

Records Retention Schedule

The Residential Tenancies Act:

- is silent with respect to the retention of Residential Tenancy Records.

Reference:

Residential Tenancies Act not applicable.

Details:

Residential Tenancy Records are subject to the following file retention schedule:

Status	Active on Site	Inactive on Site	Record Centre	Total Document Life
# of Years	1	1	3	5

Residential Tenancy Records that are older than five years can be destroyed if the proper procedures are used.

It is possible that a party (i.e. a landlord or tenant) may seek a Court Order from a record that has already been destroyed. If the party is in possession of any Order of the Director with a valid signature, it is within the discretion of the Residential Tenancy Officer to endorse the Order and forward it to Small Claims Court.

Procedure:

Document destruction should follow these steps:

1. Records are identified that qualify for destruction under the Records Retention Schedule.

2. A Records Transmittal and Shelf List form is completed for each box of records to be destroyed. Staff in Central Registry should be consulted for help in completing this form.
3. Completed Records Transmittal and Shelf List forms are forwarded to the Central Registry for verification. A copy is also retained by the originating office.
4. Staff in Central Registry prepare and circulate two Disposition of Records Authorization forms. Director and Executive Director signatures are required from both the Service Delivery and Program Management and Corporate Services Divisions.
5. Once the necessary authorizations are obtained, Central Registry obtains three estimates for the cost of shredding on-site or at the Maritime Centre. A decision is made about this in consultation with Central Registry and the records are subsequently destroyed. Costs associated with shredding are not borne by the section initiating the destruction.