

Section: E	Policy Number: E-018	Approval Date: January 20, 2010
Subject: Record Retention and Archives Policy	Total Pages: 2	Revision Date(s): Nov. 21, 2012.

RECORD RETENTION AND ARCHIVES POLICY

This Policy refers to all documentation related to the operation of Community Living-Central Huron, Board of Directors, as well as the supports and services provided to persons supported, Staff and volunteers. Abiding by the Record Retention and Archives Policy, the destruction of records will ensure compliance with all legislation and regulations with respect to the Ministry of Community & Social Services, Employment Standards, Human Rights Code, Occupational Health & Safety Act, Pay Equity Act, Canada Revenue Agency and other applicable requirements. Non-compliance with the Record Retention and Archives Policy is subject to discipline, up to and including dismissal from Community Living-Central Huron’s employment and/or services.

Information and records will be kept in a locked area. Central Administration Staff have the responsibility of archiving and storing all documentation, information and records in a secure, confidential manner until a contracted commercial record destruction company attends on site to shred the stored documentation. Once the documentation has been shredded, the Agency receives a “Certificate of Destruction.”

1. Persons Supported:

- a) Community Living-Central Huron is required to keep a written record for each person supported and shall retain the record for a minimum of seven years after the date the person supported is no longer receiving service and support from CL-CH.
- b) The record will include a copy of the Application for Developmental Services and Supports; Supports Intensity Scale (SIS) and Needs Assessment; Individual Support Plan, as well as the person’s supported name; age; gender; address prior to admission; personal and family history; the date and circumstances of their admission; terms of any payment arrangements; medication administration records; medical, psychological and other similar assessments/recommendations; and the name, address and contact information of their parent/guardian/caregiver.
- c) When a person supported has withdrawn from service, the record will contain as much information as possible, such as, the date and reason of the withdrawal of service, name/contact information of relevant support services, contact information pertaining to the individual, relevant Release of Information Forms.
- d) For persons supported currently receiving services, records to be archived will be provided to the Central Admin. Staff for that purpose, in accordance with Section 4. Summary. Current files will retain the most recent information that is considered necessary (ie. Orders, assessments/reports).

2. Staff and Volunteers:

- a) As stated in the Agency’s Personnel Records Policy (E-004), a separate file is kept for each employee and volunteer in secure cabinets for a period of seven years after the employee/volunteer leaves the Agency.

3. Agency Records:

- a) Records related to the financial and legal aspects of the Agency, including such items as banking records, mortgages, loans, securities, accounts payable, accounts receivable, taxation, cheques, etc., must be supported by original documents. The Canada Revenue Agency requires that such documents be archived for a period of seven years from the end of the last taxation year.
- b) The Canadian Human Rights Act and the Ontario Pay Equity Act recommends records related to the Pay Equity Commission and/or Human Rights Commission be kept permanently.
- c) Minutes of Staff Meetings, Nightly Inspection Checklist, Communication Book, Community Involvement Activity Charts, fire drills, are to be kept for a period of two years.
- d) Joint Health & Safety Committee minutes, agenda, inspections, incident reports, are to be kept for a period of ten years.
- e) The portable back-up hard drive unit containing the Agency’s financial records must be stored in a secure manner while off site.

4. Summary:

Information/Record	Archived	Retention in Agency File
Persons Supported	Date the person is no longer receiving service	7 years
Staff and Volunteers	Personnel Records	7 years
Agency	Financial, Legal	7 years
	The Canadian Human Rights Act, Ontario Pay Equity Act, Pay Equity/Human Rights Commission	permanently
	Staff Meetings, Nightly Inspection Checklist, Communication Book, Community Involvement Activity Charts, fire drills	2 years
	Joint Health & Safety Committee Minutes, Agendas, Inspections, Incident Reports	10 years