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**London**  
CANADA

# Housing Division Notice

**Date: March 1, 2002**

**HDN# 2002 - 05**

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

<input type="checkbox"/>	Federal Non-Profit Housing Program
<input checked="" type="checkbox"/>	Private Non-Profit Housing Program
<input checked="" type="checkbox"/>	Co-operative Non-Profit Housing Program
<input checked="" type="checkbox"/>	Municipal Non-Profit Housing Program (Pre-1986)
<input type="checkbox"/>	Local Housing Corporation

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**Subject: FILE RETENTION**

## **Background:**

Section 112 of the Social Housing Reform Act and Regulation 339/01, Part VIII, Section 35 detail the course of action that Housing Providers must undertake in the proper handling of financial reports and household records.

The regulation states:

"(1) Subject to subsection (2), every housing provider shall retain its financial records and its records relating to a housing project for at least **seven years** after the end of the fiscal year to which the record relates.

(2) Every housing provider shall retain its records relating to every household which occupies a unit in its housing projects for a period of at least **five years** after the date the household last resides in a unit in the housing project."

**Action:** The Housing Provider establishes proper administrative procedures for the secure handling and storage of these important documents. These procedures to be confirmed by the City of London Housing Division during the Housing Provider's Operational Review.

Louise Stevens  
Director of Housing