

# Records Request Process for Core Records

This chart provides an overview of the process that owners, purchasers and mortgagees must follow to request copies of or access to core records maintained by their condominium corporation. Core records are the condominium corporation records that are defined as a core record under section 1 (1) of [Ontario Regulation 48/01](#) ("O. Reg 48/01"). Examples of core records include the condominium's governing documents (i.e., the declaration, by-laws and rules), the record of owners and mortgagees, the minutes from board and owners' meetings from the last twelve months, and the budget for the current fiscal year.

For more information about core and non-core records, check out the CAO's Guide to Records.

