

## STRATA – DOCUMENT RETENTION GUIDE

TYPE OF DOCUMENT	MINIMUM RETENTION PERIOD
List of council members	Current copy
List of owners including: - strata lot addresses - mailing addresses (if different); - strata lot numbers as shown on the strata plan; - unit entitlements; - names and addresses of mortgagees who have filed a Mortgagee's Request for Notification under section 60 of the <i>Strata Property Act (SPA)</i> ; - names of tenants, - assignments of voting or other rights by landlords to tenants under sections 147 and 148 of the SPA.	Current copy
Strata Property Act and the Regulations.	Current copy
Strata Bylaws and Rules.	Current copy
Personal information collected in the course of a bylaw infraction matter.	One year from the date that the original decision was made by the strata corporation
All correspondence sent or received by the strata corporation and strata council	Two years
Bank statements	Six years
Book of accounts showing money received and spent and the reason for the receipt or expenditure.	Six years
Budget and financial statement for the current years and for previous years.	Six years
Cancelled cheques	Six years
Certificates of deposit	Six years
Income tax returns, if any.	Six years
Information Certificates issued under section 59 of the SPA.	Six years
Minutes of annual general meetings.	Six years
Minutes of special general meetings.	Six years
Minutes of strata council meetings.	Six years
Waivers and consents under sec. 41, 44 or 45 of the SPA.	Six years
Financial records obtained under section 23 of the SPA, if any.	Six years after the transfer of control referred to in section 22 of the Act.
Insurance policies.	Six years after the termination or expiration of the contract or policy.

TYPE OF DOCUMENT	MINIMUM RETENTION PERIOD
Written contracts entered into by or on behalf of the strata corporation by the owner developer.	Six years after the termination or expiration of the contract or policy
Written contracts to which the strata corporation is a party.	Six years after the termination or expiration of the contract or policy
Any reports obtained by the strata corporation respecting repair or maintenance of major items in the strata corporation, including, without limitation, engineers' reports, risk management reports, sanitation reports and reports respecting any items for which information is, under section 94, required to be contained in a depreciation report	Retained until the disposal or replacement of the items to which the reports relate.
All warranties, manuals, schematic drawings, operating instructions, service guides, manufacturers' documentation and other similar information respecting the construction, installation, operation, repair and servicing of any common property or common assets, including any warranty information provided to the owner developer.	Retained until the disposal or replacement of the common property or common asset to which they relate, or the expiration of the warranty coverage, whichever comes first.
Any decision of an arbitrator or judge in a proceeding in which the strata corporation was a party, and any legal opinions obtained by the strata corporation.	Permanently
The registered strata plan as obtained from the Land Title Office.	Permanently
Resolutions that deal with changes to common property, including the designation of limited common property.	Permanently
Names and addresses of all contractors, subcontractors and persons who supplied labour or materials to the project, as required by the regulations.	Permanently
Any disclosure statement required by the Real Estate Development Marketing Act or section 139 of the Strata Property Act.	Permanently
All plans that were required to obtain a building permit and any amendments to the building permit plans that were filed with the issuer of the building permit.	Permanently
Any document that indicates the actual location of a pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the owner developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on a plan or plan amendment filed with the issuer of the building permit.	Permanently
Any depreciation reports obtained by the strata corporation under section 94.	Permanently

This document was prepared in accordance with the Strata Property Act and Regulations, and PIPA. 2009-09-07 (As of 1 October, 2014)