Administration (AD) Records Classification & Retention Schedule
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

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

This records class is a Personal Information Bank.

Content & Scope
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.

Responsible Unit
Secretariat; units employing Commissioners for Taking Affidavits

Information Steward
Vice-President, Academic & Provost

Privacy Classification
Highly Restricted

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

Disposition
Secure Destruction

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

Retention Rationale
The basic limitation under the Limitations Act, 2002 is 2 years from the day on which the claim was discovered. Keeping the records for 6 years allows for claims that are discovered after the date of the transaction.

Approval Date(s)
April 14, 2010