

## Sunnybrook REB Standard Operating Procedure Addendum

The Sunnybrook REB has adopted the N2/CAREB REB SOPs and in order to reflect specific Sunnybrook REB requirements, this addendum complements the N2/CAREB REB SOP noted below.

## N2/CAREB REB SOP: # 303 – Document Management

N2/CAREB REB SOP	Sunnybrook REB SOP Addendum
<b>5.3.2</b>	<ul> <li>REB documents are housed securely as per the</li></ul>
The REB records are housed securely with back-up, disaster and recovery systems in place.	applicable system of record (e.g. paper or electronic).

Revision History	
Effective Date	Summary of Changes
March 1, 2018	Original version
December 12, 2023	No revisions needed
This N2/CAREB REB SOP addendum has been reviewed and approved for use by:	
Keri Durrant Keri Durrant (Nov 29, 2023 08:23 EST) Keri Durrant	
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