

Sample Retention Schedule for Pension Plan Records

Note to plan administrators: This sample retention schedule does not provide a listing of all plan records that should be retained or show all information that should be documented for each record. Terminologies and retention periods for the listed records may vary from plan to plan. Please refer to FSCO policy A300-200 (Management and Retention of Pension Plan Records by the Administrator) for information about the plan administrator’s record keeping responsibilities.

Retention schedules should also be developed for all predecessor plan(s), if applicable. Predecessor plans include pension plans that have been consolidated with the current pension plan as a result of a plan merger, asset transfer, etc.

Plan Name	Registration Number

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Category (a): Plan Records that Pertain to Legislated Requirements						
Initial plan text						
Restated plan texts						
Amendments to plan texts						
Trust agreements						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Custodial agreements						
Group annuity/insurance contracts						
Restatements to trust agreements						
Restatements to custodial agreements						
Restatements to group annuity/insurance contracts						
Amendments to trust agreements						
Amendments to custodial agreements						
Amendments to group annuity/insurance contracts						
Collective bargaining agreements						
Reciprocal transfer agreements						
Member booklets/information about the pension plan						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Extracts from a purchase and sale agreement relating to the pension plan						
Documents that set out employer's responsibilities with respect to the pension plan						
Documents that delegates the administration of the pension plan or pension fund						
Form 1 (Application for Registration of a Pension Plan)						
Form 1.1 (Application for Registration of a Pension Plan Amendment)						
Form 7 (Summary of Contributions/Revised Summary of Contributions)						
Form 8 (Investment Information Summary)						
Annual Information Returns						
Pension Benefits Guarantee Fund Assessment Certificate						
Actuarial Information Summary						
Actuarial Valuation Reports/Cost Certificates						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Special actuarial valuations (e.g., plan merger, wind up, plan conversion, etc.)						
Pension Fund Financial Statements/ Audited Financial Statements						
Statement of investment policies and procedures						
Request for Approval to Transfer Commuted Values or Purchase Annuities						
General plan-related correspondence						
Notices/certificates of registration issued by FSCO (e.g., for plan registration, plan amendments, etc.)						
Notices to members (e.g., adverse amendments, applications made to the Superintendent, etc.)						
Elections/declarations filed with FSCO (e.g., SOMEPPs, temporary solvency funding relief, etc.)						
Third-party contracts for the administration of the pension plan and pension fund						
Bank/financial statements/receipts for pension fund contributions						
Fund holder agreements						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Undertakings for investment holdings						
Investment management agreements						
Category (b): Plan Records that Pertain to Individual Plan Beneficiaries and Payment of their Pension Entitlements						
Plan enrolment forms						
Correspondence related to member inquiries/complaints						
Beneficiary designation forms						
Spousal declaration forms						
Form 3 (Waiver of Joint and Survivor Pension)						
Form 4 (Waiver of Pre-Retirement Death Benefit)						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Annual statement of benefits						
Termination Statements – Deferred Vested Members						
Termination Statements – Refunds						
Termination Statements – Retirement						
Election/Option statements						
Deferred Pension Certificate						
Applications for optional forms of pension at retirement						
Death/Survivor Benefits Statements						
Domestic contracts/Court Orders/ Family Arbitration Awards related to Breakdown in Spousal Relationship						
Contribution statement/ records for individual plan members						
Payroll/salary information						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition
Payment/transfer information						
Pension buyback information						
Pension calculation worksheet						
Summary data for terminated/ retired or deceased members and their spouses/designated beneficiaries						
Materials provided to members during meetings, presentations, etc.						
Category (c): General Plan Records that Pertain to Day-to-Day Operation of the Pension Plan and Pension Fund						
Minutes of meetings (board /trust /pension committee/subcommittee, etc.)						
Training documents related to plan administration						
Monthly pension fund financial statements						
Governance manuals						

Record	Record Date	Record Format (paper, imaged, electronic, etc.)	Minimum Retention Period	Storage Location	Final Disposition (archive or destroy)	Date of Final Disposition

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