



April 27, 2017

**To: Administrators of BC Registered Pension Plans**

**Re: Records Retention Guideline (Pensions) for Consultation**

Stakeholders have enquired about the Superintendent of Pensions' (Superintendent) expectations for record retention. The Superintendent is issuing, for comment, a draft Records Retention Guideline.

The Superintendent has reviewed the record management guidelines published by Alberta and Ontario. In an effort to harmonize with Alberta, this guideline has adopted majority of the policies in [the Interpretive Guideline #16](#) published by Alberta in June 2016. The Superintendent is now seeking your feedback on the attached proposed guideline.

The consultation period for the proposed BC guideline will close on June 28, 2017. Administrators of BC Registered Pension Plans and other interested parties are invited to submit their comments and feedback. The Superintendent will review all comments before issuing the final guide that will be effective January 1, 2018.

Stakeholder input is received on a confidential basis in order to obtain valuable and forthright input to assist us in our policy decision making process. The Superintendent will treat submissions as confidential records and will not publish individual submissions or attribute content. However, please note that all submissions received are subject to the *Freedom of Information and Protection of Personal Privacy Act*.

Please direct any questions or comments to Weilin Yu, Manager, Plan Submissions, Policy and Research at [Weilin.Yu@ficombc.ca](mailto:Weilin.Yu@ficombc.ca).

Yours truly,

A handwritten signature in blue ink that reads "Michael J. Peters".

Michael J. Peters  
Acting Superintendent of Pensions