**Records Retention - BC**

**Companies in BC must maintain a records retention schedule, typically keeping most records, especially tax and financial documents, for at least six years from the end of the relevant tax year**.

Specific types of records may have different requirements, such as employment records needing at least 36 months after employment ends, while some construction-related safety records may require retention for 10 years.

General Retention Period (Tax & Financial)

* **Six Years:** The most common requirement for businesses is to keep records and supporting documents for six years from the end of the tax year to which they relate, per the CRA.
* **Employment & Payroll Records:**

These must be kept for at least 36 months after an employee's employment ends.

* **WorkSafeBC (OH&S):**

For example, risk assessments, inspection results, and incident investigation reports related to hazardous drugs must be kept for 10 years.

* [**Strata Records**](https://www.google.com/search?sca_esv=e7bf22627bcd1c5c&cs=0&q=Strata+Records&sa=X&ved=2ahUKEwin1N77jsyPAxURETQIHfiUEqYQxccNegQIHRAB&mstk=AUtExfCKY3GHd76djrOVRhELdoLXhTNKwPVVovzbzvuIt3xrMsIxJCBb8-ZxXKwiDCXDXXC-JXE4QSq11tkZsSs6TitMJo5i4pRrv2SevQrlY93a37ZCl-d3lgComy2iT966fYc&csui=3)**:**

Owner-developers must provide records to the strata corporation, which should then keep contracts and insurance policies for at least six years after they end.

* [**Law Society**](https://www.google.com/search?sca_esv=e7bf22627bcd1c5c&cs=0&q=Law+Society&sa=X&ved=2ahUKEwin1N77jsyPAxURETQIHfiUEqYQxccNegQIHBAB&mstk=AUtExfCKY3GHd76djrOVRhELdoLXhTNKwPVVovzbzvuIt3xrMsIxJCBb8-ZxXKwiDCXDXXC-JXE4QSq11tkZsSs6TitMJo5i4pRrv2SevQrlY93a37ZCl-d3lgComy2iT966fYc&csui=3)**:**

Lawyers and law firms have specific professional responsibilities to keep client records for a period required by Law Society Rule 3-107.

* **Legal & Regulatory Requirements:**

Your specific industry may have unique legal requirements beyond the general tax rule.

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