



Policy & Procedure Manual

RETENTION/DESTRUCTION OF RECORDS – RR-I-6

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 & Executive 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, Supported Living Services Administration, Supported Living Services, Clinical Services

ORIGINAL POLICY DATE: April 1987

AUTHORIZED BY: Executive Director

SIGNATURE: 

**Appendix A
Records Retention**

TYPE OF RECORD	DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE RECORDS		
Occupational Health & Safety	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
Insurance	Claim Files	10
	Expired Policies	P
	Insurance Appraisals	10
Legal	Contracts: Government	7
	Union	7
	Special	P
	Deeds / Titles	P
	Leases	10
	Mortgages	P
	Tenancy Agreements	10
	Correspondence	7
Supported Living Services	Log Books	3
	Communication Books	3
	ISA	3
	Personal Plans	3
	Individual Profiles	3
	PRN Records	3
	Cheklists	3
	Individual	1
	Residential Location	1
	Fire Drill	2
Hot Water Check	2	
Smoke Alarm	2	

Individuals Supported Records		
PSS	Adults Discharged / Closed	7 yrs after date of last entry
	Children Discharged / Closed	7 yrs after age of majority
	Clients Died	7 yrs after date of death
CRT	Adults Discharged / Closed	7 yrs after date of last entry
	Children Discharged / Closed	7 yrs from when child turned 18
	Individuals Died	7 yrs after date of death

**Appendix A
Records Retention**

TYPE OF RECORD	DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE RECORDS		
Administrative Records	Corporation-articles of incorporation / bylaws	P
	Board of Directors Minutes / Listing	10
	Organizational Charts	7
	Annual Reports	P
	Policies and Procedures	3 yrs after superceded
	Serious Occurances	7
	Incident Reports	6
	General Correspondence	5
	Departmental Meeting Minutes	3
Finance	Chart of Accounts	7
	General Ledger	7
	Financial Statements	P
	Journal Entries	7
	Trial Balance	7
	Budgets	7
	Bank Statements	7
	Bank Reconciliations	7
	Deposit Books	7
	Cancelled Cheques	7
	Cheque Register	7
	Petty Cash Records	7
	Purchase Orders	7
	Purchasing Procurement Documentation	7
	Accountns Payable Invoices	7
	Sales tax returns and records	7
	Accountns Receivable Invoices	7
	Asset Ledgers	7
	Payroll Registers	7
	T4's	7
	Timesheets	7
	Terminated Employee Files	7
Human Resources	Benefits Plan Agreements	P
	Active Employees Performance Evaluations	P
	Employment Contracts	P
	Personnel File	P
	Attendance Records	P
	Staff Development / Inservice Records	P
	Terminated Employees Performance Evaluations	15
	Employment Contracts	15
	Personnel File	15
	Attendance Records	15
	Staff Development Inservice Records	15
	Unsolicited Applications, Resumes, Job Ads	6 months
	Solicited Applicatoions, Resumes and Job Ads	5 yrs after ad or interview