

# Records Request Process for *Non-Core Records*

This chart provides an overview of the process that owners, purchasers and mortgagees must follow to request copies of or access to non-core records maintained by their condominium corporation. Non-core records are all condominium corporation records that are not defined as a core record under section 1 (1) of [Ontario Regulation 48/01](#) ("O. Reg 48/01"). Examples of non-core records include the condominium corporation's reserve fund study, most financial records, and the minutes of owners meetings and board meetings that were held more than a year ago.

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

