



SECTION: Procedures - Administration

INDEX NO.: P500-003

TITLE: Records Maintenance and Retention

APPROVED BY: The Pension Commission of Ontario

PUBLISHED: March 1996 from PCO reception
Bulletin 6/4 (Fall-Winter 1997)

EFFECTIVE DATE: When Published [Information outdated - Feb. 2000]

Records Maintenance and Retention

The Registrar is responsible for maintenance and retention of records and files related to applications brought before the Commission, minutes, agendas, pre-hearing conference records and hearing records.

Commission Applications

An original set of documents constituting a complete application, including correspondence and representations, are maintained by the Registrar. Commission meeting materials dating from 1987 onward are stored on-site at 250 Yonge Street, 29th floor.

Commission Meeting Agendas and Minutes

The Registrar is responsible for preparing the Commission meeting agenda and minutes. The agenda and approved minutes are kept in the *Agendas and Minutes* book. A copy of the approved minutes is forwarded to the Minister.

Pre-Hearing Conference and Hearing Record Documents

The Registrar is responsible for records retention for all pre-hearing and hearing documents which form the Pension Commission hearing record. Section 20 of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22., states:

- (20) A tribunal shall compile a record of any proceeding in which a hearing has been held which shall include,
- (a) any application, complaint, reference or other documents, if any, by which the proceeding was commenced;
 - (b) the notice of any hearing;
 - (c) any interlocutory orders made by the tribunal;
 - (d) all documentary evidence filed with the tribunal, subject to any limitation expressly imposed by any other Act on the extent to or the purposes for which any such documents may be used in evidence in any

- proceeding;
- (e) the transcript, if any, of the oral evidence given at the hearing; and
- (f) the decision of the tribunal and the reasons therefor, where reasons have been given.

The Registrar will maintain one set of all pre-hearing and hearing documents filed with the Commission.