

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
Owner / Mortgagee / Tenant list	At all times
All RFS and Funding plans	At all times
All Agreements entered into by corporation	7 years from expiration
Reports from inspector	7 years
Proxies & ballots including electronic voting	Minimum 90 days
Status Certificates	7 years
All material / records provided/obtained by corp.	7 years
Employee records created/received by corp.	7 years
Related to units/owners created/received by corp.	7 years
Litigation records (actual or contemplated)	7 years from conclusion lit.
All insurance policy (current or expired)	At all times (or 7 years for expired ones)
Insurance / claims records created/received	7 years or at all times while ongoing
Any redacted docs under s.55	Same period as if un-redacted
Warranties	At all times
Records related to changes to common elements, assets or services, including EV charging station.	7 years
Drawings	At all times
Architects/Engineer/Appraiser opinion	7 years