



Legal Citation Table – CDO Record Keeping Requirements

The recordkeeping requirements documented here consist of the College of Denturists of Ontario's regulatory requirements as they relate to the Federal Government and the Province of Ontario. They have been organized by jurisdiction. For each of the regulatory recordkeeping requirement, the following information is provided:

- **Citation Number**
Consists of the unique citation number assigned to each citation. The citation number starts with a 2-digit alphabetical code identifying the jurisdiction and is followed by a hyphen and a sequential number (e.g. FD-1). This number is assigned sequentially.
 - **FD – Federal**
 - **ON - Ontario**
- **Citation**
Consists of the reference to the specific paragraph, clause, or section of the legislation, regulation or other source that contains the requirement.
- **Subject Matter**
Consists of the marginal note taken from the statutes or regulation for the section or paragraph the citation is from.
- **Retention / Limitation Requirements**
Consists of the precise text in the legislation, regulation or other source that specifies or implies the requirement.
- **Remarks**
Consists of notes and remarks pertaining to a specific Recordkeeping / Limitation Requirement.

VERSION	EFFECTIVE DATE YYYY-MM-DD	SUMMARY OF CHANGE	AUTHOR(S)	APPROVER
1.0	2018-12-18	Created	RIM Services Inc.	Steinecke Maciura LeBlanc (SML)
2.0	2021-08-26	Updated	RIM Services Inc.	
2.1	2021-10-22	Updated	RIM Services Inc.	Registrar and CEO



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
FD-1	<i>Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(4)</i>	Income Tax Records Retention	<p>Retention/Limitation:</p> <p>FY + 6 years (FY= Fiscal Year)</p> <p>4) Every person required by this section to keep records and books of account shall retain</p> <p>(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</p> <p>(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.</p> <p>(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).</p> <p>(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).</p>	
FD-2	<i>Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(1), (2.1), (5)</i>	Tax Payment/Collections Records	<p>Retention/Limitation</p> <p>Filing date +6 years</p> <p>Where, in respect of any taxation year, a person referred to in 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</p>	



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			the return for that taxation year is filed.	
FD-3	<i>Income Tax Act, R. S. C., 1985, c. 1 (5th Supp.), s. 230; as am. S. C. 1994, c. 21, s. 105; as am. S. C. 1998, c. 19, s. 227</i>	Taxpayer Records	<p>Retention/Limitation:</p> <p>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)</p> <p>230.(1) Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.</p> <p>3) Where a person has failed to keep adequate records and books of account for the purposes of this Act, the Minister may require the person to keep such records and books of account as the Minister may specify and that person shall thereafter keep records and books of account as so required.</p> <p>(4) Every person required by this section to keep records and books of account shall retain</p> <p>(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</p> <p>(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.</p> <p>(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).</p> <p>(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).</p> <p>(5) Where, in respect of any taxation year, a person referred to in subsection 230.(1)</p>	



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			<p>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.</p> <p>(6) Where a person required by this section to keep records and books of account serves a notice of objection or where that person is a party to an appeal to the Tax Court of Canada under this Act, that person shall retain every record, book of account, account and voucher necessary for dealing with the objection or appeal until, in the case of the serving of a notice of objection, the time provided by section 169 to appeal has elapsed or, in the case of an appeal, until the appeal is disposed of and any further appeal in respect thereof is disposed of or the time for filing any such further appeal has expired.</p> <p>(7) Where the Minister is of the opinion that it is necessary for the administration of this Act, the Minister may, by registered letter or by a demand served personally, require any person required by this section to keep records and books of account to retain those records and books of account, together with every account and voucher necessary to verify the information contained therein, for such period as is specified in the letter or demand.</p> <p>(8) A person required by this section to keep records and books of account may dispose of the records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, before the expiration of the period in respect of which those records and books of account are required to be kept if written permission for their disposal is given by the Minister.</p>	
FD-4	<i>Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2),(3), (5), (6), 55.1</i>	Record of Employment	<p>Retention/Limitation:</p> <p>CY +6 years (CY = Current year)</p> <p>19.(2) Every employer shall complete a record of employment, on a form supplied by the Commission, in respect of a person employed by the employer in insurable employment who has an interruption of earnings.</p> <p>(3) Subject to subsection (4), copies of the record of employment completed pursuant to subsection (2) shall be distributed by the employer in the following</p>	



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			manner: (a) the employee’s copy shall be delivered to the insured person not later than five days after the later of (i) the first day of the interruption of earnings, and (ii) the day on which the employer becomes aware of the interruption of earnings; (b) the Commission’s copy shall be sent to the Commission within the time limit set out in paragraph (a); and (c) the employer’s copy shall be kept and retained as a part of the employer’s records and books of account in accordance with s. 87.(3) of the Act.	
FD-5	<i>Employment Insurance Act, S.C. 1996, c. 23, s. 87(3)</i>	Employment Insurance Requirements Corporate books of account	Retention/Limitation 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.	
FD-6	<i>Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267</i>	Records and books of account	Retention/Limitation CY+6 years 87.(3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister. (4) If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.	
FD-7	<i>Employment Insurance Act, S.C. 1996, c. 23, s. 102(4), as am., S.C.</i>	Complaint Limitations	Retention/Limitation Five years after the subject-matter of the information or complaint arose.	



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	<i>1999, c. 17, s. 135(e)</i>			
FD-8	<i>CAN/CGSB-72.34-2017: Electronic Records as Documentary Evidence s.6.4. 6.2</i>	Record destruction indexes	<p>Retention/Limitation: Record of disposition actions shall be kept permanently as proof by the organization.</p> <p>Description: 6.4.6.2 The RM [Records Management] manual shall require that records disposition occur after the appropriate retention period has expired, disposition has been authorized, and any barrier to elimination has been removed. The organization shall be capable of submitting documentation of the disposition of its records when proof is warranted or required, based on business, legal or audit requirements. This documentation should identify the records disposed of using the associated metadata (e.g., the classification code, inclusive dates, office of primary responsibility), the organization who authorized the disposition, and the time of disposition. This record of disposition actions shall be kept permanently as proof by the organization.</p> <p>The RM manual may require that metadata be retained after the records they relate to have been disposed of; the metadata should then record the event of disposition. If an electronic record is associated with more than one aggregation of records, it may be disposed of in the context of one aggregation and retained in the context of another; in this case the disposition is carried out by deleting from the record metadata associated with the set of records that is disposed of.</p>	
FD-9	<i>Employment Insurance Act, S.C. 1996, c. 23, s. 153.8(1) and (2)</i>	Claims for Covid 19 Payments — Limitation Period	<p>Retention/Limitation: Event = The latest date for claimant to claim is December 2, 2020</p> <p>Description: 153.8(1) Any claimant may, in the form and manner established by the Minister, make a claim for the employment insurance emergency response benefit for any two week period starting on a Sunday and falling within the period beginning on March 15, 2020 and ending on October 3, 2020. (2) A claimant is not permitted to make a claim after December 2, 2020.</p>	
FD-10	<i>Revenue Canada, Information Circular 78-</i>	Limitation Period for Keeping Records	Retention/Limitation:	



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	<p><i>10R2, as am., Information Circular 78-10R2SR paragraphs 16-20. February 10, 1995. Updated IC78-10R3, October 5, 1998. Revenue Canada, Information Circular 78-10R3, October 5, 1998</i></p> <p>SML Comment:</p> <p>The citation is as follows: <i>Income Tax Regulations, C.R.C., c. 945, s. 5800(1)(a)-(b), under the Income Tax Act, RSC 1985, c 1 (5th Supp)</i></p>		<p>2 years after the business ceased</p> <p>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:</p> <p>(a) in respect of</p> <p>(i) any record of the minutes of meetings of the directors of a corporation,</p> <p>(ii) any record of the minutes of meetings of the shareholders of a corporation,</p> <p>(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,</p> <p>(iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and</p> <p>(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),</p> <p>the period ending on the day that is two years after the day that the corporation is dissolved;</p> <p>(b) in respect of all records and books of account that are not described in paragraph (a) of a corporation that is dissolved and in respect of the vouchers and accounts necessary to verify the information in such records and books of account, the period ending on the day that is two years after the day that the corporation is dissolved;</p>	
FD-11	<i>Intentionally left blank</i>			
FD-12	<i>Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24</i>	Canada Pension Plan Records	<p>Retention/Limitation</p> <p>Event + 6 years</p> <p>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</p>	



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			period.)	
FD-13	<i>Canada Pension Plan, R. S. C. 1985, c. C-8, s. 90.(2); as am. S. C. 1997, c. 40, s. 86</i>	Canada Pension Plan proceedings limitation period	Retention/Limitation Event + 5 years (Event = Minister becomes aware of subject-matter of proceedings)	
FD-15	<i>Intentionally left blank</i>			
FD-16	<i>Excise Tax Act, R. S. C. 1985, c. E-15, ss. 286.(1) to (4),(6); as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282</i>	GST/HST Accounting Records	Retention/Limitation: Event + 6 years (Event = end of year to which records relate unless appeal or other matter outstanding, unless Minister provides written permission for shorter retention)	SML Comment: Does not apply to CDO (excise taxes are not charged on CDO's services).
ON-1	<i>Limitations Act, 2002, S.O. 2002, c.24, s.4</i>	Basic Limitation Period for keeping records pertaining to agreements, contracts, licences	Retention/Limitation T+2 years (T= after termination or closure) Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. 2002, c. 24, Sched. B, s. 4.	Agreements, Contracts, Licences granted, denied or revoked up to December 31, 2003 retention is T +6 years (termination of agreement, contract, Licence) Agreements, Contracts, Licences granted, denied or revoked after Jan.1, 2003 retention is T+2 years (termination of agreement, contract, Licence) <i>Retention changed from T+6 to T+2 as per Limitations Act.</i>



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ON-2	<i>Limitations Act, 2002</i> S.O. c. 24 s. B, s. 15 (2)	Ultimate Limitation Period	Retention/Limitation T+15 years (after the cause of action arose) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.	
ON-3	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 5</i>	Discipline Committee Evidence	Retention/Limitation: Event = Shall return to person who produced them, on request, within reasonable time after matter finally determined Description: 55. The Discipline Committee shall release documents and things put into evidence at a hearing to the person who produced them, on request, within a reasonable time after the matter in issue has been finally determined.	
ON-4	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 94(3); ss. 94(3), (3.1); as am. S.O. 2007, c. 10, Sched. M, s. 73</i>	Council By-laws	Retention/Limitation: Keep to make available for inspection on request Description: 94.(3) A copy of the by-laws and standards of practice made by the Council, and any documents that are referred to in the by-laws and regulations made by the Council shall be given to the Minister and to each member and shall be made available to the public during normal business hours in the office of the College. (3.1) Any person is entitled to a copy of any by-law, standard of practice or other document mentioned in subsection (3) on the payment of a reasonable fee, if required, to the Registrar.	
ON-5	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, s. 6; as am. S.O. 1998, c. 18, Sched. G, s. 2; as am. S.O. 2007, c. 10, Sched. M, s. 2; Schedule 2: Health Professions Procedural Code, s. 11; as am. S.O. 2007, c. 10, Sched. M, s.</i>	College and the Committees — Annual Reports and Financial Statements	Retention/Limitation: Not specified "shall report" Description: 6.(1) Each College shall report annually to the Minister on its activities and financial affairs. (2) Section repealed: S.O. 2007, c. 10, Sched. M, s. 2(1). (3) Each College's annual report shall include an audited financial statement. (4) The Minister may specify the content and form of the annual reports submitted by the College and, where the Minister has done so, the annual reports shall contain that content and be in that form.	



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	22		(5) The Minister may, in every year, publish information from the annual reports of the Colleges. (6) Information from the annual reports published by the Minister shall not include any personal information.	
ON-6	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 26(2)</i>	Prior Complaints	Description: (2) A panel of the Inquiries, Complaints and Reports Committee shall, when investigating a complaint or considering a report currently before it, consider all of its available prior decisions involving the member, including decisions made when that committee was known as the Complaints Committee, and all available prior decisions involving the member of the Discipline Committee, the Fitness to Practise Committee and the Executive Committee, unless the decision was to take no further action under subsection (5). 2007, c. 10, Sched. M, s. 30.	
ON-7	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, ss. 14.(1) to (4), 17</i>	Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports	Retention/Limitation: Keep to make available to the public on request Description: 14.(1) A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. (2) A person or organization shall make an accessibility report filed under subsection (1) available to the public. (3) An accessibility report shall be in the form approved by the Minister and the Minister may require that the report or a part of the report be provided electronically in a format approved by the Minister. (4) An accessibility report shall contain such information as may be prescribed.	
ON-8	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 114, 81.(10)</i>	Orders to Pay Wages, Fees or Compensation and Notices of Contravention — Limitation Period	Retention/Limitation: 2 years 114 (1) An employment standards officer shall not issue an order to pay wages, fees or compensation or a notice of contravention with respect to a contravention of this Act concerning an employee, (a) if the employee filed a complaint about the contravention, more than two years after the complaint was filed;	



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			<p>(b) if the employee did not file a complaint but another employee of the same employer did file a complaint, more than two years after the other employee filed his or her complaint if the officer discovered the contravention with respect to the employee while investigating the complaint; or</p> <p>(c) if the employee did not file a complaint and clause (b) does not apply, more than two years after an employment standards officer commenced an inspection with respect to the employee's employer for the purpose of determining whether a contravention occurred.</p> <p>.....</p> <p>81 (10) A limitation period set out in section 114 prevails over a limitation period in any other Act, unless the other Act states that it is to prevail over this Act.</p>	
ON-9	<i>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 13(1)</i>	Health Information Custodians – Handling of Records	<p>Retention/Limitation: Retain for as long as necessary to allow individual to exhaust recourse under Act.</p> <p>Description: 13 (1) A health information custodian shall ensure that the records of personal health information that it has in its custody or under its control are retained, transferred and disposed of in a secure manner and in accordance with the prescribed requirements, if any. 13 (2) Despite subsection (1), a health information custodian that has custody or control of personal health information that is the subject of a request for access under section 53 shall retain the information for as long as necessary to allow the individual to exhaust any recourse under this Act that he or she may have with respect to the request.</p>	
ON-10	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 16; s. 22.3; as am. S.O. 2009, c. 24, s. 33(4)</i>	Registration/Application Information / Documents	<p>Retention/Limitation: Keep to make available on request</p> <p>Description: 16.(1) The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application. (2) The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person.</p> <p>.....</p>	



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			22.3 The College shall provide information on its website with respect to the requirements for registration, the procedures for applying for registration and the amount of time that the registration process usually takes.	
ON-11	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 22.9; as am. S.O. 2006, c. 31, s. 35</i>	College — Fair Registration Practices Reports	Retention/Limitation: Keep to make available on request Description: 22.9(1) The College shall file its fair registration practices reports with the Fairness Commissioner by the dates specified by the Fairness Commissioner. (2) The College shall make reports filed under subsection (1) available to the public.	
ON-12	<i>Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 48(1)(a)</i>	Oral Evidence Records	Retention/Limitation: Not specified "shall ensure recorded" Description: 48.(1) The panel holding a hearing shall ensure that, (a) the oral evidence is recorded;	
ON-13	<i>Income Tax Act, R.S.O. 1990, c. I.2, s. 39, as am., S.O. 1999, c. 9, s. 129</i>	Income Tax accounting records	Retention/Limitation: No retention specified 39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. (2) Subsections 230(2.1), (3), (4), (4.1), (4.2), (5), (6), (7) and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230(1) of the Federal Act shall be read as a reference to subsection (1).	
ON-14	<i>Income Tax Act, R.S.O. 1990, c. I.2, s. 48(3)</i>	Income Tax Offences Limitations	Retention/Limitation:	



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			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.	
ON-15	<i>Employer Health Tax Act</i> , R.S.O. 1990, c. E.11, s. 37	Employer Health Tax Offences Limitations	Retention/Limitation: 37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed.	
ON-16	<i>Employer Health Tax Act</i> , R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c. 8, s. 13	Employer Health Tax Accounting Records	Retention/Limitation: No retention specified 12.(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.	
ON-17	<i>Employer Health Tax Act</i> , R.S.O. 1990, c. E.11, s. 6(1)(b), as am., S.O. 1994, c. 8, s. 6(1); S.O. 2001, c. 23, s. 75	Employer Health Tax Refund Limitation	Retention/Limitation: 6.(1) If the return required to be delivered by a taxpayer under this Act is delivered within four years from the day the return is required to be delivered under section 5, (b) the Minister shall refund the amount the Minister determines under subsection 8(1) to be an over-payment made on account of the tax payable under this Act for the year if the taxpayer applies in writing to the Minister for the refund within four years after the day on which the return was required to be delivered under section 5.	
ON-18	<i>Employment Standards Act</i> , 2000, S.O. 2000, c. 41, s. 15(1), par. 1	Employee Records	Retention/Limitation: T +3 years after employee ceased to be employed 15.(5) The employer shall retain or arrange for some other person to retain the	



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			records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.	
ON-19	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, s. 96, as am. S.O. 2001, c. 9, s. 1(18)</i>	Complaints Limitations	Retention/Limitation: two years before the day on which the complaint was filed 96.(3) A complaint regarding a contravention that occurred more than two years before the day on which the complaint was filed shall be deemed not to have been filed.	
ON-20	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(1), par. 3</i>	Employment Records	Retention/Limitation: T + 3 years after employee ceased to be employed 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: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.	
ON-21	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(1), par. 4</i>	Employee Work Hours	Retention/Limitation: CY + 3 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 (3), three years after the day or week to which the information relates.	
ON-22	<i>Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 12.(1),(3), 12.1,</i>	Wage Statements & Termination of pay	Retention/Limitation: Event + 3 years (Event = information given to employee)	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
	15.1 par. 5, 15.5 par. 4, 16, 23.2, 23.2, 36.(3)(b)		<p>12.(1) On or before an employee’s pay day, the employer shall give to the employee a written statement setting out,</p> <ul style="list-style-type: none"> (a) the pay period for which the wages are being paid; (b) the wage rate, if there is one; (c) the gross amount of wages and, unless the information is provided to the employee in some other manner, how that amount was calculated; (d) [Repealed S. O. 2002, c. 18, Schedule J, s. 3.(3).] (e) the amount and purpose of each deduction from wages; (f) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23.(2); and (g) the net amount of wages being paid to the employee. <p>(2) [Repealed S. O. 2002, c. 18, Schedule J, s. 3.(4).]</p> <p>(3) The statement may be provided to the employee by electronic mail rather than in writing if the employee has access to a means of making a paper copy of the statement.</p> <p>.....</p> <p>12.1 On or before the day on which the employer is required to pay wages under s. 11.(5), the employer shall provide the employee with a written statement setting out,</p> <ul style="list-style-type: none"> (a) the gross amount of any termination pay or severance pay being paid to the employee; (b) the gross amount of any vacation pay being paid to the employee; (c) unless the information is provided to the employee in some other manner, how the amounts referred to in clauses (a) and (b) were calculated; (d) the pay period for which any wages other than wages described in clauses (a) or (b) are being paid; (e) the wage rate, if there is one; (f) the gross amount of any wages referred to in clause (d) and, unless the information is provided to the employee in some other manner, how that amount was calculated; (g) the amount and purpose of each deduction from wages; (h) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23.(2); and (i) the net amount of wages being paid to the employee. 	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>..... 15.(1) An employer shall record the following information with respect to each employee, including an employee who is a home-worker: . . . 5. The information contained in each written statement given to the employee under subsection 12.(1), section 12.1 and clause 36.(3)(b). 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: . . . 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee. </p>	
ON-23	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7)</i>	Leaves	<p>Retention/Limitation: T+3years (T = leave expired)</p> <p>15 (7) An employer shall retain or arrange for some other person to retain all notices, certificates, correspondence and other documents given to or produced by the employer that relate to an employee taking pregnancy leave, parental leave, family medical leave, organ donor leave, family caregiver leave, critical illness leave, child death leave, crime-related child disappearance leave, domestic or sexual violence leave, personal emergency leave, emergency leave during a declared emergency or reservist leave for three years after the day on which the leave expired.</p> <p>Note: On January 1, 2019, subsection 15 (7) of the Act is amended by striking out “personal emergency leave” and substituting “sick leave, family responsibility leave, bereavement leave”.</p>	
ON-24	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.1(1), (4), (5); as am. S.O. 2002, c. 18, Sched. J, s. 3(9)</i>	Vacation Records	<p>Retention/Limitation: 5 years</p> <p>15.1 (1) An employer shall record information concerning an employee’s entitlement to vacation time and vacation pay in accordance with this section. 2002, c. 18, Sched. J, s. 3 (9).</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>Content of record</p> <p>(2) The employer shall record the following information:</p> <ol style="list-style-type: none"> 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. <ol style="list-style-type: none"> 4.1 The amount of vacation pay that the employee earned during the vacation entitlement year and how that amount was calculated. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate. 2002, c. 18, Sched. J, s. 3 (9); 2017, c. 22, Sched. 1, s. 9 (1). <p>(3) If the employer establishes an alternative vacation entitlement year for an employee, the employer shall record the following information for the stub period:</p> <ol style="list-style-type: none"> 1. The amount of vacation time that the employee earned during the stub period. 2. The amount of vacation time, if any, that the employee took during the stub period. 3. The amount of vacation time, if any, earned but not taken by the employee during the stub period. <ol style="list-style-type: none"> 3.1 The amount of vacation pay that the employee earned during the stub period and how that amount was calculated. 4. The amount of vacation pay paid to the employee during the stub period. 5. The amount of wages on which the vacation pay referred to in paragraph 4 was calculated and the period of time to which those wages relate. 2002, c. 18, Sched. J, s. 3 (9); 2017, c. 22, Sched. 1, s. 9 (2). <p>...</p> <p>(5) The employer shall retain or arrange for some other person to retain each record required under this section for five years after it was made. 2002, c. 18, Sched. J,</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
ON-25	<i>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, s. 41(1)</i>	Health Information Custodians — Disclosures of Information for Legal Reasons	<p>s. 3 (9); 2017, c. 22, Sched. 1, s. 9 (3).</p> <p>Retention/Limitation: PRIVACY</p> <p>Description: 41.(1) A health information custodian may disclose personal health information about an individual, (a) subject to the requirements and restrictions, if any, that are prescribed, for the purpose of a proceeding or contemplated proceeding in which the custodian or the agent or former agent of the custodian is, or is expected to be, a party or witness, if the information relates to or is a matter in issue in the proceeding or contemplated proceeding; (b) to a proposed litigation guardian or legal representative of the individual for the purpose of having the person appointed as such; (c) to a litigation guardian or legal representative who is authorized under the Rules of Civil Procedure, or by a court order, to commence, defend or continue a proceeding on behalf of the individual or to represent the individual in a proceeding; or (d) for the purpose of complying with, (i) a summons, order or similar requirement issued in a proceeding by a person having jurisdiction to compel the production of information, or (ii) a procedural rule that relates to the production of information in a proceeding.</p>	
ON-26	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 15(1)(a); s. 23(1); as am. S.O. 2007, c. 10, Sched. M, s. 28	<i>Registrar — Register of Members</i>	<p>Retention/Limitation: Not specified “shall maintain”</p> <p>Description: 15.(1) If a person applies to the Registrar for registration, the Registrar shall, (a) register the applicant; 23.(1) The Registrar shall maintain a register.</p> <p>Definition: 23.(2) The register shall contain the following: 1. Each member’s name, business address and business telephone number, and, if applicable, the name of every health profession corporation of which the member is</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>a shareholder.</p> <p>2. Where a member is deceased, the name of the deceased member and the date upon which the member died, if known to the Registrar.</p> <p>3. The name, business address and business telephone number of every health profession corporation.</p> <p>4. The names of the shareholders of each health profession corporation who are members of the College.</p> <p>5. Each member’s class of registration and specialist status.</p> <p>6. The terms, conditions and limitations that are in effect on each certificate of registration.</p> <p>7. A notation of every caution that a member has received from a panel of the Inquiries, Complaints and Reports Committee under paragraph 3 of subsection 26(1), and any specified continuing education or remedial programs required by a panel of the Inquiries, Complaints and Reports Committee using its powers under paragraph 4 of subsection 26(1).</p> <p>8. A notation of every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 and that has not been finally resolved, including the date of the referral and the status of the hearing before a panel of the Discipline Committee, until the matter has been resolved.</p> <p>9. A copy of the specified allegations against a member for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 and that has not been finally resolved.</p> <p>10. Every result of a disciplinary or incapacity proceeding.</p> <p>11. A notation and synopsis of any acknowledgements and undertakings in relation to matters involving allegations of professional misconduct or incompetence before the Inquiries, Complaints and Reports Committee or the Discipline Committee that a member has entered into with the College and that are in effect.</p> <p>12. A notation of every finding of professional negligence or malpractice, which may or may not relate to the member’s suitability to practise, made against the member, unless the finding is reversed on appeal.</p> <p>13. A notation of every revocation or suspension of a certificate of registration.</p> <p>14. A notation of every revocation or suspension of a certificate of authorization.</p> <p>15. Information that a panel of the Registration Committee, Discipline Committee or Fitness to Practise Committee specifies shall be included.</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>16. Where findings of the Discipline Committee are appealed, a notation that they are under appeal, until the appeal is finally disposed of.</p> <p>17. Where, during or as a result of a proceeding under section 25, a member has resigned and agreed never to practise again in Ontario, a notation of the resignation and agreement.</p> <p>18. Where the College has an inspection program established under clause 95(1)(h) or (h.1), the outcomes of inspections conducted by the college.</p> <p>19. Information that is required to be kept in the register in accordance with regulations made pursuant to clause 43(1)(t) of the Regulated Health Professions Act, 1991.</p> <p>20. Information that is required to be kept in the register in accordance with the by-laws.</p> <p>.....</p> <p>(4) In disposing of a matter, a panel of the Registration, Discipline or Fitness to Practise Committee may, for the purposes of paragraph 15 of subsection (2), specify information that is to be included in the register in addition to the information specified in other paragraphs of subsection (2). (5) All of the information required by paragraphs 1 to 19 of subsection (2) and all information designated as public in the by-laws shall, subject to subsections (6), (7), (8), (9) and (11), be made available to an individual during normal business hours, and shall be posted on the College’s website within a reasonable amount of time of the Registrar having received the information and in a manner that is accessible to the public or in any other manner and form specified by the Minister.</p> <p>(5) All of the information required by paragraphs 1 to 19 of subsection (2) and all information designated as public in the by-laws shall, subject to subsections (6), (7), (8), (9) and (11), be made available to an individual during normal business hours, and shall be posted on the College’s website within a reasonable amount of time of the Registrar having received the information and in a manner that is accessible to the public or in any other manner and form specified by the Minister.</p>	
ON-27	<i>Intentionally left blank</i>			
ON-28	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, ss.	<i>Access to Health Professions Information</i>	Retention/Limitation: PRIVACY Description:	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
	<p>36(1), (1.3) to (3); as am. S.O. 1993, c. 37, s. 1; as am. S.O. 1996, c. 1, Sched. G, s. 27; as am. S.O. 1998, c. 18, Sched. G, s. 7; as am. S.O. 2007, c. 10, Sched. M, s. 7; as am. S.O. 2014, c. 14, Sched. 2, s. 10; as am. S.O. 2017, c. 11, Sched. 5, ss. 2(1) to (3); ss. 36.1(1) to (8); as en. S.O. 2007, c. 10, Sched. M, s. 8; as am. S.O. 2009, c. 26, s. 24(7); as am. S.O. 2017, c. 11, Sched. 5, s. 3(1), (2); Sched. 2, s. 42.2; as en. S.O. 2017, c. 11, Sched. 5, s. 18</p>		<p>36.(1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the Drug and Pharmacies Regulation Act and every member of a Council or committee of a College shall keep confidential all information that comes to his or her knowledge in the course of his or her duties and shall not communicate any information to any other person except,</p> <p>(a) to the extent that the information is available to the public under this Act, a health profession Act or the Drug and Pharmacies Regulation Act;</p> <p>(b) in connection with the administration of this Act, a health profession Act or the Drug and Pharmacies Regulation Act, including, without limiting the generality of this, in connection with anything relating to the registration of members, complaints about members, allegations of members’ incapacity, incompetence or acts of professional misconduct or the governing of the profession;</p> <p>(c) to a body that governs a profession inside or outside of Ontario;</p> <p>(d) as may be required for the administration of the Drug Interchangeability and Dispensing Fee Act, the Healing Arts Radiation Protection Act, the Health Insurance Act, the Health Protection and Promotion Act, the Independent Health Facilities Act, the Laboratory and Specimen Collection Centre Licensing Act, the Long-Term Care Homes Act, 2007, the Retirement Homes Act, 2010, the Ontario Drug Benefit Act, the Coroners Act, the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada);</p> <p>(d.1) for a prescribed purpose, to a public hospital that employs or provides privileges to a member of a College, where the College is investigating a complaint about that member or where the information was obtained by an investigator appointed pursuant to subsection 75(1) or (2) of the Code, subject to the limitations, if any, provided for in regulations made under section 43;</p> <p>(d.2) for a prescribed purpose, to a person other than a public hospital who belongs to a class provided for in regulations made under section 43, where a College is investigating a complaint about a member of the College or where the information was obtained by an investigator appointed pursuant to subsection 75(1) or (2) of the Code, subject to the limitations, if any, provided for in the regulations;</p> <p>(e) to a police officer to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;</p> <p>(f) to the counsel of the person who is required to keep the information confidential</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>under this section; (g) to confirm whether the College is investigating a member, if there is a compelling public interest in the disclosure of that information; (h) where disclosure of the information is required by an Act of the Legislature or an Act of Parliament; (i) if there are reasonable grounds to believe that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons; (j) with the written consent of the person to whom the information relates; or (k) to the Minister in order to allow the Minister to determine, (i) whether the College is fulfilling its duties and carrying out its objects under this Act, a health profession Act, the Drug and Pharmacies Regulation Act or the Drug Interchangeability and Dispensing Fee Act, or (ii) whether the Minister should exercise any power of the Minister under this Act, or any Act mentioned in subclause (i). ..</p>	
ON-29	<i>Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 139, 81.(10)</i>	Prosecution — Limitation Period	<p>Retention/Limitation: 2 years</p> <p>139. No prosecution shall be commenced under this Act more than two years after the date on which the offence was committed or alleged to have been committed.</p>	
ON-30	<i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69</i>	Health & Occupational Safety Prosecutions – Limitations	<p>Retention/Limitation: 69. No prosecution under this Act shall be instituted more than one year after the last act or default upon which the prosecution is based occurred.</p>	
ON-31	<i>Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.7, 55.1; as en. S. O. 2009, c. 23, s. 3</i>	Employers — Workplace Violence / Harassment Policies and Information	<p>Retention/Limitation: Not specified “shall prepare/keep to provide on request” Description: Note: On June 15, 2010, the Act is amended by adding the following Part: 32.0.1.(1) An employer shall, (a) prepare a policy with respect to workplace violence; (b) prepare a policy with respect to workplace harassment; and (c) review the policies as often as is necessary, but at least annually.</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>(2) The policies shall be in written form and shall be posted at a conspicuous place in the workplace.</p> <p>.....</p> <p>32.0.5.(2) An employer shall provide a worker with,</p> <p>(a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and</p> <p>(b) any other prescribed information or instruction.</p> <p>(3) An employer’s duty to provide information to a worker under clause 25.(2)(a) and a supervisor’s duty to advise a worker under clause 27.(2)(a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,</p> <p>(a) the worker can be expected to encounter that person in the course of his or her work; and</p> <p>(b) the risk of workplace violence is likely to expose the worker to physical injury.</p> <p>(4) No employer or supervisor shall disclose more personal information in the circumstances described in subsection (3) than is reasonably necessary to protect the worker from physical injury.</p> <p>.....</p> <p>32.0.7 An employer shall provide a worker with,</p> <p>(a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace harassment; and</p> <p>(b) any other prescribed information.</p> <p>.....</p> <p>Note: On June 15, 2010, the Act is amended by adding the following sections:</p> <p>55.1 In the case of a workplace at which the number of employees regularly employed is five or fewer, an inspector may in writing order that the policies with respect to workplace violence and workplace harassment required under section 32.0.1 be in written form and posted at a conspicuous place in the workplace.</p>	
ON-32	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, ss. 22.8(7), (8)	Access to Health Profession Code Information	<p>Retention/Limitation: PRIVACY</p> <p>Description: 22.8(7) A College shall co-operate with the auditor and shall,</p> <p>(a) produce such records for, and provide such other information to, the auditor regarding its registration practices and any other matters related to compliance by</p>	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
	22.19(2); ss. 23(3) to (9), (11) to (13); as am. S.O. 2007, c. 10, Sched. M, s. 28; as am. S.O. 2017, c. 11, Sched. 5, s. 11(2) to (5) s. 25.1.(2); s. 83; as am. S.O. 1991, c. 18, Sched. 2, s. 83(1); as am. S.O. 2007, c. 10, Sched. M, s. 59; ss. 83.1(3) to (8); as am. S.O. 2004, c. 3, Sched. B, s. 11(2)		the College with its obligations under sections 15 to 22.11 and the regulations as are reasonably necessary for the auditor to perform his or her duties under this Code, including any reports required from the College under section 22.6, 22.7 or 22.9 or the regulations; and (b) provide the auditor with any assistance that is reasonably necessary, including assistance in using any data storage, processing or retrieval device or system, to produce a record in readable form. (8) Despite subsection (7), a College may refuse access to a record if, (a) the record or any information in the record is subject to a legal privilege that restricts disclosure of the record or the information; or (b) an Act of Ontario or of Canada or a court order prohibits disclosure of the record or any information in the record in the circumstances.	
ON-33	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 16; s. 22.3; as am. S.O. 2009, c. 24, s. 33(4); as am. S.O. 2015, c. 8, s. 38(2)	Registration/Application Information / Documents	Retention/Limitation: Keep to make available on request Description: 16.(1) The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application. (2) The Registrar may refuse to give an applicant anything that may, in the Registrar’s opinion, jeopardize the safety of any person.	
ON-34	Citation: Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 22.9; as am. S.O. 2006, c. 31, s. 35	College — Fair Registration Practices Reports	Retention/Limitation: Keep to make available on request Description: 22.9(1) The College shall file its fair registration practices reports with the Fairness Commissioner by the dates specified by the Fairness Commissioner. (2) The College shall make reports filed under subsection (1) available to the public.	
ON-35	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health	Non-Disclosure Order Reasons	Retention/Limitation: Keep to make available on request Description: 45.(7) The panel shall ensure that any order it makes under this section and its	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
	Professions Procedural Code, s. 45(7)		reasons are available to the public in writing.	
ON-36	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 95(1.3); as am. S.O. 1998, c. 18, Sched. G, s. 23(1); s. 95(1.3); as am. S.O. 2007, c. 10, Sched. M, s. 74	Code, Standard or Guidelines	Retention/Limitation: Keep to make available for inspection on request Description: 95(1.3) A copy of every code, standard or guideline adopted by reference under subsection (1.1) shall be available for public inspection during normal business hours in the office of the College and shall be posted on the College’s website or be available through a hyperlink at the College’s website.	
ON-37	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 3.1	College — Website Postings	Retention/Limitation: Not specified Description: 3.1(1) The College shall have a website, and shall include on its website information as may be prescribed in regulations made under clause 43(1)(h.2) of the Regulated Health Professions Act, 1991. (2) Upon request and, if required by the College, the payment of a reasonable fee, the College shall provide the information required to be posted under subsection (1) in paper or electronic form.	
ON-38	<i>Intentionally left blank</i>			
ON-39	Regulated Health Professions Act, 1991, S.O. 1991, c. 18, Schedule 2: Health Professions Procedural Code, s. 42.2(1) to (4); as en. S.O. 2017, c. 11, Sched. 5, s. 11	Registrar — Professional Misconduct Records Orders	Retention/Limitation: PRIVACY Description: 42.2(1) Where, in relation to a hearing involving allegations of a member’s misconduct of a sexual nature, the member seeks an order of the panel of the Discipline Committee for the production and disclosure of a record that contains information for which there is a reasonable expectation of privacy from a person who is not a party to the hearing, any one or more of the following assertions made by the member are not sufficient on their own to establish that the record is likely relevant to an issue in the hearing or to the competence of a witness to testify: 1. That the record exists.	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			<p>2. That the record relates to medical or psychiatric treatment, therapy or counselling that the complainant or a witness has received or is receiving.</p> <p>3. That the record relates to the incident that is the subject-matter of the proceedings.</p> <p>4. That the record may disclose a prior inconsistent statement of the complainant or a witness.</p> <p>5. That the record may relate to the credibility of the complainant or a witness.</p> <p>6. That the record may relate to the reliability of the testimony of the complainant or a witness merely because the complainant or witness has received or is receiving psychiatric treatment, therapy or counselling.</p> <p>7. That the record may reveal allegations of sexual abuse of the complainant or a witness by a person other than the member.</p> <p>8. That the record relates to the sexual activity of the complainant or a witness with any person, including the member.</p> <p>9. That the record relates to the presence or absence of a recent complaint.</p> <p>10. That the record relates to the sexual reputation of the complainant or a witness.</p> <p>11. That the record was made close in time to a complaint or report or to the activity that forms the subject-matter of the allegation against the member.</p> <p>(2) A panel of the Discipline Committee may order the person who has possession or control of the record to produce the record or part of the record if the panel is satisfied that the member has established that the record is likely relevant to an issue in the hearing or to the competence of a witness to testify in the hearing and the production of the record is necessary in the interest of justice.</p> <p>(3) In determining whether to grant an order for the production of records in accordance with this section, the panel shall consider,</p> <p>(a) the regulatory nature of the proceedings;</p> <p>(b) the primary purpose of the proceedings, which is to protect the public and regulate the profession in the public interest;</p> <p>(c) the privacy interest of the complainant or a witness in the record sought; and</p> <p>(d) the nature and purpose of the record sought in the motion.</p> <p>(4) Despite subsection 41.1(1), the panel shall, upon the application of any person who has a privacy interest in the records referred to in subsection (1) of this section, grant the person standing on the member’s motion for production of the records.</p>	
ON-40	<i>Integrated Accessibility</i>	Accessibility Training Records -	Retention/Limitation:	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
	<i>Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11, s. 7(5)</i>	Designated Public Sector Organizations	<p>Not specified “shall keep” a record of training</p> <p>Description: 7 (5) The Government of Ontario, the Legislative Assembly, every designated public sector organization and every large organization shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.</p>	
ON-41	<i>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A, ss. 40(1), (2), (3); as am. S.O. 2017, c. 14, Sched. 4, s. 28(2)</i>	Health Information Custodians — Disclosures Related to Safety of Individuals	<p>Retention/Limitation: PRIVACY</p> <p>Description: 40.(1) A health information custodian may disclose personal health information about an individual if the custodian believes on reasonable grounds that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.</p>	
ON-42	<i>Occupational Health and Safety Awareness and Training Regulation, under the Occupational Health and Safety Act, O. Reg. 297/13, s. 4(1)</i>	Employers — Training Records	<p>Retention/Limitation: Not specified “shall maintain”</p> <p>Description: 4(1) An employer shall maintain a record of the basic occupational health and safety awareness training required by sections 1 and 2 that is completed by workers and supervisors who perform work for the employer.</p> <p>Definition: 1(1) An employer shall ensure that a worker who performs work for the employer completes a basic occupational health and safety awareness training program that meets the requirements set out in subsection (3) as soon as practicable. (2) Subsection (1) does not apply if, (a) the worker previously completed a basic occupational health and safety awareness training program and provides the employer with proof of completion of the training; and (b) the employer verifies that the previous training meets the requirements set out in subsection (3).</p>	
ON-43	Fire Insurance Claims – Limitation Period	<i>Insurance Act, R.S.O. 1990, c. 1.8, s. 148(2), Stat. Cond. 14.</i>	One year	



CITATION NO.	CITATION	SUBJECT MATTER	RECORDKEEPING/LIMITATION REQUIREMENTS	REMARKS
			Event + 1 year (Event = Loss or damage occurs)	
ON-44	Insurance Offence Prosecutions — Limitation Period	<i>Insurance Act, R.S.O. 1990, c. 1.8, s. 449; as am. S.O. 1997, c. 28, s. 147; as am. S.O. 2014, c. 7, Sched. 14, s. 7</i>	Event + 2 years (Event = Facts proceedings based on first came to knowledge of Superintendent)	