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## **RETENTION/DESTRUCTION OF RECORDS – RR-I-6**

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### **POLICY:**

All records will be retained for periods of time as identified in Appendix A and stored in secure setting.

Records approved for destruction will be destroyed on-site by a professional shredding firm.

### **PURPOSE:**

To ensure that records are retained based on applicable legislation and minimum records keeping standards.

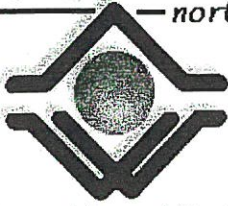
To ensure records are destroyed in accordance with applicable legislation and approved policy.

To ensure all purchasing procurement documents which contain suppliers confidential and commercially sensitive information are returned in accordance with the Broader Public Sector Procurement Directive.

### **PROCEDURE:**

#### **ADMINISTRATIVE RECORDS**

1. Once annually, in June, each Supervisor/Director will review their departmental records based on the retention periods identified in Appendix A to determine which records are due for destruction.
2. A list of the records that are due for destruction must be forwarded to the Executive Director requesting approval to proceed with the destruction of the records.
3. The Executive Director shall respond in writing either approving or denying approval for the destruction of the records.



4. All approved requests will be forwarded to the Director, Finance and Administration who will co-ordinate the destruction process through a professional shredding firm.

**INDIVIDUALS SUPPORTED RECORDS**

1. Once annually, in June, the Reception & Clerical Assistant will review inactive individual's supported records against the retention periods identified in Appendix A to determine which records are due for destruction and provide a listing to the Director, Finance and Administration.
2. A list of the records that are due for destruction must be forwarded to the Executive Director requesting approval to proceed with the destruction of the records by the Director, Finance and Administration.
3. The Executive Director shall respond in writing either approving or denying approval for the destruction of the records.
4. The Director, Finance and Administration will co-ordinate the destruction process through a professional shredding firm.

**ALL RECORDS**

1. Each Director will maintain a file of approved destruction.

**RECOMMENDED BY:** Director, Finance and Administration      **APPENDICES:** 1

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

**ORIGINAL POLICY DATE:** April 1987

**AUTHORIZED BY:** Director Finance and Administration

**SIGNATURE:** 

**APPENDIX A  
Records Retention**

TYPE OF RECORD	DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE RECORDS</b>		
<b>Administrative Records</b>	Corporation-articles of incorporation/bylaws	P
	Board of Directors Minutes/listings	P
	Organizational Charts	P
	Annual Reports	P
	Policies & Procedures	3 after superceded
	Serious Occurrence	7
	Incident Reports	6
	General Correspondence	5
	Departmental Meeting Minutes	3
<b>Finance</b>	Chart of Accts	P
	General Ledger	P
	Financial Statements	P
	Journal entries	P
	Trial Balance	P
	Budgets	7
	Bank Statements	7
	Bank Reconciliations	7
	Deposit books	7
	Cancelled Cheques	7
	Cheque register	P
	Petty cash records	7
	Purchase Orders	7
	Purchasing Procurement Documentation	7
	Accounts Payable Invoices	7
	Sales tax returns and records	P
	Accts Rec'ble Invoices	7
	Asset Ledgers	P
	Payroll registers	P
	T4's	P
	Timesheets	7
	Terminated employee files	P
	<b>Human Resources</b>	Benefit plan agreements
Active employees: Performance evaluations		P
Employment contracts		P
Personnel file		P
Attendance records		P
Staff Development/Inservice record		P
Terminated employees: Performance evaluations		15
Employment contracts		15
Personnel file		15
Attendance records		15
Staff Development/Inservice record		15
Unsolicited applications, resumes, job ads related to non ee		6 mths
Solicited applications, resumes, job ads related to non ee		5 yrs after ad or interview

**APPENDIX A  
Records Retention**

TYPE OF RECORD	DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE RECORDS</b>		
<b>Occupational Health &amp; Safety</b>	Minutes of meetings	7
	Injury reports	P
	Inspection reports	10
	Safety reports	10
	WSIB information	P
	Occ H & S records	10
	Employee medical history	P
<b>Insurance</b>	claim files	10
	expired policies	10
	insurance appraisals	P
<b>Legal</b>	Contracts: Government	P
	Union	P
	Special	P
	Deeds/Titles	P
	Leases	10
	Mortgages	P
	Tenancy Agreements	10
	Correspondence	P
<b>Personal Support Services</b>	Log Books	3
	Communication Books	3
	ISA	3
	Personal Plans	3
	Individual Profiles	3
	PRN records	3
	Checklists:	
	Individual	1
	Residential Location	1
	Fire Drill	2
Hot Water Check	2	
Smoke Alarm	2	

<b>INDIVIDUALS SUPPORTED RECORDS</b>		
PSS	Adults Discharged/Closed	7 yrs after date of last entry
	Children Discharged/Closed	7 yrs after age of majority
	Clients Died	7 years after date of death
CRT	Adults Discharged/Closed	7 yrs after date of last entry
	Children Discharged/Closed	If child was < 18yrs of age at date of 1st entry, 7 yrs from when child turned 18
	Individuals Died	7 years after date of death