



Policy: Electronic Document Storage

BOD Approval: June 14, 2012

By-law 707 states: "It is the responsibility of the Broker to keep information for a seven (7) year period."

Bylaw 618 states: "All files and records for transactions negotiated through the Brokerage's main office, shall be maintained at the Brokerage's main office and those through a Brokerage's branch office(s), shall be maintained at the Brokerage's main office or branch office."

Brokerages must maintain paper records for a period of three years, after which the records may be stored electronically for another four years. Paper files must be maintained at either the brokerage's main office or branch office, as the case may be.

All brokerage files are to be readily available to the Commission upon request, as per Bylaw 607 and 608.