**ADMINISTRATION**

Records relating to the management of the university as a whole, and of its constituent units and departments

**AD65: Notarized Documents, Sworn Affidavits and Declarations**

*This is a Personal Information Bank*

These records relate to transactions completed by notaries public or commissioners for taking affidavits employed by the university.

Certain employees of the university are authorized to perform acts such as taking affidavits and statutory declarations or certifying copies of documents relating to university business by virtue of being entitled to practise law in Ontario or by having an appointment as Notary Public or Commissioner of Affidavits approved by the Ministry of the Attorney General.

The records include identification information, copies of identification documents, affidavits, copies of certified documents, copies of government forms, and copies of certifications and declarations.

**Authority:** Notaries Act; Commissioners for Taking Affidavits Act; Evidence Act (Ontario), s. 16 & s. 17

**Media:** Paper

**Responsible Unit(s):** Secretariat; units employing Commissioners for Taking Affidavits

**Retention:** 6 years after the end of the year in which the transaction was completed

**Disposition:** Secure Destruction

Version: 1.00

Approved: April 14, 2010