83	Boards — Statement of Board's Investment Policies and Goals	Board Borrowing, Investing and Other Financial Matters Regulation, under the <i>Education Act</i> , O. Reg. 41/10, s. 13.(1)	Not specified "shall adopt" 13.(1) Before a board invests in a security prescribed under this Part, the board shall, if it has not already done so, adopt a statement of the board's investment policies and goals.
Ont. 84	Principals and Vice Principals— Performance Plans Growth Plans Improvement Plans	Principal and Vice— Principal Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 234/10, ss. 3.(1), (6), 6(4), 7(6), 11(5), 12(6)(7), 24, 48, 50	Event + 6 years Event = Summative reports of performance appraisals to which records relate
Ont. 89	Boards — Appraisal Info	Principal and Vice— Principal Performance Appraisal Regulation, under the <i>Education Act</i> , O. Reg. 234/10, s. 26	Keep to make available on request 26.(1) Every board shall make information about the performance appraisal system set out in this Part available to, (a) supervisory officers, principals and vice-principals employed by the board; (b) teachers employed by the board; (c) pupils who are enrolled in schools of the board and their parents; and (d) the chair of the school council for each school governed by the board.
Ont. 98	Audit Committees — Conflict of Interest Records / Minutes	Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, ss. 14(3),	See Fed.16 Books of Account - FY+6 Not specified "shall be recorded" 14(3) If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.
Ont. 99	Audit Committees — Audit Annual Reports	Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, ss. 9(7), 15	See Fed.16 Books of Account - FY+6 Not specified "shall report /submit"
Ont. 100	Audit Committees — Minutes	Audit Committees Regulation, under the <i>Education Act</i> , O. Reg. 361/10, s. 11(7); s.207(4)	Not specified "shall ensure taken" See also Ont. 47
Ont. 101	Director of Education — School Councils Summary of Activities	School Councils and Parent Involvement Committees Regulation, under the <i>Education Act</i> , O. Reg. 612/00, s. 50.(3)	Not specified "shall provide/post" See Ont.102 Event = Shall retain in accordance with policies of board. Shall be available for examination at the board's office and on the Board website for four years



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Ont. 102	Parent Involvement Committees — Minutes of Meetings and Financial Transactions Record	School Councils and Parent Involvement Committees Regulation, under the <i>Education Act</i> , O. Reg. 612/00, s. 44	Event = Shall retain in accordance with policies of board Shall be available for examination at the board's office and on the Board website for four years
Ont. 103	Boards — Emergency Procedures	Extended Day and Third Party Programs Regulation, under the <i>Education Act</i> , O. Reg. 221/11, ss. 22(6), (7)	Keep to make available on request
Ont. 104	Boards — Annual Day Care and Third Party Program Reports	Extended Day and Third Party Programs Regulation, under the <i>Education Act</i> , O. Reg. 221/11, ss. 24(4), (5)	Not specified "shall submit"
Ont. 105	School Boards — Annual Reports of Elementary School Class Size	Class Size Regulation, under the <i>Education Act</i> , O. Reg. 132/12, s. 11	Not specified "shall submit/shall ensure kept at head office of board and at the office of each school of the board, and made available on request"
Ont. 106	School Board Annuals — Reports of Secondary School Class Size	Class Size Regulation, under the <i>Education Act</i> , O. Reg. 132/12, s. 15	Not specified "shall submit/keep to make available on request at head office of board / and school offices"
Ont. 107	Boards — Roster of Occasional Teachers / Long Term Teachers Lists	Hiring Practices Regulation, under the <i>Education Act</i> , O. Reg. 274/12, ss. 3, 4	Not specified "shall maintain/post on website"
Ont. 108	Boards — Climate Survey - Collection of Information	Education Act, R.S.O.1990, c. E.2, s. 169(2.1), (2.2); <i>Anti- Racism Act, S.O. 2017, c.15</i>	Education Acts. 169.1(2.1) In fulfilling its duties under clause (1)(e) with respect to the effectiveness of policies developed by the board to promote the goals referred to in clauses (1)(a.1) and (a.2), every board shall use surveys to collect information from its pupils and staff, and parents and guardians of its pupils at least once every two years in accordance with any policies and guidelines made under paragraph 31 of subsection 8(1).(2.2) In collecting information under subsection (2.1), a board shall not collect any name or any identifying number, symbol or other particular assigned to a person Anti-Racism Acts.6 (1) The Minister, with the approval of the Lieutenant Governor in Council, shall establish data standards for the collection, use and management of information, including personal information, to identify and monitor systemic racism and racial disparities for the purpose of eliminating systemic racism and advancing racial equity. s.7(10). The public sector organization shall retain the collected personal information for the period specified in the applicable data standards or, if there is no such specified period, for at least one year after the day it was last used by the organization.
Ont. 109	Boards — Policy and Guideline Changes	<i>Education Act</i> , R.S.O. 1990, c. E.2, s. 301(11)	Not specified "shall submit"



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			Event = Shall retain in accordance with policies of board Minister may require boards to submit any policy or guideline established under section 302 to the Ministers and to implement changes to the policy or guideline as directed by the Minister.
Ont. 110	Boards — Posting of Bullying Prevention and Intervention Plans	<i>Education Act, R.S.O. 1990, c. E.2, s. 303.3(4)</i>	Not specified Event = Shall retain in accordance with policies of board
Ont. 111	Principals — Posting of Bullying Prevention and Intervention Plans	<i>Education Act, R.S.O. 1990, c. E.2, s. 303.3(5)</i>	Not specified 303.3(5) A principal of a school shall make the board's bullying prevention and intervention plan available to the public by posting it on the school's website or, if the school does not have a website, in another manner that the principal considers appropriate.
Ont. 112	Boards — Suspension and Expulsion Reports	<i>Education Act, R.S.O. 1990, c. E.2, s. 314.5(1)</i>	Not specified "shall submit" 314.5(1) Every board shall submit annual reports to the Minister, in accordance with the policies or guidelines under subsection 301(7.3), respecting suspensions and expulsions
Ont. 114	Ministry of Education — "Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016"	<i>Education Act: Calculation Of Average Daily Enrolment For The 2014-2015 School Board Fiscal Year Regulation, under the Education Act, O. Reg. 75/14, s. 2</i>	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website
Ont. 115	Ministry of Education — Grants	<i>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</i>	Keep to make available on request at offices of Education Finance Branch of Ministry of Education / on website
Ont. 116	Ministry of Education — Grants	<i>Grants for Student Needs — Legislative Grants for the 2015-2016 School Board Fiscal Year, under the Education Act, O. Reg. 195/15, s. 3; as am. O. Reg. 219/16, s. 1</i>	Keep to make available on request at offices of Education Finance Branch of the Ministry of Education / on Ministry's website
Ont. 117	Boards — Posting of Positions of Assignments	<i>Hiring Practices Regulation, under the Education Act, O. Reg. 274/12, ss. 12(1), 13(1), 14(2)</i>	Not specified See Fed. 33 - 6 years
Ont. 118	Boards — Long-Term Occasional Teachers Lists	<i>Hiring Practices Regulation, under the Education Act, O. Reg. 274/12, s. 10(1), (4)</i>	Not specified "shall maintain/post" See Fed. 33 - 6 years
Ont. 119	Boards — Asthma Policies	<i>Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3, s. 2(1)</i>	Not specified "shall maintain"
Ont. 120	Schools Boards —	<i>Sabrina's Law, 2005,</i>	Not specified "shall maintain"



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
	Anaphylactic Policies	<i>S.O. 2005, c. 7, s. 2.(1)</i>	
Ont. 121	School, Private School, Day Nursery Operators — Post 1990 Plumbing Weekly Flushing and Verification Records	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 3(4), (5), 9</i>	6 years 9. (1) The operator of a school, private school or child care centre shall ensure that the following documents and other records are kept for at least six years: 1. Every record made under section 3, 4, 4.1, 5 or 5.1. 1.1 The instructions provided by the manufacturer of a filter or other device referred to in paragraph 6.2 of subsection 5 (2). 2. Every test result obtained in respect of a test required under section 5, 5.1 or an order. 3. Every test result in respect of which a report was required under section 6. 4. A copy of every director’s direction given under section 4.1, subsection 5 (2.2) and section 5.1. 5. A copy of every report provided or received under subparagraphs 5.3 iii and iv of subsection 5 (2). O. Reg. 243/07, s. 9 (1); O. Reg. 417/09, s. 10; O. Reg. 459/16, s. 12 (1-3).
Ont. 122	School, Private School, Day Nursery Operators — Pre 1990 Plumbing Daily Flushing and Verification Records	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 4(4), (5), 9</i>	6 years See Ont. 121
Ont. 123	School, Private School, Day Nursery Operators — Cold Water Sample and Lead Testing Records	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 5(2) par. 12, 9</i>	6 years See Ont. 121
Ont. 124	School, Private School, Day Nursery Operators — Safe Drinking Water Records/Test Results	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, s. 8.(1) par. 1, (3)</i>	2 years; at school during normal business hours
Ont. 125	School, Private School, Day Nursery Operators — Cold Water Sample Test Results/Orders	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, ss. 8(1) par. 2, (3)</i>	6 years; but shall keep readily available at school
Ont. 126	School, Private School, Day Nursery Operators — Test Result Reports/Orders	<i>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)</i>	6 years; 2 years readily available at school
Ont. 127	School, Private School, Day Nursery Operators — Regulations	<i>Schools, Private Schools and Child Care Centres Regulation, under the Safe Drinking Water Act, 2002, O. Reg. 243/07, 8(1)</i>	Keep to make available on request at school





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<b>Ontario Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
Ont. 128	School, Private School, Day Nursery Operators — Records Retention	Schools, Private Schools and Child Care Centres Regulations, under the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, ss. 9.(1), (2)	See Ont. 121
Ont. 129	School, Private School, Day Nursery Operators — Director's Directions	Schools, Private Schools and Child Care Centres Regulation, under the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, ss. 8(1) par. 3.1, (4)	6 years; 2 years readily available at school
Ont. 130	School, Private School, Day Nursery Operators — Combined Report	Schools, Private Schools and Child Care Centres Regulation, under the <i>Safe Drinking Water Act, 2002</i> , O. Reg. 243/07, ss. 9(1) par. 5, (2)	6 years; 2 years readily available at school
Ont. 131	Health Tax – Limitation Period	<i>Employer Health Tax Act, RSO 1990, c. E.11, s. 8(1)</i>	Event + 4 years Event = later of (1) the day on which the return was delivered or received by the Minister and (2) the day the return was required to be delivered.
Ont. 132	Complaints — Limitation Period	<i>Human Rights Code, RSO 1990, c. H.19, s. 34.(1)</i>	Event + 1 year Event = incident to which application relates or last incident in series
Ont. 133	Applications regarding Contravened Settlements — Limitation Period	<i>Human Rights Code, RSO 1990, c. H.19, s. 45.9.(3)</i>	Event + 6 months Event = contravention or last of contravention in series
Ont. 134	Designations of Special Programs — Limitation Period	<i>Human Rights Code, R. S. O. 1990, c. H.19, s. 14(6); as en. S. O. 2006, c. 30, s. 1</i>	Event + 5 years Event = day issued or earlier as may be specified by Commission
Ont. 135	Industrial Establishment Accident Records	Industrial Establishments Regulation, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 851, ss. 5.(3),(4), 6</i>	6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for, (a) a period of at least one year; or (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.
Ont. 136	Pension Benefits Offence Prosecutions — Limitation Period	<i>Pension Benefits Act, RSO 1990, c. P.8, s. 110(6)</i>	Event + 5 years Event = Offence occurred or alleged occurred
Ont. 137	Minister — Posting of Accessibility Standards	<i>Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 10.(1).</i>	Not specified
Ont. 138	Minister — Posting of Progress Reports	<i>Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 11.(2).</i>	Not specified
Ont. 139	Income Tax Offences Limitations	<i>Income Tax Act, RSO 1990, c. I.2, s. 48.(3)</i>	Event + 8 years (Event = Date of Information or Complaint) 48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.



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Ont. 140	Employee wages	<i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Sched. A, s. 80(1)</i>	80.(1) A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. See Fed. 33 6 years
Ont. 141	Operational Procedures, Tests and Corrective Measures Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg. 213/07, Division B, ss. 1.1.2.1 to 1.1.2.3</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 142	Fire Safety Plans	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, O. Reg 213/07, Division B, Part II, s. 2.8.2.1, Division C, s. 1.3.2.5.(3)</i>	Not specified "shall be kept in building in an approved location"
Ont. 143	Posting of Fire Emergency Procedures	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part II, ss. 2.8.2.5.(1),(2)</i>	Not specified
Ont. 144	Fire Drill Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part II, s. 2.8.3.4.(1), (2)</i>	Event + 1 year (12 months) Event = fire drill
Ont. 145	Posting of Portable Extinguisher Locations/Operating Instructions	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, ss. 6.2.1.5, 6.2.4.4</i>	Recommend Post Most Current
Ont. 146	Portable Extinguisher — Maintenance Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.2.7.5</i>	Not specified "shall be maintained" Recommend Event + 2 years (Event = Maintenance)
Ont. 147	Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.3.2.2.(4), Division B, s. 1.1.2.1, 1.1.2.2</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 148	Test Records of Fire Alarm Monitoring Signals	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division A, Part VI, s. 6.3.2.2.(5), Division B, s. 1.1.2.1, 1.1.2.2</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 149	Sprinkler Systems Inspections Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, ss. 6.5.1.8.(1),(2)</i>	Not specified "shall be kept" Recommend Event + 2 years (Event = Inspection)
Ont. 150	Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, Part VI, s. 6.8.2.2, Division B, s. 1.1.2.1, 1.1.2.2</i>	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 151	Fire Protection Systems — Test, Corrective, Measure or Operational Procedure Reports	Fire Code, under the <i>Fire Protection and Prevention Act, 1997, OR 213/07, Division B, s. 1.1.2.2 (2)</i>	Event = Shall be retained throughout life of systems.



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 152	Lead Employers / Contractors — Confined Space Co-ordination Documents	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, ss. 4.(2),(4), 21	Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records of each kind are retained
Ont. 153	Employers — Confined Space Assessments	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , 1997, OR 632/05, ss. 6.(1) to (4)	Not specified “shall ensure carried out/recorded in writing”
Ont. 154	Employers — Confined Space Atmospheric Test Records	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05 ss. 18 (1) to (6); s. 21.(1)	Longer of: Event + 1 year Event = Document created Or: Event = Period necessary to ensure 2 most recent records retained
Ont. 155	Employers — Confined Space Programs	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, s. 5.(1);	Not specified “shall ensure maintained”
Ont. 156	Employers — Confined Space Plans	Confined Spaces Regulations, under the <i>Occupational Health and Safety Act</i> , OR 632/05, s. 7.(1)	Not specified “shall ensure developed”
Ont. 157	Employers — Workplace Violence / Harassment Policies and Information	<i>Occupational Health and Safety Act</i> , R. S. O. 1990, c. O.1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.	Not specified “shall prepare/keep to provide on request”
Ont. 158	Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 25 (c)	Keep no less than 5 years
Ont. 159	Employers — Worker Personal Exposure Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 27	Not specified “shall provide”
Ont. 160	Physicians — Worker Personal Exposure Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 30	Later of: Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record And If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates
Ont. 161	Physicians — Worker Clinical Tests and Examination Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , OR 490/09, s. 31	Later of: Event + 40 years Event = Date first record created in personal exposure record And: Event + 20 years Event = Date last record added to personal exposure record And If physician not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates



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<b>Ontario Citation Table No.</b>	<b>Subject Matter</b>	<b>Ontario Citation</b>	<b>Retention Requirement or Limitation Period</b>
Ont. 162	Constructors or Employers — Posting of Health/Safety Committee Information	<i>Occupational Health and Safety Act, RSO 1990, c. O.1, s. 9(32).</i>	Not specified Recommend Posting Most Current
Ont. 163	Building Owners / Employers — Posting of Clearance Air Testing Results	Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the <i>Occupational Health and Safety Act, OR 278/05, s. 18.(8)</i>	Not specified
Ont. 164	Pesticide Offence Proceedings — Limitation Period	<i>Pesticides Act, RSO 1990, c. P.11, s. 48</i>	Event + 2 years Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director
Ont. 165	Employers — Assessment for Hazardous Materials	<i>Occupational Health and Safety Act, RSO. 1990, c. O.1, s. 39</i>	Keep to make available on request
Ont. 166	Posting of Warning of Hazardous Physical Agents	<i>Occupational Health and Safety Act, RSO 1990, c. O.1, ss. 41 (1),(2)</i>	Not specified
Ont. 167	Posting of Hazardous Physical Agents Notices	<i>Occupational Health and Safety Act, RSO 1990, c. O.1, ss. 41 (3),(4)</i>	Not specified
Ont. 168	Employers — Assessment for Hazardous Materials	<i>Occupational Health and Safety Act, RSO. 1990, c. O.1, s. 39</i>	Keep to make available on request
Ont. 169	Employers — Hazardous Biological or Chemical Agent Exposure Records	Control of Exposure to Biological or Chemical Agents Regulations, under the <i>Occupational Health and Safety Act, RRO 1990, R. 833, s. 8.(4)</i>	Keep to make available to physician on request
Ont. 170	Notice of Garnishment Extension Orders — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act, OR 258/98, rule 20.08.(2.1)</i>	Event + 6 years Event = Order made; unless leave of court
Ont. 171	Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act, OR 258/98 rule 20.08.(2.2),(2.3)</i>	Event + 1 year Event = Date order granting leave to issue made
Ont. 172	Notices of Garnishment — Limitation Period	Rules of the Small Claims Court Regulation, under the <i>Courts of Justice Act, OR 258/98, rule 20.08.(5.1),(5.2)</i>	Event + 6 years Event = Date of issue or renewal
Ont. 174	Registered Code Agency Records — Construction Inspections and Orders	Building Code Regulation, (Part V), under the <i>Building Code Act, 1992, OR 332/12, Division C, ss. 3.7.4.2.(3) to (5)</i>	Not specified “shall prepare”
Ont. 175	Engineer’s Safety Net Inspections/Tests Documentation	Construction Projects Regulation, under the <i>Occupational Health and Safety Act, OR 213/91, s. 19; ss. 26.8.(4),(5)</i>	Event + 1 year Event = Project finished
Ont. 176	Workplace Hazardous Materials Information System (WHMIS)	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the <i>Occupational Health and Safety Act, RRO. 1990, R. 860, ss. 3.(1), 7</i>	Not specified “shall ensure developed/assess”



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 177	Monitoring & Reporting	Airborne Contaminant Discharge Monitoring and Reporting Regulation, under the <i>Environmental Protection Act</i> , OR 127/01, ss. 6, 12, 13	Event + 7 years Event = Day report required to be submitted or day record required to be prepared 12. The owner and the operator of a facility who are required to ensure that a report is submitted under section 6 shall ensure that a copy of the report and of any record prepared for the purposes of the report are kept for at least seven years after the day the report is required to be submitted and shall ensure that any other record required to be prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared.
Ont. 178	Monitoring & Reporting	Airborne Contaminant Discharge Monitoring and Reporting Regulation, under the <i>Environmental Protection Act</i> , O. R. 127/01, s. 11; as am. O. R. 37/06, s. 8	Event = Shall be maintained in accordance with Guideline. 11. The owner and the operator of a facility who are required under section 3 or 4 to ensure that air emissions of a contaminant are monitored and calculated shall ensure that such records as may be specified in the Guideline are prepared and maintained in accordance with the Guideline.
Ont. 179	Engineers' Log Books	Operating Engineers Regulation, under the <i>Technical Standards and Safety Act, 2000</i> , OR 219/01, s. 37	Event + 3 years Event = Last entry made; at plant; shall retain electronic log or hard copies; logbook shall be bound and constructed so pages numbered and cannot be removed; in ink; any corrections shall not be erased but crossed out, corrected and initialed; if electronic user shall ensure dated paper print-out is created at end of each shift; No person shall destroy without permission of owner or user, or remove logbook from plant
Ont. 180	Fire Systems Inspections Approved Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part VI, ss. 6.5.1.8(1), (2)	Not Specified "shall be kept". An "Approved" record means approved by the Chief Fire Official.
Ont. 181	Ontario Water Resources Act Offence Proceedings — Limitation Period	<i>Ontario Water Resources Act, RSO.1990, c. O. 40, s. 94</i>	Event + 2 years Event = later of: date offence committed and date: offence first came to attention of designated person
Ont. 182	Fixed Support Inspections, Tests, Repairs, Modifications and Maintenance Forms	Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , O. Reg. 213/91, s. 141.4(6)	Not specified "shall keep permanent record"
Ont. 183	Scaffold/Anchor Points Log Book	Window-Cleaning Regulation, under the <i>Occupational Health and Safety Act, RRO 1990, Reg. 859, s. 41.(5)</i>	Event = Maintain and retain as long as anchor points and suspended scaffold are used



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Ont. 184	Hydrant Operations Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part VI, s. 6.6.5.8, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 185	Emergency Electrical Power Supply Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part VI, s. 6.7.1.3	Event = Shall be maintained as required in CSA-C282, "Emergency Electrical Power Supply for Buildings"
Ont. 188	Liquid Gain or Loss Measurements for Storage Tests	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part IV, ss. 4.3.16.1(3), (4), Division B, Part I, ss. 1.1.2.1 to 1.1.2.3	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 189	Out of Service Underground Storage Tanks — Liquid Measurement Levels Records	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part IV, ss. 4.3.17.1(1)(a), (2)(c), (3)(a)(i), (ii)	Not specified "shall be retained"
Ont. 190	Piping Systems for Flammable Liquids or Combustible Liquids Documentation	Fire Code, under the <i>Fire Protection and Prevention Act, 1997</i> , O. Reg. 213/07, Division B, Part IV, s. 4.4.6.2, Division B, Part I, ss. 1.1.2.1 to 1.1.2.3	Event + 2 years Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request
Ont. 191	Auditor's Reports	<i>Municipal Act, 2001, SO 2001, c. 25</i> , ss. 296.(6), (7)	Keep to make available during normal office hours
Ont. 192	Parking Conviction Records	<i>Provincial Offences Act, RSO 1990, c. P.33</i> , s. 18.2.(6)	Not specified "shall record"
Ont. 193	Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	<i>Provincial Offences Act, RSO 1990, c. P.33</i> , s. 18.1.(2)	75 days
Ont. 194	Building Code Act Offence Prosecutions — Limitation Period	<i>Building Code Act, 1992, SO 1992, c. 23</i> , s. 36.(8), (8.1)	1 year 36.(8) No proceeding under this section shall be commenced more than 1 year after the time when the subject-matter of the proceeding arose.
Ont. 195	Recovery of Future Estate Claims — Limitation Period	<i>Real Property Limitations Act, RSO. 1990, c. L.15</i> , s. 6(1).	Longer of: Event + 5 years Event = Estate of entitled person vested in possession And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
Ont. 196	Operations and Maintenance Manuals	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , O. Reg. 129/04, s. 20	2 years and after review
Ont. 197	Operator-in-charge — Adjustment and Equipment Operating Status Records	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , OR 129/04, ss. 18.(2)(c)(d).	Not specified "shall ensure maintained/prepared"
Ont. 198	Financial Statements - Annual	<i>Municipal Act, 2001, SO 2001, c. 25</i> , s. 294.1	Not specified "shall prepare"



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			294.1 A municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.
Ont. 206	Pregnancy / Parental / Emergency Leaves	<i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(7)</i>	Event + 3 years Event = day after which the leave expired
Ont. 207	Employee Work Hours	<i>Employment Standards Act, 2000, SO 2000, c. 41, s. 15(1), par. 4</i>	CY +5 years 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 3. For information referred to in paragraph 4 of subsection (1) or in subsection (5, years after the day or week to which the information relates
Ont. 208	Schedule 1 Employers — Wages Record	<i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Schedule A, s. 80</i>	Not specified “shall keep in Ontario”
Ont. 209	Wage Statements and Termination Pay Records	<i>Employment Standards Act, 2000, SO 2000, c. 41, ss. 15(1) par. 5; s. 15(5) par. 4; s. 16</i>	Event + 3 years Event = Information given to employee
Ont. 210	Accessibility Training Records - Designated Public Sector Organizations	Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5)</i>	Not specified “shall keep”
Ont. 211	Annual Status Reports - - Designated Public Sector Organizations	Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(3)</i>	Not specified “shall prepare/post
Ont. 212	Multi-Year Accessibility Plans - Designated Public Sector Organizations	Integrated Accessibility Standards Regulation, under the <i>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 4(1)</i>	Not specified “shall maintain/post/review every 5 years”
Ont. 214	Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports & compliance information	<i>Accessibility for Ontarians with Disabilities Act, 2005, SO. 2005, c. 11, ss. 14.(1) to (4), 17</i>	Shall file and keep to make available to the public on request. Shall provide the director with reports or information relating to the compliance of the person or organization with the accessibility standards. CY+6 The Accessibility Directorate Compliance reports for 6 years.
Ont. 215	Operator—in—charge Records	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act, OR</i>	Not specified “shall ensure maintained”



## NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

### Records and Information Management

### Classification & Retention System

Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		129/04, s. 17.(2).	
Ont. 216	Posting of Certificate of Classification of Facility	Licensing of Sewage Works Operators Regulation, under the <i>Ontario Water Resources Act</i> , OR 129/04, s. 4.(5)	Not specified
Ont. 217	Accident Claims – Limitation Period	<i>Workplace Safety and Insurance Act, 1997, SO 1997, c. 16, Schedule A, s. 22(1), (3)</i>	Event + 6 months Event = accident or when worker learns he/she suffers from disease 22.(1) A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease.
Ont. 219	Construction Accident Records	Construction Projects Regulation, under the <i>Occupational Health and Safety Act</i> , OR 213/91, s. 10	Permanent 10.(1) An employer shall keep in the employer's permanent records a record of any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker from performing his or her usual work. (2) The record shall include particulars of, (a) the nature and circumstances of the occurrence and the injury sustained by the worker; (b) the time and place of the occurrence; (c) the name and address of the injured worker; and (d) the steps taken to prevent a recurrence. (3) An employer to whom subsection (1) applies shall make the record available to an inspector upon request.
Ont. 220	Health & Occupational Safety Prosecutions Limitation Period –	<i>Occupational Health and Safety Act, RSO 1990, c. O.1, s. 69</i>	Event + 1 year Event = last act or default 69. No prosecution under this Act or the regulations shall be instituted more than one year after the later of, (a) the occurrence of the last act or default upon which the prosecution is based; or (b) the day upon which an inspector becomes aware of the alleged offence. 2017, c. 34, Sched. 30, s.5.
Ont. 221	Proceedings Where No Limitation Period	<i>Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1)</i>	Event = There is no limitation period for <ul style="list-style-type: none"> <li>• Environmental Claims not discovered</li> <li>• sexual assault or sexual misconduct proceedings</li> <li>• proceedings with no consequential relief or to enforce a court order</li> <li>• arbitration act or civil remedies act proceeding</li> </ul>





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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			<ul style="list-style-type: none"> <li>proceeding with collateral</li> </ul>
Ont. 222	Municipal By-law Votes — Limitation Period	<i>Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5)</i>	Event + 4 years Event = day action took effect, or voting day
Ont. 223	Provincial Offence Prosecutions — Limitation Period	<i>Provincial Offences Act, RSO 1990, c. P.33, s. 76</i>	Retention/Limitation: Event + 0.5 years (6 months) Event = Date offence was/alleged committed Description: 76.(1) A proceeding shall not be commenced after the expiration of any limitation period prescribed by or under any Act for the offence or, where no limitation period is prescribed, after six months after the date on which the offence was, or is alleged to have been, committed. (2) A limitation period may be extended by a justice with the consent of the defendant.
Ont. 224	Land and Legacy Claims — Limitation Period	<i>Real Property Limitations Act, RSO 1990, c. L.15, s. 23.(1)</i>	Event + 10 years Event = Acknowledgement/last payment
Ont. 225	Audit of pupil enrolment records and related documents	<i>Ministry of Education Enrolment Management Instructions for Elementary and Secondary Schools</i>	The Ministry requires that for audit purposes, pupil enrolments and various related documents must be retained for the current year plus two additional school years (CY+2). Records can be stored electronically or in paper format unless otherwise specified. Where a principal's certification /signature is required (electronic signatures are acceptable), it can also be stored in an electronic (e-mails are acceptable) or paper format. <a href="http://www.edu.gov.on.ca/en/policyfunding/forms.html#ec">http://www.edu.gov.on.ca/en/policyfunding/forms.html#ec</a> See above link for list of documents
Ont. 226	Supervised Alternative Learning & Other Excusals from Attendance at School	<i>Education Act Reg. 374/10</i>	<a href="https://www.ontario.ca/laws/regulation/100374#BK">https://www.ontario.ca/laws/regulation/100374#BK</a>
Ont. 227	Serious Student Incidents reported on the Safe Schools Incident Reporting Form	Progressive Discipline & promoting Positive Student Behaviour	Policy/Program Memorandum 145 <a href="http://www.edu.gov.on.ca/extra/eng/ppm/145.pdf">www.edu.gov.on.ca/extra/eng/ppm/145.pdf</a>
Ont. 228	Psychological Services Provider Client Records	College of Psychologists of Ontario – Standards of Professional Practice 2017	<a href="http://www.cpo.on.ca/WorkArea/DownloadAsset.aspx?id=1716">http://www.cpo.on.ca/WorkArea/DownloadAsset.aspx?id=1716</a>
Ont. 330	Speech Service providers Client Records	College of Audiologists and Speech Language Pathologists of Ontario	<a href="http://www.caslpo.com/express/current-issue/volume-1-issue-2-sept-2015">http://www.caslpo.com/express/current-issue/volume-1-issue-2-sept-2015</a>
Ont. 332	Environmental Assessments	<i>Environmental Assessment Act, RSO 1990, c. E.18, s. 6.1(1); s. 6.4(1)</i>	Not specified “shall prepare/keep to provide on request at times set out in notice”
Ont. 333	Violent Student Incidents	<i>Reporting Violent Incidents to the Ministry of Education</i>	Policy/Program Memorandum 120 <a href="http://www.edu.gov.on.ca/extra/eng/ppm/120.html">http://www.edu.gov.on.ca/extra/eng/ppm/120.html</a>
	College Members – Client Records	Ontario College of Social Workers and Social Service Workers	Retention Event + 7 years



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Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
		Code of Ethics and Standards of Practice Handbook – Second Edition <a href="https://www.ocswssw.org/wp-content/uploads/2018/09/Code-of-Ethics-and-Standards-of-Practice-September-7-2018.pdf">https://www.ocswssw.org/wp-content/uploads/2018/09/Code-of-Ethics-and-Standards-of-Practice-September-7-2018.pdf</a>	(Event = Date of last entry in the record, or if client was less than 18 years at date of last entry, the day the client became or would have become eighteen)
	Physiotherapists – Clinical and Financial Records	College of Physiotherapists of Ontario Record Keeping Standard <a href="https://www.collegep.t.org/rules-and-resources/record-keeping">https://www.collegep.t.org/rules-and-resources/record-keeping</a>	Retention Event + 10 years (Event = Later of the date of the last patient encounter or the date the patient reached, or would have reached, 18 years of age)
	Occupational Therapist - Records	College of Occupational Therapists of Ontario Record Keeping Standard <a href="https://www.coto.org/docs/default-source/default-document-library/record-keeping-standard-jan1.pdf?sfvrsn=ea445359_10">https://www.coto.org/docs/default-source/default-document-library/record-keeping-standard-jan1.pdf?sfvrsn=ea445359_10</a>	Retention Event + 10 years (Event = Date of last entry in the record, or if client was less than 18 years at date of last entry, the day the client became or would have become 18 years of age)
	Public Sector Organizations – Collected personal information	<i>Anti-Racism Act SO 2017, c. 15, s. 7(10)</i>	Event + 1 year (Event = Day the information was last used by the organization)
	Employers – Records on Payments	<i>Employment Protection for Foreign Nationals Act, 2009 SO 2009, c. 32, s. 14(1)</i>	Event + 7 years (Event = Earlier of the date the employee ceases to be employed by the employer; or the employee becomes a permanent resident)
	Employers – Dates of Employee work and Wages	<i>Government Contract Wages Act, 2018 S.O. 2018, c.9, s. 8(1), par. 1, 8(2), par. 1</i>	Event + 3 years (Event = the day or week to which the information relates)
	Employers – Subcontracting Information	<i>Government Contract Wages Act, 2018 S.O. 2018, c.9, s. 8(1), par. 2-3, 8(2), par2</i>	Event + 3 years (Event = the last day work was performed under the subcontract)
	Operator of a Food Premise – Pest Control Measures	Food Premises under the <i>Health Protection and Promotion Act</i> , O.Reg 493/17, s. 13(2)	Event + 1 year (Event = date the records are made)
	Operator of a Food Premise – Food Processing Records	Food Premises under the <i>Health Protection and Promotion Act</i> , O.Reg 493/17, s. 29(2)	Not specified “Shall post”
	Employer – Pay Transparency Report	<i>Pay Transparency Act, 2018, S.O. 2018, c. 5, s. 7(5)</i>	Not specified “Shall post”
	Licensee – Public Vehicle Records	General Regulation under the <i>Public Vehicles Act</i> , Reg. 982, s. 24	Not specified “Shall keep”
	Provincial Offence Tax Prosecutions — Limitation Period	<i>Income Tax Act, RSO 1990, c. 1.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3.</i>	Event + 8 years (Event = Day subject matter of information/complaint arose)
	Licensee – Liquor – Special Occasion Permit	<i>Liquor Licence Act, R.S.O. 1990, c.L.19</i>	Not specified 19 (1) A person may apply to the Registrar for a permit authorizing the holder thereof to sell or serve liquor on a prescribed special occasion



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### Records and Information Management Classification & Retention System

Ontario Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
			43 (1) The Registrar may designate persons employed by the Alcohol and Gaming Commission of Ontario as persons who may carry out inspections for the purpose of determining whether there is compliance with this Act and the regulations.

## Federal Citation Table

Federal Citation Table No.	Subject Matter	Ontario Citation	Retention Requirement or Limitation Period
Fed. 1	GST/HST – Electronic format	Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005 Electronic records, books of account, documents and other information in electronic form used for purposes of the verification of the Goods and Services Tax / Harmonized Sales Tax (GST/HST) charged and remitted on taxable supplies of goods and services as well as the tax paid on purchases.	6 years 286(3.1) 8. Persons who keep records in an electronic format are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.
Fed. 2	GST/HST – Electronic format	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 Records that enable the determination of the tax charged and remitted on taxable supplies of goods and services as well as the tax paid on business purchases and claimed as an input tax credit (ITC) or rebate	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) 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. Minimum retention period 26. The minimum retention period for books and records is generally determined by the last year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, records supporting the acquisition and capital cost of property should be maintained until the day that is six years from the end of the last year in which such an acquisition could enter into any calculation for GST/HST purposes, including the basic tax content of the property
Fed. 3	Assessment Period Liability – Limitation Period	<i>Excise Tax Act, RSC 1985, c. E-15, s. 298.(1)(f)</i>	Event + 4 years (Event = Person liable/person paid or remitted the amount; as applicable)
Fed. 4	Excise Tax Records and Books of Account	<i>Excise Tax Act, RSC. 1985, c. E-15, s. 98.(1)</i>	Event + 6 years (Event = End of calendar year for which records kept; or until written permission for prior disposal by Minister given; or longer if appeal)
Fed. 5	Canada Pension Plan Records	<i>Canada Pension Plan, RSC 1985, c. C-8, s. 24</i>	Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)
Fed. 6	Employers — Books of	<i>Employment Insurance</i>	Event + 6 years (Event = end of year for

	Account	<i>Act, SC 1996, c. 23, s. 87</i>	which they are kept, or until written permission for their prior disposal is given by the Minister or if appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.)
Fed. 7	Employers — Undeliverable Record of Employment	Employment Insurance Regulations, under the <i>Employment Insurance Act, SOR/96-332, ss. 19.(2), (4)(b)</i>	Earliest of: 1 year or Event = copy is requested by the Commission or by person
Fed. 8	Employment Insurance Assessment — Limitation Period	<i>Employment Insurance Act, SC 1996, c. 23, s. 85.(3).</i>	Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud)
Fed. 9	Posting of Work Place Violence Prevention Policies and Emergency Notification Procedures	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, ss. 20.3, 20.8.(2); as en. SOR/2008-148, s. 1.</i>	Not specified
Fed. 10	Work Place Violence Procedures and Emergency Notification Procedures	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, ss. 20.6.(3), 20.7.(1), 20.8.(1); as en. SOR/2008-148, s. 1</i>	Not specified “shall establish and update every 3 years”
Fed. 11	Work Place Violence Records	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, s. 20.7.(3); as en. SOR/2008-148, s. 1.</i>	3 years; in written or electronic form
Fed. 12	Investigation of Workplace Violence Reports	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, s. 20.9.(5); as en. SOR/2008-148, s. 1.</i>	Not specified “shall keep”
Fed. 13	Workplace Violence Training Records	Canada Occupational Health and Safety Regulations, under the <i>Canada Labour Code, SOR/86-304, ss. 20.10.(2),(4),(5); as en. SOR/2008-148, s. 1.</i>	Event + 2 years (Event = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form)
Fed. 14	Electronic Records Acceptability	<i>Personal Information Protection and Electronic Documents Act, SC 2000, c. 5, s. 37</i>	Event = Retain for specified period in format made, sent or received, so can be read, and with information that identifies origin and destination Description: 37. A requirement under a provision of a federal law to retain a document for a specified period is satisfied, with respect to an electronic document, by the retention of the electronic document if (a) the electronic document is retained for the specified period in the format in which it was made, sent or received, or in a format that does not change the information contained in the electronic document that was originally made, sent or received; (b) the information in the electronic document will be readable or perceivable by

			any person who is entitled to have access to the electronic document or who is authorized to require the production of the electronic document; and (c) if the electronic document was sent or received, any information that identifies the origin and destination of the electronic document and the date and time when it was sent or received is also retained.
Fed. 15	Storage Tank System Owners / Operators — Emergency Plans	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, under the <i>Canadian Environmental Protection Act, 1999</i> , SOR/2008-197, ss. 30(1), 31(1), 46(1)	5 years; Keep readily available for individuals required to carry it out, and at place storage tank system located if place of work
Fed. 16	Books of Account	<i>Income Tax Act, RSC 1985 (5th Supp.), c. 1, s. 230(4)</i>	FY + 6 years (FY= Fiscal Year) 4) Every person required by this section to keep records and books of account shall retain (a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and (b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. (4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection 230(4). (4.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection 230(4.1).
Fed. 17	Books of Account	<i>Income Tax Act, RSC 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5)</i>	Filing date +6 years Where, in respect of any taxation year, a person referred to in section 230 subsection (1) has not filed a return with the Minister as and when required by section 150, that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the day the return for that taxation year is filed.
Fed. 18	Books of Account	Income Tax Regulations, under the <i>Income Tax Act, C.R.C. 1978, c. 945, s. 5800 (2)</i>	Two years after the end of the last calendar year to which the records or books of account relate.
Fed. 19	Books of Account	<i>Income Tax Act, RSC 1985, c. 1 (5th</i>	Event + 6 years (Event = end of last taxation

		Supp.), s. 230	year to which records and books of account relate, or year return filed, as long as no other exceptions apply)
Fed. 20	Tax Limitation Period	<i>Income Tax Act, RSC 1985, c. 1 (5th Supp.)</i> , ss. 222.(3),(4),(5),(8) to (10)	Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)
Fed. 22	Employee Medical Records	Designated Substances Regulation, under the <i>Occupational Health and Safety Act</i> , O. R. 490/09, s. 31	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record) And If not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates
Fed. 23	Books of Account	<i>Employment Insurance Act, SC 1996, c. 23, s. 87(3)</i>	CY +6 years The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.
Fed. 25	Employee Termination	<i>Canada Labour Code, R.S.C. 1985, c. L-2, s. 252(2)</i>	T + 3 years (T= after termination or ceased to be employed)
Fed. 26	Employee Termination	Canada Labour Standards Regulations, under the <i>Canada Labour Code</i> , C.R.C. 1978, c. 986, ss.24(2), as am., SOR/91- 461, s. 21; SOR/94-668, s. 7(2), (3), (4); 27(3)	T + 3 years (T= after termination or ceased to be employed) Three years after work is performed by an employee (C.R.C. 1978, c. 986, s. 24(2)(part), as am., SOR/94-668, s. 7(1))
Fed. 27	Employee Termination	Canada Labour Standards Regulations, under the <i>Canada Labour Code</i> , C.R.C. 1978, c. 986, s. 24(1)	T + 2 years (T= after termination) Twenty-four months after termination of employment (C.R.C. 1978, c. 986, s. 24(1)(part))
Fed. 30	Canada Pension Plan, Income Tax and Employment Insurance records excluding: corporation records (director & shareholder meeting minutes, general ledger or other books of final entry) registered charities political contributions	Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction. June 2010, para.24 interpretation of: Income Tax Regulations, CRC, c 945, ss5800 Income Tax Act, ss.230, ss.230.1 Employment Insurance Act, s.87 Canada Pension Plan, s.24	24. Six years from the end f the last tax year to which they relate and for which they may be required for purposes of the Act (which may not be the year when the transaction occurred and the record was created)
Fed. 33	Employers—Records of Employment	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (3), (3.1), (5), (6)	6 years
Fed. 34	Notice of Garnishment where Extension Order — Limitation Period	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, OR 258/98, rule 20.08.(2.2),(2.3)	Event + 1 year (Event = Date order granting leave to issue made)
Fed. 36	Tax Limitation Period Tax Actions — Limitation Period	<i>Income Tax Act, RSC 1985, c. 1 (5th Supp.)</i> , ss. 222.(3),(4),(5),(8) to (10)	Retention/Limitation: Event + 10 years (Event = Day begins as defined; unless exceptions herein apply)
Fed. 37	General Ledger, Contracts relevant to Ledger and Books	Income Tax Regulations, under the <i>Income Tax Act, CRC. 1978, c. 945,</i>	Event + 2 years (Event = day corporation dissolved)

	of Final Entry)	s. 5800.(1)(a)	5800.(1) For the purposes of paragraph 230.(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv), The period ending on the day that is two years after the day that the corporation is dissolved.
Fed. 38	Taxpayer Records	<i>Income Tax Act, RSC, 1985, c. 1 (5th Supp.)</i> , s. 230	Event + 6 years (Event = End of last taxation year to which records and books of account relate, or year return filed, as long as no other exceptions apply)
Fed. 39	Proceedings Where No Limitation Period	<i>Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 16(1)</i> ; as am. <i>S.O. 2007, c. 13, s. 44</i> ; ss. 16(4), 17; as am. <i>S.O. 2010, c. 1, Schedule 14, s. 1</i> ; as am. <i>S.O. 2016, c. 2, Schedule 2, s. 4</i> ; as am. <i>S.O. 2017, c. 2, Schedule 5, s. 14(1)</i>	Event = There is no limitation period for <ul style="list-style-type: none"> <li>• Environmental Claims not discovered</li> <li>• sexual assault or sexual misconduct proceedings</li> <li>• proceedings with no consequential relief or to enforce a court order</li> <li>• arbitration act or civil remedies act proceeding</li> <li>• proceeding with collateral</li> </ul>
Fed. 40	Charity and Non-Profit Rebates — Limitation Period	<i>Excise Tax Act, RSC 1985, c. E-15, ss. 259.(5),(5.1)</i>	Event + 4 years (Event = Where person is registrant, day person required to file return and where person not registrant, last day of period, or end of particular claim period; as applicable)
Fed. 41	FHR-CPP-9— Offence Prosecutions— Limitation Period	<i>Canada Pension Plan, RSC 1985, c. C-8, s. 103.(1)</i>	Event + 5 years (Event = Time subject matter of prosecution arose)
Fed. 42	Environmental Emergency E2 Plan Documents	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the <i>Canadian Environmental Protection Act, 1999</i> , Minister of the Environment, 2011, s. 5.4	5 years; available at workplace
Fed. 43	Environmental Emergency Plan E2 Plan Annual Testing Records	Implementation Guidelines for the Environmental Emergency Regulations 2011, under the <i>Canadian Environmental Protection Act, 1999</i> , Minister of the Environment, 2011, s. 5.3 par. 1	5 years
Fed. 44	Environmental Emergency Plans and Record of Results	Environmental Emergency Regulations, under the <i>Canadian</i>	5 years



	from Annual Updates/Tests	<i>Environmental Protection Act, 1999</i> , SOR/2003-307, s. 5.(1); s. 6	
Fed. 45	Determination made by an Accredited Laboratory Reports	Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 17, 22	Event + 5 years (Event = Day report made; or decommissioned; as applicable)
Fed. 46	Wastewater System Combined Sewer Overflow Reports	Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 19, 21, 22(1)	Event + 5 years (Event = Report made)
Fed. 47	Wastewater System Identification Reports	Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 18(1), (2), (4) to (7), 21, 22(3)	Event + 5 years (Event = Wastewater system decommissioned)
Fed. 48	Wastewater System Monitoring Reports	Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 19, 21, 22(1)	Event + 5 years (Event = Report made)
Fed. 49	Wastewater System—Wastewater Systems Effluent Information Records	Wastewater Systems Effluent Regulations, under the <i>Fisheries Act</i> , SOR/2012-139, ss. 17, 21, 22	Event + 5 years (Event = Day record or report made; or: or day equipment ceased to be used; or decommissioned; as applicable; at wastewater system or in Canada)