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	RECORD	RETENTION PERIOD	COMMENTS
<b>Board of Governors</b>			
<b>CORPORATE DOCUMENTS</b>	<b>Annual General meeting minutes</b>	Permanent	<i>Corporations Act, s. 299/304 Not-for-Profit, s. 92</i>
	<b>Board-Appointed Professional Staff By-laws</b>	Permanent	<i>Corporations Act, s. 300 Not-for-Profit</i>
	<b>Committees of the Board</b> <ul style="list-style-type: none"> <li>• Quality</li> <li>• Resource and Planning</li> <li>• Nomination</li> <li>• Medical Advisory</li> </ul>	15 years	
	<b>Corporate By-Laws</b>	Permanent	<i>Corporations Act, s. 300 Not-for-Profit</i>
	<b>Hospital Policies</b>	15 years from when policy is no longer in use	Clinical policies related to birth and babies: 33 years (18 years to adulthood plus 15 years)
	<b>Incorporation</b> documents including notices under the Corporations Information Act	Permanent	<i>Corporations Act, s. 300 Not-for-Profit Subsection 5(2)</i>
	<b>Minutes of the Board and Executive committee</b>	Permanent	<i>Corporations Act, s. 299/304 Not-for-Profit, s. 92</i>
	<b>Register of Directors</b>	Permanent	<i>Corporations Act, s. 300 Not-for-Profit</i>
	<b>Register of Members</b>	10 years	<i>Corporations Act, s. 300 Not-for-Profit</i>
<b>Administration</b>			
<b>ADMINISTRATION</b>	<b>Accreditation materials</b>	10 years	
	<b>Agreements: Commercial</b>	Life of agreement plus 2 years	
	<b>Agreements: involving patient care</b>	Life of agreement plus 15 years	
	<b>Agreements: Real Property</b>	Life of ownership plus 10 years	
	<b>Annual Report</b>	5 years	
	<b>Destruction of Health Records</b> (Certificate of Destruction and Destruction Log) <sup>3</sup>	25 years	Corporate By-Law 15.5
	<b>Executive correspondence</b>	Non-Transitory Records: Date of Correspondence plus minimum two (2) years up to fifteen (15) years or life of hospital.	The subject matter or documents to which the correspondence refers will dictate the retention period Transitory Records: delete once they have served their short-term purpose

	RECORD	RETENTION PERIOD	COMMENTS
<b>ADMINISTRATION</b>	<b>Administration</b>		
	<b>General Corporate Correspondence</b> (including email)	Transitory Records: delete once they have served their short-term purpose  Non-Transitory Records: Date of Correspondence plus minimum two (2) years up to fifteen (15) years or life of hospital.	The subject matter or documents to which the correspondence refers will dictate the retention period
	<b>Minutes of Committees relating to Patient Care</b> (other than Standing Committees of the Board) <ul style="list-style-type: none"> <li>• Hospital Quality</li> <li>• Medication Safety</li> <li>• Falls Prevention</li> <li>• Nursing Professional Practice</li> <li>• Obstetrics</li> </ul>	15 years	
	<b>Minutes of Department Meetings</b>	4 years	Ontario Archives
	<b>Minutes of Senior Management Meetings</b>	3 years	Accreditation purposes
	<b>Pay Equity records</b>	7 years after superseded	
	<b>Position Papers</b> , Briefs, Key speeches or presentation, Media Consent Forms and Media Release	Non-Transitory Records: Date of Correspondence plus minimum 2 years up to 15 years or life of hospital	Reasonable practice/ Limitations Act, s. 4 and s. 15 Transitory Records: delete once they have served their short-term purpose
<b>Procurement Documentation</b> Related to the selection of supplier: <ul style="list-style-type: none"> <li>• Procurement business case</li> <li>• Evidence of approvals</li> <li>• RFSQ</li> <li>• Competitive document</li> <li>• All RFP/RFQ submissions</li> <li>• Modifications/Clarifications</li> <li>• Evaluation records (includes individual evaluation matrix &amp; notes AND summary matrix &amp; notes)</li> <li>• Award notice</li> <li>• Contract (originally signed as well as any changes)</li> <li>• All vendor debriefing documents</li> <li>• Bid dispute and resolution</li> </ul> Supplier performance information	Current year plus 7 years	<i>Broader Public Sector Procurement Directive, s, 7.2.23</i>	

	RECORD	RETENTION PERIOD	COMMENTS
	<b>ADMINISTRATION</b>		
ADMINISTRATION	<b>Procurement Documentation</b> Related to the management of the successful Vendor / resulting Agreement: <ul style="list-style-type: none"> <li>Information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to organization staff;</li> <li>Contractor screening decisions, where applicable;</li> <li>Evidence of receipt of deliverables.</li> </ul>	Current year plus 7 years	<i>Broader Public Sector Procurement Directive, s, 7.2.23</i>
	<b>FINANCE</b>		
FINANCE	<b>Audited Statements, General Ledger, Book of Final Entry, Trial Balance</b>	Permanent	Income Tax Act, s.230 Income Tax Act Reg s.5800  Corporations Act, s. 302  Not-for-Profit Corporations Act, s.92
	<b>Budgets and Allocations</b>	CFY + 10 years	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Charitable donation duplicate receipts</b>	CCY + 2 years	Income Tax Act, s.230  Income Tax Act Reg s.5800
	<b>Donation records:</b> donations subject to a donor direction that the property given be held for a period of not less than 10 years	2 years after revocation of charitable registration.	
	<b>Employer Health Tax Records</b>	7 years	
	<b>Financial records relating to Patient Care</b> <ul style="list-style-type: none"> <li>Patient census</li> <li>Charge Slips</li> </ul>	CCY + 2 years	
	<b>Fixed Asset Vouchers</b>	Life of the asset or 6 years from end of tax year to which they related, whichever is longer	Income Tax Act, s. 230 Income Tax Act Reg, s. 5800
	<b>GST/HST</b> records for rebate or refund	CCY + 6 years	
	<b>OHIP records</b>	10 years	Health Insurance Act
<b>Retail Sales Tax</b> records, including source documents	7 years		

	RECORD	RETENTION PERIOD	COMMENTS
<b>FINANCE</b>			
<b>FINANCE</b>	<b>Source documents</b> (ie records integral to the creation of financial statements and tax returns) <ul style="list-style-type: none"> <li>• Receipts</li> <li>• Invoices</li> <li>• Vouchers</li> <li>• Cheques</li> <li>• Banking information</li> <li>• Correspondence</li> <li>• Tax slips</li> <li>• Tax returns</li> <li>• Annual financial statements</li> <li>• Registered charity information returns</li> </ul>	CFY + 6 years	Income Tax Act, s.230  Income Tax Act Reg s.5800
<b>FOOD SERVICES</b>			
<b>FOOD SERVICES</b>	<b>Food Production</b> <ul style="list-style-type: none"> <li>• month end reports relating to temperature monitoring, cleaning schedules, census numbers</li> </ul>	1 year	
	<b>Food Production for LTCH</b> <ul style="list-style-type: none"> <li>• Purchases related to the food production system, including, food delivery receipts, approved menu cycle and menu substitutions</li> </ul>	1 year	Long-Term Care Homes Act, 2007, Reg 79/10 These records are related to the provision of food services to Northwood Lodge.
	<b>Food Services - Financial</b> <ul style="list-style-type: none"> <li>• cash register tapes and financial information</li> </ul>	7 years	
<b>HUMAN RESOURCES</b>			
<b>HUMAN RESOURCES</b>	<b>Applications – unsolicited</b>	1 year after resume is received	
	<b>Diversity and Human Rights Claims</b>	CCY + 2 years	Consider up to a 15 year period where a legal claim or proceeding may arise
	<b>Individual employee files</b>	CCY + 7 years	
	<b>Job Descriptions</b>	CCY + 11 years after superseded	Archives of Ontario’s Recordkeeping Support Unit: Guidelines
	<b>Staffing competitions</b> <ul style="list-style-type: none"> <li>• Hiring and interview notes</li> </ul>	One (1) year after date of hire	<i>Ontario Human Rights Commission recommendation, Policy &amp; Guidelines on racism and racial discrimination</i>

	RECORD	RETENTION PERIOD	COMMENTS
	<b>INFORMATION TECHNOLOGY</b>		
IT	Computer hardware/software records, systems development, systems networks	7 years after superseded	
	<b>LABORATORY RECORDS</b>	Records and specimens will be kept as outlined in the Laboratory policy " <i>Minimum Guidelines for Retaining Records and Specimens in the Laboratory</i> ", Policy 10D & R: 10. (Attachment)	
	<b>MAINTENANCE</b>		
MAINTENANCE	<b>Alterations and Repairs – Buildings</b> <ul style="list-style-type: none"> <li>• Minor alterations</li> <li>• Job requisitions, working papers</li> </ul>	CCY + 6 years after project completed	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Construction – Buildings</b> <ul style="list-style-type: none"> <li>• Planning, design and construction of individual buildings, structures</li> <li>• Includes major alternation, renovations or additions</li> <li>• re</li> </ul>	CFY + 9 years AFTER building disposed of	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Elevator Log Book</b>	Date of last entry plus 5 years	<i>Elevating Devices Regulation under the Technical Standards and Safety Act, s.34</i>
	<b>Engineering</b> drawings and blueprints	Life of the subject matter of the records plus 15 years	<i>May be of enduring interest</i>
	<b>Equipment management files</b> Maintenance and repair of equipment Work orders, copies of purchase orders, vendor literature	CFY + 7 years after equipment replaced or disposed of	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Facility Operations and Maintenance Files – Buildings and Properties</b> <ul style="list-style-type: none"> <li>• invoices</li> <li>• correspondence</li> <li>• copies of work orders</li> <li>• contract service agreements</li> </ul>	CCY + 7 years after the contract is terminated or not renewed	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Ministry of Labour Orders</b>	CCY + 6 years after	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>MEDICAL DEVICE REPROCESSING AND STERILIZATION</b>		
MEDICAL DEVICE	<b>Sterilization and Disinfection Logs</b> , Education and Training Materials, Hospital Policies, Contracts with External Third Parties, and Mechanical Printout Records	Records relating to disinfection/sterilization processes and endoscopy use linked to patients must be kept permanently. Other records, 15 years	The CSA and Accreditation Canada have outlined comprehensive standards for the proper sterilization and disinfection of medical devices including record retention
	<b>RECORD</b>	<b>RETENTION PERIOD</b>	<b>COMMENTS</b>

OH & S			
OH & S	<b>Employee Health Records</b>	CCY + 50 years after termination of employment	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Fire drill records</b>	1 year following the drill	<i>Fire Protection and Prevention Act, ss. 2.8, 6.2, 6.7 and 6.8</i>
	<b>Fire Safety Tests</b> and inspections Written tests and corrective measures relating to: <ul style="list-style-type: none"> <li>• Fire safety plan</li> <li>• Portable fire extinguisher maintenance testing</li> <li>• Sprinkler system inspections</li> <li>• Emergency power system inspections</li> </ul> Maintenance and testing of special extinguishing systems	Test or inspection date plus 2 years	<i>Fire Protection and Prevention Act, ss. 2.8, 6.2, 6.7 and 6.8</i>
	<b>Health and Safety Training courses</b> <ul style="list-style-type: none"> <li>• Certification training</li> <li>• WHMIS training</li> <li>• Attendance records</li> <li>• Course content</li> </ul>	CCY + 20 years after training completed	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Material Safety Data Sheets</b>	Date of expiry + 2 years	
	<b>Minutes</b> of Joint Occupational Health and Safety Committee	CCY + 6 years	
	<b>Notice of Accidents</b> And Records Relating to Confined Spaces, Lifting or Self- Propelled Mobile Equipment, Autoclave/ Sterilization Machinery, and Lifting Equipment	One (1) year or such longer period as necessary to ensure that the two most recent reports or records are on file	<i>Occupational Health and Safety Act and Health Care and Residential Facilities Regulation, s. 4</i>
	<b>Occupational Health and Safety Records</b> <ul style="list-style-type: none"> <li>• Records relating to storage, use and disposal of biological agents</li> </ul> Records relating to worker exposure to chemical or biological agents	CCY + 6 years	Occupational Health and Safety Act, s.26
	<b>Workplace Accident/incident Investigation Records</b> <ul style="list-style-type: none"> <li>• Accident records</li> <li>• Medical information</li> <li>• Correspondence with the WSIB</li> </ul>	CCY + 6 years	Incidents or disciplinary considerations that could have some relevance to a legal proceeding, inquiry or investigation (especially related to patient care) should be retained for fifteen (15) years.
	<b>WSIB Individual Claims</b>	CCY + 50 years	Ontario Archives Guidelines
<b>X-ray workers</b>	List of all x-ray workers: permanent Personal dosimeter records: three years	Occupational Health and Safety Act, X-Ray Safety Regulation, s. 9 and 12	

	RECORD	RETENTION PERIOD	COMMENTS
	<b>PATIENT HEALTH RECORDS</b>		
	<b>Destruction of patient records:</b> Section 21 of Regulation 965 of the <i>Public Hospitals Act</i> requires the hospital Board of Directors to determine the procedure for the destruction of medical records and notes, charts and other material relating to patient care or photographs of any of them. The regulation requires that the administrator make and authenticate a written statement relating to the destruction of such records. The written statement must include: (a) the names of the patients whose records were destroyed; (b) the date and manner of the destruction; and (c) whether the destruction was consistent with the board procedures. Hospitals must keep this statement for as long as their by-laws require. The OHA Prototype Corporate By-law provide a twenty-five (25) year retention period for the statement		
<b>PATIENT HEALTH RECORDS</b>	<b>Destruction of Health Records</b> (Certificate of Destruction and Destruction Log) <sup>3</sup>	Twenty-five (25 ) years  Corporate By-law 15.5	Regulation 965 states that these records should be kept in accordance with hospital by-laws
	<b>Patient Register</b> - In-Patient - Out-Patient - Emergency - Operating Room	25 years	Regulation 965 under the <i>Public Hospitals Act</i> does not expressly require the retention of the patient register for a specified period Twenty-five (25) years would be the minimum retention period, which encompasses the retention period for medical records plus the ultimate limitations period under the <i>Limitations Act</i>
	<b>In-patient, adult</b> (18 years and older)	15 years after discharge or death	<i>Public Hospitals Act</i> , Regulation 965, clause 20(3)(a) The ultimate limitation period of fifteen (15) years under the <i>Limitations Act</i> .
	<b>Out-patient, adult</b> (18 years and older)	10 years after last visit or death	The medical record of an out-patient who visits a hospital solely for diagnostic procedures need only include the orders for the procedures, any consent to the procedures obtained in writing, and a record of the procedures
	<b>Patient less than 18 years</b> (in-patient or out-patient)	10 years after patient's 18th birthday	<i>Public Hospitals Act</i> , Regulation 965, clauses 20(3)(c) and (d)
	<b>Diagnostic Imaging:</b> Adult (18 years and older)	5 years after the creation of the record 10 years for breast examination	
	<b>Diagnostic Imaging:</b> Patient less than 18 years	5 years after patient's 18th birthday 10 years for breast examination	



	RECORD	RETENTION PERIOD	COMMENTS
	<b>PATIENT HEALTH RECORDS</b>		
PATIENT HEALTH	<b>Narcotic Records</b> , Controlled Drug Records, and Out-Patient Prescriptions	CCY + 2 years  The hospital will retain a copy of the records as they relate to patient care in the medical record.	The retention period is based on the assumption that the hospital will retain a copy of the records as they relate to patient care in the medical record.
	<b>PAYROLL</b>		
PAYROLL	<b>Canada Pension Plan contributions</b>	CFY + 6 years	Canada Pension Plan ss.24(2)
	<b>Employee Records-</b> <ul style="list-style-type: none"> <li>• Pregnancy, parental, emergency leave information</li> <li>• Wage statements</li> <li>• Vacation (time and pay) statements</li> <li>• Excess hours agreements</li> <li>• Overtime averaging agreements</li> <li>• Hours worked</li> </ul>	CFY + 3 years	Employment Standards Act, s. 15
	<b>Miscellaneous Payroll Records and Documents</b> <ul style="list-style-type: none"> <li>• Employment offer letters and contracts</li> <li>• Information regarding raises, promotions and transfers</li> <li>• Job descriptions</li> <li>• Employee complaints, responses and investigation notes</li> </ul>	Creation date plus three (3) years	
	<b>Payroll authorization, personal information</b> <ul style="list-style-type: none"> <li>• Name, address, DOB, start date</li> </ul>	3 years after employee's departure	
	<b>Payroll Documents</b> <ul style="list-style-type: none"> <li>• Time sheets</li> <li>• Payroll register</li> <li>• Deduction register</li> </ul>	CFY + 6 years	Income Tax Act, s. 230  Income Tax Act Regulations, s.5800
	<b>Payroll Journal</b>	CFY + 6 years	Employment Insurance Act, ss.87(3)
	<b>Payroll Records that are Financial Records</b> <ul style="list-style-type: none"> <li>• Payroll records</li> <li>• Cancelled pay cheques</li> <li>• Exemption forms</li> <li>• HOOPP records</li> </ul> T-4 forms and other taxation records	CFY + 6 years	Income Tax Act, s.230  Income Tax Act Regulations, s.5800

	RECORD	RETENTION PERIOD	COMMENTS
	<b>PHYSICIAN FILES</b>		
PHYSICIAN FILES	Physician Applications (rejected)	2 years	
	Physician Appointment Records	End of appointment year plus six years	Incidents or disciplinary considerations that could have some relevance to a legal proceeding, inquiry or investigation (especially related to patient care) should be retained longer, given the ultimate limitation period of fifteen (15) years.
	<b>PRIVACY</b>		
PRIVACY	FIPPA case files	Current year plus 5 years after the appeal period and judicial review period have expired	
	<b>FIPPA Program Support</b> <ul style="list-style-type: none"> <li>• FIPPA tracking system records</li> <li>• Surveys</li> <li>• Support information</li> <li>• Procedural and statistical data</li> <li>• Correspondence</li> <li>• Training data pertaining to the Act</li> </ul>	CCY + 6 years after superseded	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Audit logs and audit reports that contain PHI created for troubleshooting and other operational purposes</b>	60 days unless expressly authorized by appropriate eHealth Ontario CPO or authorized delegate	
	<b>Audit logs/reports that contain PHI created and maintained for compliance purposes</b>	30 years.	
	<b>Personal Information</b>	At least one year after last use.	May consider retaining personal information for a longer period, provided that the information is still necessary for the purposes for which it was obtained and collected or for any other further retention period required by law.
	<b>QUALITY and RISK MANAGEMENT</b>		
QUALITY	<b>Complaints and Feedback (including Privacy Breaches):</b> Patient/Visitor	CCY + plus 2 years	Up to 15 years where a legal claim or proceeding may arise
	<b>Emergency Management</b>	CCY + 2 years	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines

	<ul style="list-style-type: none"> <li>• Emergency response plans and contact information</li> <li>• Business Continuity Planning</li> </ul>		
	<b>Incident Reports:</b> patient & visitor	CCY + 2 years	Up to 15 years where a legal claim or proceeding may arise
	<b>Insurance Policies:</b> those that operate on a 'claims made' basis	2 years following termination	
	<b>Insurance Policies:</b> that operate on a 'claims incurred' basis	15 years following termination of the policy	

	RECORD	RETENTION PERIOD	COMMENTS
	<b>QUALITY and RISK MANAGEMENT</b>		
<b>QUALITY and RISK MANAGEMENT</b>	<b>Insurance Policies:</b> Fire	1 year following termination	
	<b>Litigation Files</b>	Minimum of when the court action is finally disposed and all applicable appeal periods are exhausted	
	<b>Quality of Care Reviews, Recommendations and Reports</b>	CCY + 2 years	Up to 15 years where a legal claim or proceeding may arise
	<b>Satisfaction Survey Results:</b> Employees	10 years	
	<b>Satisfaction Survey results:</b> Patients	5 years	
	<b>Security and Investigations</b> (including notes, reports, photographs, videos)		<i>Private Security and Investigative Services Act and Recordkeeping Requirements for Licensed Business Entities Regulation</i>
	<b>UNIONS</b>		
<b>UNIONS</b>	<b>Collective Agreements</b> , interpretations, Letters of Understanding: <ul style="list-style-type: none"> <li>• Copies of signed collective agreements</li> <li>• Union and hospital management proposals</li> <li>• Agreed upon items</li> <li>• Includes non-collective agreement interpretations and policies relating to non-bargaining employees</li> </ul>	CCY + 20 years after end of contract or document superseded	Reference: Archives of Ontario's Recordkeeping Support Unit: Guidelines
	<b>Grievances and arbitrations</b> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Copies of grievances, legal documentation, notes, decision</li> <li>• Settlement documents</li> </ul>	CCY + 21 years	
	<b>Job Postings</b>	CCY + 6 years	
	<b>Union files</b> <ul style="list-style-type: none"> <li>• General correspondence</li> <li>• Minutes and agenda for union/management meetings</li> <li>• Current seniority lists</li> <li>• Union time off lists</li> </ul>	CCY + 6 years	
	<b>Transitory Records</b>		
	A "transitory record" is a record that has no ongoing operational information, evidential or historical value and includes notes, working papers and drafts, as well as convenience or duplicate copies of material – paper or electronic. Some common examples of transitory records include: emails sent solely to schedule a meeting, routine announcements; duplicate copies; and draft copies of a document retained after a final document is agreed upon. In most instances, transitory records need not be retained after the task or event to which they relate has concluded.		

References: 1) OHA Records Retention Toolkit, 2013; 2) Archives of Ontario Record Keeping Guidelines, accessed August 2013