

Personal information retention periods

Documents that may contain personal information	Retention periods	Laws and regulations
Employee medical records	No retention period is specified. Recommendation: at least 20 years after the end of the employee's employment or 40 years after the beginning of their employment, whichever is longer	Act respecting occupational health and safety , section 127
Claim files	No retention period is specified. Recommendation: keep them permanently	Act respecting industrial accidents and occupational diseases , R.S.Q., chapter A-3.001
Documents identifying the contaminants and dangerous substances connected with certain jobs, and the risks connected with the kind of work performed by each worker	No retention period is specified. Recommendation: keep them permanently	Act respecting occupational health and safety, section 52 https://www.legisquebec.gouv.qc.ca/en/document/cs/s-2.1
The occupational health and safety committee's meeting minutes	At least 5 years	Regulation respecting health and safety committees , section 31
Registers of occupational health and safety sampling measurements (air quality, noise exposure levels, enclosed areas)	At least 5 years	Regulation respecting occupational health and safety , sections 43, 48, 121, 141, and 307
Invoices and contracts related to training	A period of 6 years after the last year to which they relate	Regulation respecting eligible training expenditures , section 4
Registers kept for tax purposes and any supporting documents	At least 7 years	Tax Administration Act & Income Tax Act
Records of employment and other documents regarding contributions, deductions, or claims	A period of 6 years after the year for which they are kept (or until a ruling is made under section 90 or 91, if applicable)	Employment Insurance Act , section 87

Payroll registers and all related documents	A mandatory period of 3 years*	Regulation respecting a registration system or the keeping of a register , section 2 *Note: At least 4 years after the last day of the fiscal year for the year in which the employee was terminated, under section 66 of the Act respecting the Québec Pension Plan
Information about employees' eligibility to a retirement pension	Keep it permanently	Supplemental Pension Plans Act
Records of employees who have been terminated	At least 3 years as of the termination of employment	Civil Code of Québec , section 2925
Group insurance employee records	No retention period is specified. Refer to the group insurance contract.	Act respecting insurance
Documents that could be the subject of a request for access or rectification	Retain the information for such time as is necessary to allow the person concerned to exhaust the recourses provided by law.	Act respecting the protection of personal information in the private sector , section 36
Professional records	At least 3 years from the date of the last service rendered	Regulation respecting the keeping of records and consulting offices by certified human resource and industrial relations counsellors , section 2.04
Information used to complete a pay equity plan or to conduct a pay equity audit	A period of 6 years from the date the results are posted	Pay Equity Act , sections 14.1 and 76.8

REFERENCES

<https://carrefourrh.org/ressources/deontologie-et-ethique/2011/05/quels-sont-les-principaux-delaix-de-conservation-d> (in French only)

<https://www.fasken.com/en/knowledge/2018/08/delaix-de-conservation-des-renseignements-sur-les-employes>

<https://www.revenuquebec.ca/en/businesses/source-deductions-and-employer-contributions/keeping-your-registers-and-supporting-documents/>