

Directory of Records Royal Victoria Regional Health Centre

Corporate Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Agreements / Contracts	Hard Copy	Permanent	Office of the CEO	Corporations Act
Annual Report – Hospital	Electronic/Hard Copy	Permanent	Office of the CEO	Corporations Act
Deeds / Leases	Hard Copy	Permanent	Office of the CEO	Corporations Act
Administrative By-laws	Electronic/Hard Copy	Permanent	Office of the CEO	Corporations Act
Medical Staff By-laws	Electronic/Hard Copy	Permanent	Office of the CEO	Corporations Act
Standing Committees	n/a	50 Years	Office of the CEO	Corporations Act
Accreditation Reports & Recommendations	Electronic/Hard Copy	Life of hospital + 5 years Permanent	Office of the CEO	Corporations Act
Notices under the <i>Corporations Information Act</i>	Electronic/Hard Copy	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Information Act</i> , s.5
Register of Directors	Electronic/Hard Copy	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Act</i> , s.300 Subsection 269(2) of <i>Corporations Act</i>
Register of Members	Hard Copy & Electronic >2010 – N/A (Closed Corp)	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Act</i> , s.300
Agreements with clauses that survive termination of agreements		Life of Hospital plus 5 years	Office of the CEO	<i>Limitations Act</i> , s.4 and s.15
Claims	Electronic/Hard Copy	5 years after close of claim	Office of the CEO	<i>Reasonable practice</i>
Insurance Claims	Electronic/Hard Copy	5 years after close of claim	Office of the CFO	<i>Reasonable practice</i>
Commercial Agreements/Patient Care Agreements/Contracts	Electronic/Hard Copy	Life of the agreement plus minimum 2 years Agreements involving patient care should be retained longer, i.e. 2-15 years after expiry	Office of the CEO	<i>Limitations Act</i> , s.4 and s.15

Corporate Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Executive Correspondence	Electronic	15 years	Office of the CEO	<i>Limitations Act</i> , s.4 and s.15
Fire Safety Tests and Inspections	Hard Copy	Test or inspection date plus 5 years	Manager, Facilities	<i>Fire Code</i> under the <i>Fire Protection and Prevention Act</i> , ss.2.8, 6.2, 6.7 and 6.8
General Corporate Correspondence	Electronic	15 years	Office of the CEO	<i>Limitations Act</i> , s.4 and s.15
Hospital Policies	Electronic/Hard Copy	Lesser of fifteen (15) years from when the policy is no longer in use OR life of hospital plus five (5) years	Office of the CEO	Subsection 269(2) of the <i>Corporations Act</i> , <i>Limitations Act</i> , s.4 and s.15
Insurance Policies	Hard Copy	Variable, depending on policy	Office of the CFO	Reasonable practice, <i>Limitations Act</i> , s.15
Position Papers, Briefs, Key Speeches or Presentations, and Media Releases	Electronic/Hard Copy	15 years	Office of the CEO	<i>Limitations Act</i> , s.4 and s.15
MINUTES				
Board & Executive Committee	Electronic/Hard Copy	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Act</i> , s.299 and s.304 Subsection 269(2)
Minutes of Members' of the Board	Electronic/Hard Copy	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Act</i> , s.299 and s.304 Subsection 269(2)
Other Administrative Committees	Electronic/Hard Copy	Life of Hospital plus 5 years	Office of the CEO	<i>Corporations Act</i> , s.299 and s.304 Subsection 269(2)

Medical Staff Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION/POLICY
Medical Staff By-laws	Electronic/Hard Copy	Permanent	Medical Affairs Office	Corporations Act
Physician Applications (rejected)	Hard Copy	2 years	Medical Affairs Office	Limitations Act, s.4
Physician Appointment Records	Electronic/Hard Copy	End of appointment year + 6 years	Medical Affairs Office	Reasonable Practice/Limitations Act, s.4 and s.15
Medical Advisory Committee minutes	Electronic/Hard Copy	10 years	Medical Affairs office	Hospital Practice

Financial Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
MOH Annual Financial Return	Electronic - PDF	Permanent	Finance	Ministry of Health Guidelines
Annual Financial Statements	Electronic - PDF	50 Years	Finance	Income Tax Act
General Journal	Electronic	50 Years	Finance	Income Tax Act
General Ledger	Electronic	50 Years	Finance	Income Tax Act
Bank Reconciliation Statements	Hard Copy	7 Years	Finance	Income Tax Act
Bank Statements	Hard Copy	7 Years	Finance	Income Tax Act
Cancelled Cheques	Hard Copy	7 Years	Finance	Income Tax Act
Cheque Register	Hard Copy until Nov 1/11 – Electronic subsequent to (COHPA)	7 Years	Finance	Income Tax Act
A/P Distribution	Hard Copy	7 Years	Finance	Audit / Corporate Policy
A/P Invoices	Hard Copy until Nov 1/11 – Electronic subsequent to (COHPA)	7 Years	Finance	Audit / Corporate Policy
Grant Accounts	Electronic/Hard Copy	7 Years	Finance	Income Tax Act
Payroll Register	Electronic	7 Years	Finance	Income Tax Act
T-4 Reports	Electronic	50 Years	Finance	Income Tax Act
Labour Analysis Report	Electronic	7 Years	Finance	Corporate Policy
Time Sheets	Hard Copy	7 Years	Finance	Income Tax Act
Deduction Register	Electronic	7 Years	Finance	Income Tax Act
Bonds Listing	Electronic	7 Years	Finance	Income Tax Act
Patient Ledger Card	Electronic	7 Years	Finance	Income Tax Act
Cash Receipts Register	Hard Copy	7 Years	Finance	Income Tax Act
Cash Receipts	Hard Copy	7 Years	Finance	Corporate Policy
Customer Invoices	Electronic	7 Years	Finance	Income Tax Act
Misc. Billing Invoices	Electronic	7 Years	Finance	Income Tax Act
Bank Deposit Slips (Books)	Hard Copy	7 Years	Finance	Income Tax Act
Chronic Patient File and Ledger	Electronic (no longer have)	7 Years	Finance	Income Tax Act

Financial Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Cards	chronic patients after 2009)			
Accts Receivable Revenue Reports and Worksheets	Electronic	7 Years	Finance	Income Tax Act
Emergency Reports	Electronic	7 Years	Finance	Corporate Policy
Aging Analysis	Electronic	7 Years	Finance	Corporate Policy
Profit and Loss Reports	Electronic	7 Years	Finance	Corporate Policy
Budget and Bad Debt Analysis	Electronic	7 Years	Finance	Corporate Policy
Annual Adjusting Journal Entries	Electronic	Life of hospital + 5 years	Finance	Income Tax Act, s.230 Corporations Act, s.302
AP Journal	Electronic	7 years	Finance	Corporate Policy
Audited Annual Financial Statements	Electronic	Life of hospital + 5 years	Finance	Income Tax Act, s.230 Corporations Act, s.302
Books of Account and Accounting Records relating to all financial and other transactions	Electronic	Life of hospital plus 5 years Finance Department	Finance	<i>Income Tax Act, s.230</i>
				<i>Income Tax Act Regulations, s.5800</i>
				<i>Corporations Act, s.302 Subsection 269(2) of the Corporations Act</i>
Capital Equipment Records	Hard Copy	50 years	Finance	Corporate Policy
Daily Cash Work Sheets to support deposits to banks	Electronic/Hard Copy	7 Years	Finance	Corporate Policy
Departmental Budgets	Electronic	7 Years	Finance	Corporate Policy
Donation Records (10-year gifts)	Electronic/Hard Copy	Indefinitely	Finance	<i>Income Tax Act, s.230</i>
				<i>Income Tax Act Regulations, s.5800</i>
Duplicates of Charitable	Electronic	7 years	Finance	<i>Income Tax Act, s.230</i>

Financial Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Donation Receipts				<i>Income Tax Act Regulations, s.5800</i>
Employee Earning Record, Payment Records	Electronic	7 Years	Finance	Employment Insurance Act (Canada), ss.87(3)
Employer Health Tax Records	Electronic	7 Years	Finance	Ontario Ministry of Finance Tax Information Bulletin <i>Employer Health Tax Act</i> (Section 12 requires retention but does not provide retention period)
HOOPP Records - individual employee deductions	Electronic	7 Years	Finance	Ontario Pension Benefit Act
Internal Financial Results	Electronic	7 Years	Finance	Corporate Policy
OHIP Billing Information	Electronic	7 years	Finance	Health Insurance Act, s.37.1 requires retention of records but does not specify a retention period. OHA record retention tool kit suggests date of record + minimum 10 years
Other Financial Records pertaining to patient care	Electronic and/or Hard Copy	7 years	Finance	<i>Limitations Act, s.4 and S.15</i>
Payroll deduction authorization records	Hard Copy	7 Years	TSSI	Corporate Policy
Records supporting HST rebate/refund	Electronic/Hard Copy	7 years	Finance	Statutory requirement
Retail Sales Tax	Electronic/Hard Copy	7 Years	Finance	Statutory requirement
Revenue Journals	Electronic	Permanently	Finance	Corporate Policy

Financial Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Special Contracts or Agreements necessary to understanding general ledger entries	Electronic	7 years	Finance	Statutory requirement
Sub-Ledger	Electronic	Date of record + minimum 10 years	Finance	Corporate Policy

Human Resources Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Cancelled Pay Cheques		7 Years	Finance	Corporate Policy
Designated Substance Exposure Records	Part of client chart (Microfiche, CD, Electronic Parklane or Scanned into ODIS)	40 Years after 1 st made 20 Years after last made - whichever is longer	Occupational Health	Occupational Health & Safety Ministry of Labour
Employees' Earning Record Cards	Electronic	50 Years	Payroll	Corporate Policy
General Employment Records	Electronic	3 Years after termination	Human Resources	Employment Standards Act
HOOPP Records Individual Contributions	Electronic	50 Years	Human Resources/Payroll	Corporate Policy
Income Tax/T4 Forms	Electronic/Hard Copy	6 Years	Payroll	Income Tax Act
Occupational Health Records	Microfiche, CD, Electronic	7 Years after Termination	Occupational Health	Occupational Health Act Ministry of Labour
Work Related Injury (form 7)	Electronic	50 years	Claims Analyst	Worker's Safety Insurance Act
Payroll Deduction Authorization Forms	Electronic	3 Years after Termination of Revocation of authority	Human Resources/Payroll	Corporate Policy
Payroll Journal Sheets	Electronic – After November 2008 Hard Copy – Prior to November 2008	6 Years	Finance	Income Tax Act
Time Cards/Sheets	Electronic/Hard Copy	6 Years	Payroll	Income Tax Act
Union Dues Deduction Sheets	Electronic	3 years or Collective Agreement	Payroll	Corporate Policy
Correspondence	Electronic	3 Years	H.R. / Payroll	Corporate Policy
Canada Pension Plan Contributions	Electronic	6 years from the end of the year in which the record was made	H.R. / Payroll	<i>Canada Pension Plan (Canada), ss.24(2)Statutory requirement</i>

Human Resources Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Employee Information	Electronic	3 years after employee's departure	H.R. / Payroll	<i>Employment Standards Act, s.15 Statutory requirement</i>
Employee Insurance Records	Electronic	6 years	H.R. / Payroll	Corporate Policy
Employee Records	Electronic	3 years after employee's departure, if employees is under 18, 3 years after 18 th birthday	H.R. / Payroll	<i>Employment Standards Act, s.15</i>
Exemption records	Electronic	7 years	H.R. / Payroll	<i>Canada Pension Plan (Canada), ss.24(2) Statutory requirement</i>
Hiring and Interview Notes	Hard Copy	At least one year after hire date	H.R. /Hiring Manager	<i>Ontario Human Rights Commission recommendation</i>
HOOP Records, individual employee deductions	Electronic	Permanent	H.R. / Payroll	<i>Ontario Pension Benefit Act</i>
Human Resource Records that are Financial Records	Electronic	6 years from end of tax year (fiscal period) to which they relate	H.R. / Payroll	<i>Income Tax Act, s.230</i>
				<i>Income Tax Act Regulations, s.5800 Statutory requirement</i>
Occupational Health Inspection reports, Ministry of Labour	Hard Copy	10 years	Occupational Health	<i>Workplace Safety & Insurance Act Reasonable practice</i>
Occupational Health: Investigative Reports on Hazardous Substances	Electronic/Hard Copy	2 years	Occupational Health	<i>Workplace Safety & Insurance Act Reasonable practice</i>
Occupational Health: Annual Inspections	Hard Copy	2 years	Occupational Health	<i>Workplace Safety & Insurance Act Reasonable practice</i>

Human Resources Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Occupational Health: Workplace Accident/Injury Incident Investigation Records	Client Chart	Creation year + minimum 6 years	Occupational Health	<i>Workplace Safety & Insurance Act</i> Reasonable practice
Occupational Health & Safety: Minutes of Joint Health and Safety Committee	Electronic/Hard Copy	Current year + minimum 6 years 1 year or longer to ensure the two recent reports or records are on file	Occupational Health	<i>Limitations Act, s.4 and s.15</i> Reasonable practice
Occupational Health & Safety: Material Safety Data Sheet	Electronic data base on the intranet – archives kept there and prior to electronic – in shared folders	Date of expiry plus minimum 2 years Minimum 6 years after employee's departure	Occupational Health	<i>Limitations Act, s.4 and s.15</i> Reasonable practice
Occupational Health & Safety: notice of accidents and records relating to confined spaces, lifting or self-propelled mobile equipment, autoclave/sterilization machinery, and lifting equipment	Part of client chart – if related to person; if incident paper copy	1 year or longer to ensure that the two most recent reports or records are on file 2 years After employee stops working with the particular substance or work area.	Occupational Health	<i>Healthcare & Residential Facilities Regulation, s.4 (Regulation 67/93 under Occupational Health & Safety Act)</i>
Material Safety Data Sheet	Electronic	Date of expiry plus minimum 2 years	Occupational Health	<i>Occupational Health and Safety Act</i> (requires retention but does not provide period) <i>Limitations Act, s.4 and s.15</i>
Minutes of Joint Health & Safety Committee	Electronic	Current year plus minimum 6 years	Occupational Health	<i>Occupational Health and Safety Act</i> (requires retention but does not provide period <i>Limitations Act, s.4 and s.15</i>

Human Resources Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Notice of accidents and records relating to confined spaces, lifting or self-propelled mobile equipment, autoclave/sterilization machinery, and lifting equipment	Electronic/Hard Copy	6 years following the year in which the record was made	Occupational Health	<i>Health Care and Residential Facilities Regulation, s.4 (Regulation 67/93 under Occupational Health and Safety Act)</i>
Occupational Health and Safety Records	Electronic/Hard Copy	Current year plus minimum six (6) years	Occupational Health	<i>Occupational Health and Safety Act (requires retention but does not provide period) Reasonable practice/Limitations Act, s.4 and s.15</i>
Occupational Health and Safety Employee Education program	Electronic/Hard Copy	Current year plus minimum six (6) years	Occupational Health	<i>Canada Occupational Safety and Health Regulations</i>

Material Management Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Monthly Stores Issues	Electronic	None	Materials Management	Corporate Policy
Stock Status Report	Hard Copy – Prior to November 1, 2011 Electronic – After November 1, 2011	7 Years	Materials Management	Corporate Policy
Purchase Orders	Electronic	7 Years	Finance	Corporate Policy
Packing Slip	Hard Copy	7 Years	Materials Management	Corporate Policy
Quotations/Tenders – Correspondence	Hard Copy	7 Years	Materials Management	Corporate Policy
Purchase Requisitions: Durable Items	Electronic/Hard Copy	7 Years	Materials Management	Corporate Policy
Stock Requisitions	Electronic/Hard Copy	7 Year	Materials Management	Corporate Policy

Research Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Ethics Review - Final protocol, informed consent forms and any amendments to the protocol approved by the REB	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP
Ethics Review– All REB minutes of meetings	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP
Ethics Review – All regular and Expedited reviewer notes	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP

Research Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Ethics Review – REB letter and communications	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP
Ethics Review – All PI renewal and trial termination reports	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP
Ethics Review– Health Canada approval letters for all trials	Electronic/Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP

Research Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Funding Contracts	Hard Copy	25 years	Research Administration	Protocols & Decisions of Ethics Review Board Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP
Documentation required to be kept for Clinical Trials purposes	Electronic/Hard Copy	25 years	Principal Investigator of Study & RVH REB	Food & Drug Act TCPS2 45 CFR 46
Graduate Student and Research Fellows	Electronic/Hard Copy	25 years	Research Administration	Food & Drug Act PHIPA 2004 TCPS2 45 CFR 46 ICH-GCP Guidelines FWA Assurance with DHS/OHRP

Patient Care Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Personal Health Information :Adult in-patient or out-patient (18 years+)	2 most current years held in paper with the rest of the record microfilmed	Minimum 10 years after discharge or death	All departments	<i>Public Hospitals Act, Regulation 965, clause 20(3)(a)</i>
Personal Health Information : Patient younger than 18 (in or out-patient)	2 most current years held in paper with the rest of the record microfilmed	Minimum 10 years after patient's 18 th birthday	All departments	<i>Public Hospitals Act, Regulation 965, clause 20(3)(c) and (d)</i>
Master Patient Index (record of all RVH)	Meditech Information System	Permanent	Health Information Services/ IT	Public Hospitals Act Reg. 965
Patient Registers (Inpatient, Out-Patient, Emergency)	Registers prior to 1997 are held in paper and following 1997 they are in the Meditech Information System	50 years	Health Information Services/IT	The patient register may be considered to form part of the medical records
Patient younger than 18	TBD	Minimum 5 years after patient's 18 th birthday	Manager, Diagnostic Imaging	<i>Public Hospitals Act, Regulation 965 clauses 20(4)(b) and 20(5)(b)</i>
Adults (18 years +)	TBD	Minimum 5 years after creation of the record, Minimum 10 years for breast examination	Manager, Diagnostic Imaging	<i>Public Hospitals Act, Regulation 965 clauses 20(4)(a) and 20(5)(a)</i>
Inpatient & Outpatient Prescriptions	Hard Copy	10 Years	Pharmacy	Health Disciplines Act DPRA
Record of Inpatient Dispensing – Inpatient	Electronic – Meditech Database	50 Years	Pharmacy	Hospital Policy
Assignment Sheets	Hard copy	Discretion of Nurse Manager	Nurse Managers	Hospital Practice

Patient Care Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
General				
Quality Control Record	Electronic/Hard Copy	2 years	Laboratory	QMP-LS
Calibration and Quality Control Package Inserts	Hard Copy	2 years	Laboratory	QMP-LS
Unsatisfactory Rejection Specimen Log	Electronic	3 months	Laboratory	QMP-LS
Downtime Daily Patient Log	Hard Copy	7 days	Laboratory	QMP-LS
Lab Worksheet/work List	Hard Copy	1 year	Laboratory	QMP-LS
Bench Checklists	Hard Copy	1 year	Laboratory	QMP-LS
Patient Reports	Electronic	Indefinitely	Laboratory	QMP-LS
Maintenance Reports	Hard Copy	Life of instrument	Laboratory	QMP-LS
Quality Improvement Record	Electronic	2 years	Laboratory	QMP-LS
Incident Reports	Hard Copy	2 years	Laboratory	QMP-LS/RVH Policy
Accident Reports	Hard Copy	2 years	Laboratory	QMP-LS/RVH Policy
EQA results	Electronic/Hard Copy	3 years	Laboratory	QMP-LS
EQA raw data	Electronic/Hard Copy	2 years	Laboratory	QMP-LS
EQA worksheet/reports	Electronic/Hard Copy	2 years	Laboratory	QMP-LS
EQA specimens	Samples	until report confirmed	Laboratory	QMP-LS
Obsolete Policies and Procedures, Revision History	Electronic as of August 2011	Indefinitely	Laboratory	RVH Policy
	Hard copy prior August 2011	7 years	Laboratory	
OHIP Requisitions	Hard Copy	2 year	Laboratory	
Employee Training Checklist	Hard Copy	Indefinitely	Laboratory Administrative Director	QMP-LS

Patient Care Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Blood Transfusion				
Records:				
Blood product final disposition as of Nov 24, 1983	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10-10
Superseded procedures and manuals	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10-10
Blood supplier packing slip as of Nov 1983	Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Transfusion records in recipient medical charts	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Transfusion recipient Transfusion Service data including serologic test records	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Serious adverse reactions	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Lookback and traceback documents	Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Records of products sent or received from another hospital	Electronic	Indefinitely	Blood Transfusion	CSA standards Z902-10
Blood supplier correspondence related to blood and blood products	Electronic/Hard Copy	Indefinitely	Blood Transfusion	CSA standards Z902-10
Employee signatures, initials, computer identification (retained 10 years after last use)	Hard Copy	10 years	Blood Transfusion	CSA standards Z902-10
Staff qualification, training, competency (retained 10 years after employment ceases)	Hard Copy	10 years	Blood Transfusion	CSA standards Z902-10 QMP-LS
Quality control of blood products and blood derivatives, reagents, equipment	Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Proficiency testing surveys	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10/ QMP-LS

Patient Care Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Temperature monitoring of blood products	Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Quality assurance reports	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Inspection of blood prior to use/issue	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Adverse reactions	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Product complaints	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Internal audits	Electronic/Hard Copy	5 years	Blood Transfusion	CSA standards Z902-10
Non-transfusion serologic test records	Electronic/Hard Copy	3 years	Blood Transfusion	CSA standards Z902-10
Validation and operation of computer system	Electronic	3 years	Blood Transfusion	CSA standards Z902-10
Date and time of specimen collection, phlebotomists identification	Electronic	1 year	Blood Transfusion	CSA standards Z902-10
Request form for serologic tests	Electronic/Hard Copy	1 month	Blood Transfusion	CSA standards Z902-10
<i>Specimens:</i>				
Patient specimens	Specimen	2 months	Blood Transfusion	CSA standards Z902-10
Donor segments	Segment	2 months	Blood Transfusion	CSA standards Z902-10
Chemistry				
<i>Specimens:</i>				
Routine serum/plasma	Specimen	3 days	Chemistry	QMP-LS
24 hour urine and urine drug screen	Specimen	3 days	Chemistry	QMP-LS
Electrophoresis gels	Electrophoretic GEL	1 year	Chemistry	QMP-LS
Hematology				
<i>Specimens:</i>				
Coagulation plasma	Specimen	3 days	Hematology	QMP-LS
EDTA bloods	Specimen	3 days	Hematology	QMP-LS

Patient Care Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Abnormal peripheral blood smears Age less than 18 years	Slide	28 years (10 years after patient turns 18 years of age)	Hematology	QMP-LS VIII 4.2
Abnormal peripheral blood smears Age greater than 18 years	Slide	10 year	Hematology	QMP-LS VIII 4.2
Bone Marrow slides (adults)	Slide	10 years	Hematology	QMP-LS VIII 4.2
Bone Marrow slides (children)	Slide	28 years (10 years after patient turns 18 years of age)	Hematology	QMP-LS VIII 4.2
EQA slides	Slide	Indefinitely	Hematology	QMP-LS
Cytology				
Records:				
Consultation/Requisition	Hard Copy	Indefinitely	Cytology	CAP
Category A (any slides in category A that are known to be from cases previously diagnosed as having abnormality in the category of dysplasia or malignancy) <ul style="list-style-type: none"> • Normal slides • Unsatisfactory • Benign – cellular changes 	Slides	5 years	Cytology	CAP
Category B <ul style="list-style-type: none"> • ASCUS • AGUS • LSIL • Malignant 	Slides	20 years	Cytology	CAP
Cytotechnologist's Interpretation	Hard Copy	2 years	Cytology	CAP

Patient Care Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
QA – Suspicious/malignant case review	Hard Copy	Indefinitely	Cytology	CAP
<i>Specimens:</i>				
Fine needle aspiration slides	Slide	20 years	Cytology	CAP
Gynological specimen	Specimen	2 weeks or until signed out	Cytology	CAP
Non-gynological specimen	Specimen	2 weeks	Cytology	CAP
Parafilm blocks	Block	20 years	Cytology	CAP
Laboratory Administration				
<i>Records:</i>				
Adult surgical pathology and autopsy reports	Microfilm/Electronic	20 years. Indefinitely for Hospital Cases.	Laboratory Administration	QMP-LS
Children surgical pathology and autopsy reports	Microfilm/Electronic	50 years	Laboratory Administration	QMP-LS
Cytogenetic patient reports	Electronic	20 years	Laboratory Administration	QMP-LS
Surgical consultation	Electronic/Hard Copy	Indefinitely	Laboratory Administration	QMP-LS
Hospital autopsy records	Microfilm/Electronic	Indefinitely	Laboratory Administration	QMP-LS
Bone marrow reports – adults	Electronic/Hard Copy/Microfilm	10 years	Laboratory Administration	QMP-LS
Bone marrow reports – children	Electronic/Hard Copy/Microfilm	10 years after patient turns 18 years of age	Laboratory Administration	QMP-LS
Warrants and Subpoenas	Hard Copy	Indefinitely	Laboratory Administration	CAP
Surgical Requisitions	Hard Copy	2 years	Laboratory Administration	CAP

Patient Care Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Anatomical Pathology				
<i>Specimens:</i>				
Wet tissue - autopsy	Tissue	6 months	Anatomical Pathology	QMP-LS
Wet tissue - surgical	Tissue	5 weeks	Anatomical Pathology	QMP-LS
Blocks (adults)	Block	20 years	Anatomical Pathology	QMP-LS
Blocks (children <18 years)	Block	50 years	Anatomical Pathology	QMP-LS
Autopsy blocks	Block	10 years	Anatomical Pathology	QMP-LS
Slides (adults)	Slide	15 years	Anatomical Pathology	QMP-LS
Slides (children <18 years)	Slide	50 years	Anatomical Pathology	QMP-LS
Autopsy slides	Slide	10 years	Anatomical Pathology	QMP-LS
Microbiology				
<i>Records:</i>				
Autoclave Printouts	Hard Copy	2 years	Microbiology	QMP-LS
<i>Specimens:</i>				
Routine Microbiology Slides	Slides	2 weeks	Microbiology	QMP-LS
Significant Isolates	Culture Media	1 month	Microbiology	QMP-LS

Risk Management Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Administrative Policies & Procedures	Electronic/Hard Copy	15 Years	Policy Sponsor	Subsection 269(2) of the <i>Corporations Act, Limitations Act</i> , s.4 and s.15
Departmental Policies and Procedures	Electronic/Hard Copy	15 Years	Department managers	Subsection 269(2) of the <i>Corporations Act, Limitations Act</i> , s.4 and s.15
Disaster Plans	Electronic	10 Years	Director Security Services	HIROC
High Risk Reviews	Electronic/Hard Copy	10 Years	Quality & Patient Safety	HIROC
Patient/Visitor Incident Report	Electronic/Hard Copy	3 years	Quality & Patient Safety	HIROC
Medicolegal Files	Electronic/Hard Copy	5 Years post resolution or 5 years after the 18 th birthday of a minor	Quality & Patient Safety	HIROC
Patient Representative Files	Electronic/Hard Copy	3 Years	Office of Patient Representative	HIROC
Potential Claims	Electronic/Hard Copy	7 years	Quality and Patient Safety	HIROC
Patient Satisfaction Survey Reports	Electronic/Hard Copy	10 years	Quality & Patient Safety	HIROC

Security Records

TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION/POLICY
Occurrence Reports	Electronic	5 years	Director of Security	Hospital practice
Office Notebooks	Hard Copy	5 years	Director of Security	Hospital practice
CCTV – Video Surveillance	Electronic	Over-writes itself in 28 – 30 days	Director of Security	Hospital practice
Security Technology Access Control	Electronic	1 year	Director of Security	Hospital practice
Security Technology Alarm Monitoring	Electronic	1 year	Director of Security	Hospital practice

Personal Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
Personal Information	Electronic/Hard Copy	1 year	All departments	<i>The Freedom of Information Privacy Protection Act ('FIPPA')</i>

Other Records				
TYPE OF RECORD	RECORD FORMAT	RETENTION PERIOD	OFFICIAL CUSTODIAN	REGULATION / POLICY
All non-clinical records of an administrative nature that have not been addressed in the Records Retention Index	Any	2 years	All departments	