

Condo Records – Retention Chart

Record	Retention time
▪ Financial Records	7 years
▪ Minutes of Board/Owners meetings	At all times
▪ Declaration / by-laws / rules	At all times
▪ Returns/Notices filed with CAO	7 years
▪ Turn-over documents	At all times
▪ Performance Audit	At all times
▪ Owners / Mortgagee / Tenants list	At all times
▪ All RFS and Funding plans	At all times
▪ All Agreements entered into by the corp.	At all times
▪ Reports from Inspector	7 years
▪ Proxies / Ballots including electronic	Minimum 90 days
▪ Status Certificates	7 years
▪ All material / records received/provided to the corp.	7 years
▪ Employee records	7 years
▪ Litigation records (actual / contemplated)	7 years from conclusion of litigation
▪ All insurance policy (current or expired)	At all times (7 years for expired ones)
▪ Insurance / claims records	At all times
▪ Any redacted docs. Under s. 55	Same as un-redacted
▪ Warranties	At all times (7 years for expired ones)
▪ Records related to changes to common elements, assets or services, including EV	7 years
▪ Drawings	At all times
▪ Architects / Engineer / Appraiser Opinion	7 years