

W22 Researching Records Retention Requirements in Canadian Law

Sheila Taylor, CLARA (Condar Consulting)/ Rob Gerrie, Regional Municipality of Niagara

Whether you work in a public, private or not-for-profit organization, Canadian laws and regulations will require your organization to create and retain various types of records.

- Which records must your organization create and retain?
- How long must your organization keep those records?
- How can you identify those requirements?

This presentation is designed to enable RIM professionals to answer those questions by providing a sound understanding of records retention requirements in Canadian law.

This session will:

- Review the Canadian legislative process – how bills become laws and how laws are amended. Examine the resources (some of which are freely available on the Internet) you can use to identify and track the laws which apply to your organization.
- Examine a research methodology and take a look at how retention periods are expressed (sometimes implicitly) in Canadian laws and regulations.
- Examine the role that limitation periods can play when determining records retention periods.