

Appendix A: Toronto East General Hospital Records Retention Index

Corporate Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------------------|---|--------------------------|---|--|--|
| Documents: | | | | | |
| 1a. | Administrative Policies and Procedures | Electronic | Life of Hospital plus 5 years | Executive Administrative Assistant | Corporations Act s. 300 Limitations Act s. 4 and s. 15 |
| 1b. | Agreements/Contracts | Hard Copy | 2 years beyond the life of the agreement, with a minimum of 7 years | Responsible V.P. | Limitations Act s. 4 and s. 15 |
| 1c. | Leases/Deeds | Hard Copy | Life of the agreement or ownership plus 10 years | Chief Financial Officer | Limitations Act s. 4 and s. 15 Real Property Limitations Act |
| 1d. | Hospital Annual Report | Hard Copy | Life of Hospital plus 5 years | President & CEO and Corporate Communications | TEGH practice |
| 1e. | Administrative Professional Bylaw | Hard Copy | Life of Hospital plus 5 years | President & CEO | Corporations Act, s. 300 |
| 1f. | Medical Staff Rules and Regulations | Hard Copy | Life of Hospital plus 5 years | Chief of Staff | TEGH practice |
| 1g. | On-call schedule | Electronic/ Hard Copy | 2 years | Switchboard | TEGH practice |
| 1h. | Administrative Residents Records | Electronic | 1 year after contract expires | Executive Administrative Assistant | TEGH practice |
| 1i. | Board Manual | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Executive Administrative Assistant | TEGH practice |
| 1j. | Corporate Correspondence (including e-mail) | Electronic/Hard Copy | Transitory records: delete once they have served their short-term purpose Non-transitory: 2 years* | | Limitations Act s.4 and s.15 |
| Meeting Minutes & Agendas | | | | | |
| 2a. | Board of Directors & sub-committees | Electronic | Life of Hospital plus 5 years | Executive Administrative Assistant | Corporations Act s. 299(1) and s. 304 & Income Tax Act Regulations |

* Most e-mails are transitory records. An e-mail that is not a transitory record should be retained according to the Record Retention Index as indicated in the e-mail content.

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------------|---|-----------------------|------------------|--|---------------------------------------|
| | | | | | s. 5800(a) |
| 2b. | Executive Meeting | Hard Copy | 3 years | President & CEO | Corporations Act s. 299(1) and s. 304 |
| 2c. | Performance Improvement Council (PIC) | Hard Copy | 15 years | Executive Administrative Assistant | TEGH practice |
| 2d. | Performance Excellence Committee | Hard Copy | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH practice |
| 2e. | Director's Meeting | Hard Copy | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH practice |
| 2f. | Manager's Meeting | Hard Copy | 10 years | Manager, Risk | TEGH practice |
| 2g. | Patient Satisfaction Action Team | Hard Copy | 10 years | Ethics, Administrative Assistant | TEGH practice |
| 2h. | Clinical Research Committee | Hard Copy | 25 years | Ethics, Administrative Assistant | TEGH practice |
| 2i. | Open Forum | Hard Copy | 2 years | Corporate Communications | TEGH practice |
| 2j. | Emergency Procedures Committee | Electronic | 10 years | Manager, Security | TEGH practice |
| 2k. | Staff meetings | Electronic | 1 year | Secretary or Manager | TEGH practice |
| Plans & Strategies: | | | | | |
| 3a. | Strategic Plan | Electronic/ Hard Copy | 10 years | President & CEO and Corporate Communications | TEGH practice |
| 3b. | Master Redevelopment Plan | Electronic/ Hard Copy | 10 years | President & CEO | TEGH practice |
| 3c. | Accessibility Plan | Electronic/ Hard Copy | 10 years | Director, Corporate Communications | TEGH practice |
| 3d. | Awards Strategy | Electronic/ Hard Copy | 10 years | Director, Corporate Communications | TEGH practice |
| 3e. | Corporate Communications Strategy | Electronic/ Hard Copy | 10 years | Director, Corporate Communications | TEGH practice |
| 3f. | Community Based Research Program Strategic Plan | Electronic/ Hard Copy | 10 years | Director, Research and Ethics | TEGH practice |
| 3g. | Community Engagement Strategy | Electronic/ Hard Copy | 10 years | Director, Corporate Communications | TEGH practice |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|------------------------------------|---|-----------------------|---------------------------------------|--|---------------------------------------|
| 3h. | Health Equity Plan | Electronic/ Hard Copy | 10 years | Director, Corporate Communications | TEGH practice |
| 3i. | Information Management Strategic Plan | Electronic/ Hard Copy | 10 years | Chief Information Officer | TEGH practice |
| 3j. | Pandemic Plan | Electronic/ Hard Copy | 10 years | Director, Emergency | TEGH practice |
| 3k. | Quality Plan | Electronic/ Hard Copy | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH practice |
| Medical Advisory Committee: | | | | | |
| 4a. | Meeting Minutes | Hard Copy | 15 years | Chief of Staff | Corporations Act s. 299(1) and s. 304 |
| 4b. | Subcommittee Minutes | Hard Copy | 15 years | Chief of the medical discipline | Corporations Act s. 299(1) and s. 304 |
| 4c. | Credentials/Medical Staff Files | Electronic/Hard Copy | End of last appointment plus 15 years | Chief of the medical discipline | Limitations Act s.4 and s.15 |
| 4d. | Medical Fellows, Residents, Clerks, Observers | Electronic/Hard Copy | 2 years after end of placement | Chief of the medical discipline | Limitations Act s.4 and s.15 |

Financial Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-----------------|---|----------------------|---|--------------------|---|
| General: | | | | | |
| 5a. | Aging Analysis | Hard/Electronic Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5b. | Income Statement | Hard Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5c. | Budget | Hard Copy | Life of Hospital plus 5 years | Manager, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5d. | Annual Financial Statements | Hard Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 Corporations Act, s.302 |
| 5e. | Special Contracts or Agreements necessary to understanding general ledger entries | Hard Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5f. | General Journal & supported documents | Hard Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 Corporations Act s. 302 |
| 5g. | General Ledger | Electronic | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 Corporations Act s. 302 |
| 5h. | Source Documents (i.e. records integral to the creation of financial statements and tax returns such as receipts, invoices, vouchers, cheques, banking information) | Hard Copy | 7 years from the end of tax year (fiscal period) to which they relate | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5i. | Bank Reconciliation Statements | Hard Copy | 7 Years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5j. | Bank Statements | Hard Copy | 7 Years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-----------------|--|-------------------------------|---|--------------------|--|
| 5k. | Cancelled Cheques | Hard Copy | 7 Years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5l. | Cheque Register | Hard Copy | Life of Hospital plus 5 years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 5m. | Donation Records (10 Year Gifts) | Hard Copy | 2 years after revocation of charitable registration | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| Payroll: | | | | | |
| 6a. | Payroll Register | Hard/Electronic Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 6b. | T4/T4A Reports & Canada Pension Plan Contributions | Hard Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 6c. | Time Sheets | Hard Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 6d. | Deduction Register (eg. Bonds, Credit Union, Foundation donations, etc.) | Electronic Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 6e. | Employees' Earning Record Cards | Hard Copy/ Electronic Copy | 6 years following the year for which they are kept | Manager, Payroll | Employment Insurance Act (Canada) ss. 87(3) |
| 6f. | Annual Returns | Hard Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6g. | Payroll Deduction Authorization Forms | Hard Copy | 7 Years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6h. | Payroll Journal Sheets | Hard/Electronic Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6i. | Time Sheets | Hard/Electronic Copy | 10 years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------|--|--|--|--------------------------|--|
| 6j. | EI Records | Hard Copy | 10 Years | Manager, Payroll | Employment Insurance Act s. 87(3) |
| 6k. | Union Dues Deduction Sheets | Hard/Electronic Copy | 1 + 2 years hard copy. 10 years electronic | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6l. | HOOPP Records Individual Contributions | Electronic Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6m. | EHT Records/Billing Forms | Hard Copy | 10 Years | Manager, Payroll | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 6n. | WSIB Forms | Hard Copy | 10 years | Manager, Payroll | TEGH Practice |
| 6o. | Bond Forms | Hard Copy | 5 years | Manager, Payroll | TEGH Practice |
| 6p. | Reconciliations for drug & dental | Hard Copy | 3 years | Manager, Payroll | TEGH Practice |
| 6q. | Employee punch cards | Hard Copy | 6 months | Manager, Payroll | TEGH Practice |
| Business Office: | | | | | |
| 7a. | Patient Ledger Card | Electronic | 7 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 7b. | Bank Deposits | Hard Copy | 7 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 7c. | Cash Receipts | Electronic | 10 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 7d. | Customer Invoices | Electronic | 7 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 7e. | Other Billing Invoices | Electronic/ Hard Copy with related documents | 7 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| 7f. | Bank Deposit Slips/Books | Hard Copy | 10 Years | Manager, Business Office | Income Tax Act s. 230(1) Income Tax Act Regulations s. 5800 |
| Revenue Journals: | | | | | |
| 8a. | Accounts Receivable Revenue Reports and Worksheets | Hard Copy | 10 Years | Director, Finance | Income Tax Act s. 230(1) Income Tax Act Regulations |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-----------------------------|--|-----------------------|---|---------------------------|----------------------------------|
| | | | | | s. 5800 |
| Renovation Projects: | | | | | |
| 9a. | Renovation Project Documentation | Electronic/ Hard copy | Until space is no longer used by department | Departmental manager | TEGH Practice |
| Decision Support: | | | | | |
| 10a. | Internal analysis documents | Electronic | 2 years | Manager, Decision Support | TEGH Practice |
| 10b. | Publically reported documents | Electronic | 5 years | Manager, Decision Support | TEGH Practice |
| 10c. | Non-publically reported documents | Electronic | 5 years | Manager, Decision Support | TEGH Practice |
| 10d. | Board and Corporate Balanced Scorecard | Electronic | 5 years | Manager, Decision Support | TEGH Practice |

Information Management Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-------------------|--|------------------------|--|------------------------------|----------------------------------|
| Documents: | | | | | |
| 11a. | Agreements/ Contracts, including successful RFP response | Hard Copy | The greater of 2 years beyond the life of the agreement, with a minimum of 7 years | Chief Information Officer | TEGH Practice |
| 11b. | Official ITS Project Documentation that is no longer needed for ongoing system support | Electronic/ Hard Copy | 7 years beyond go-live date | ITS Manager | TEGH Practice |
| 11c. | Testing documents and sign-off for software upgrades | Electronic/ Hard Copy | 7 years | ITS Manager | TEGH Practice |
| 11d. | Other upgrade documentation, source code | Electronic / Hard Copy | 3 months after go-live date with newer version | Chief Information Officer | TEGH Practice |
| 11e. | Troubleshooting documents, eg. error logs, text and image capture | Electronic/ Hard Copy | 3 months after issue is resolved | Chief Information Officer | TEGH Practice |
| 11f. | Software code and digital media | Electronic/ CD/ DVD | 3 months after go live date with new version | Chief Information Officer | TEGH Practice |
| 11g. | Package installation history | Electronic | 2 years | Chief Information Officer | TEGH Practice |
| 11h. | Third party review and auditor reports with recommendations | Electronic/ Hard copy | 7 years | Chief Information Officer | TEGH Practice |
| 11i. | Home directories for staff | Electronic | 12 months after employee terminates | Helpdesk | TEGH Practice |
| 11j. | Email storage | Electronic | See email retention policy | Technical Analyst | TEGH Practice |
| 11k. | Staff Access Request & VPN Request Forms | Hard Copy | 7 years | Administrative Assistant, IT | TEGH Practice |
| 11l. | LRA and RA documentation for eHealth | Electronic | Life of Hospital plus 5 years | Chief Information Officer | TEGH Practice |
| 11m. | Paging Records | Hard Copy | 2 years for regular records, 10 years for | Telecommunications | Limitations Act s. 4 and s. 15 |

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|--|---|--------------------------|--|--|----------------------------------|
| | | | Code Blue and 28 years for Code Pink | | |
| 11n. | Back-up System | Electronic | See policy: different dates depending on the program | Technical Analyst for Back-up System | TEGH Practice |
| 11o. | Patient Daily Census reports | Electronic | 18 months | Manager, Patient Registration | TEGH Practice |
| Meeting, Minutes & Agendas: | | | | | |
| 12a. | Staff meetings | Electronic | 1 years | Administrative Assistant, Health Records and Registration Managers | TEGH Practice |
| 12b. | Partnership Council Meetings | Electronic | 2 years | Meeting Chair(s) | TEGH Practice |
| 12c. | Information Management Committee | Hard Copy | 10 years | Chief Information Officer | TEGH Practice |
| 12d. | Forms Working Group | Hard Copy/ Electronic | 10 years | Manager, Health Records | TEGH Practice |
| 12e. | Interdisciplinary Documentation Working Group | Hard Copy/ Electronic | 10 years | Project Manager, eChart | TEGH Practice |
| Plans & Strategies: | | | | | |
| 13a. | eChart Joint Working Group | Electronic/ Hard Copy | 10 Years | Project Manager, eChart | TEGH Practice |
| 13b. | eChart Physician Working Group | Electronic/ Hard Copy | 10 Years | Project Manager, eChart | TEGH Practice |
| 13c. | Transfer Payment Agreement – MoH, MoF | Electronic/ Hard Copy | 7 years beyond project close | Chief Information Officer | TEGH Practice |

Human Resources, Organizational Quality, Safety & Wellness Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------|--|---------------|--|--|---|
| Employee Records: | | | | | |
| 14a. | General Employment Files and Records <ul style="list-style-type: none"> • Application for employment • Resume • References • Letters of offer, promotion, demotion, transfer • Authorization for salary changes/ status changes • Benefit applications and changes • Pension documentation and changes • Performance and probationary reviews • Accountability Feedback Forms • Disciplinary documents [should be removed after sunset clause for union employees] • Documents of commendation • Leave records • Education/professional development course certificates • Training Records • Compliance documents • AMP letters • Requests for supporting medical documentation | Hard Copy | 10 years from the last day of employment | Director of Human Resources, Org. Quality, Safety and Wellness | Employment Standards Act s. 15(5) Human Resources Policy 5.03.07 Personnel Records and Employee Information |
| 14b. | Competition Files <ul style="list-style-type: none"> • Job Description • Posting • Questions and criteria on all those interviewed • Letters of acknowledgement/ | Hard Copy | 2 years | Director of Human Resources, Org. Quality, Safety and Wellness | Human Resources Policy 5.03.07 Personnel Records and Employee Information |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------------|---|-------------------|--------------------------------------|--|---|
| | rejection | | | | |
| 14c. | Payroll Deduction Authorization Forms (e.g. Wellness) | Hard Copy | 7 years | Director of Human Resources, Org. Quality, Safety and Wellness | Income Tax Act s. 230 Income Tax Act Regulations s. 5800 |
| 14d. | Pay Equity | Electronic | Life of Hospital plus 5 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 14e. | OHA Benchmarking Salary Surveys | Electronic | 3 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 14f. | Hiring and Interview Notes | Hard Copy | 1 year from date position was filled | Director of Human Resources, Org. Quality, Safety and Wellness | Human Rights Commission recommendation |
| 14g. | NRC Picker Staff Satisfaction Survey Results | Electronic/ icare | Life of Hospital plus 5 years | NRC Picker | TEGH Practice |
| 14h. | Non-medical Students (clinical and non-clinical) | Electronic | 2 years after end of placement | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| General Documents: | | | | | |
| 15a. | Litigation Files | Hard Copy | Life of Hospital plus 5 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 15b. | Employee Vacation Requests | Hard Copy | 2 years | Departmental Manager | TEGH Practice |
| Plans & Strategies: | | | | | |
| 16a. | Health & Wellness Strategic Plan | Electronic | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 16b. | Human Resources Strategic Plan | Electronic | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 16c. | Mental Wellness Strategic Plan | Electronic | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |
| 16d. | Safety Plan | Electronic | 10 years | Director of Human Resources, Org. Quality, Safety and Wellness | TEGH Practice |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|---------------------------------------|--|------------------------|---|---------------------------------|----------------------------------|
| Quality & Risk Management: | | | | | |
| 17a. | Patient/Visitor Incident Report | Electronic / Hard Copy | Non-critical incidents: follow-up complete plus 3 years Critical incidents: Life of Hospital plus 5 years Incidents involving children: 18 years old + 3 from the date of file closure. | Manager, Organizational Safety | TEGH Practice |
| 17b. | Accreditation Survey Recommendations | Hard/Electronic Copy | 10 years | President & CEO | TEGH Practice |
| 17c. | NRC Picker Patient Satisfaction Survey Results | Electronic Copy/ icare | 10 years | NRC Picker | TEGH Practice |
| 17d. | FOI Records | Electronic / Hard Copy | Remainder of calendar year +5 years | Information and Privacy Officer | TEGH Practice |
| Labour Relations Records: | | | | | |
| 18a. | Letters of Understanding | Hard Copy | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18b. | Minutes of Settlement | Hard Copy | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18c. | Arbitration Notes, Grievances | Hard Copy | 7 years | Manager, Labour Relations | TEGH Practice |
| 18d. | Negotiation Notes | Hard Copy | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18e. | Labour Management Meeting Minutes | Hard Copy/ Electronic | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18f. | Workload complaint forms | Hard Copy | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18g. | Correspondence from unions | Hard Copy/ Electronic | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| 18h. | Attendance Management Statistics | Hard Copy/ | Life of Hospital | Manager, Labour Relations | TEGH Practice |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--|--|--|--|-----------------------------------|--|
| | | Electronic | plus 5 years | | |
| 18j. | Awards, rulings | Hard Copy/ Electronic | Life of Hospital plus 5 years | Manager, Labour Relations | TEGH Practice |
| Patient Relations Records: | | | | | |
| 19a. | Patient Relations Records | Electronic and/or Hard Copy | 3 years from the date of file closure. For children: 18 years old + 3 from the date of file closure. | Patient Relations Consultant | TEGH Practice |
| Infection Control Records: | | | | | |
| 20a. | Infection Control Records | Electronic/ Hard Copy | 21 years | Manager, Organizational Safety | TEGH Practice |
| 20b. | Infection Control Manual | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Manager, Organizational Safety | TEGH Practice |
| 20c. | Infection Prevention and Control newsletter | Electronic, <i>icare</i> | 2 years | Manager, Organizational Safety | TEGH Practice |
| Occupational Health & Safety Records: | | | | | |
| 21a. | Employer's Report of Injury/ Disease (Form 7) | Hard Copy up to June 2009, then Electronic | 40 years | Manager, Organizational Safety | Workplace Safety and Insurance Act s. 80 Occupational Health and Safety Act, s. 26 (1) Occupational Health and Safety Act, Designated Substances O. Reg. 490/09, s.30(1) |
| 21b. | WSIB Invoices | Hard Copy | 7 years | Manager, Organizational Safety | TEGH Practice |
| 21c. | Designated Substance Exposure Records | Hard Copy | 40 years | Manager, Organizational Safety | Limitations Act s. 4 and s. 15 Ministry of Labour |
| 21d. | Occupational Health and Safety Records | Hard Copy | 40 years | Manager, Organizational Safety | Limitations Act s. 4 and s. 15 and OHA recommendation |
| 21e. | Minutes of Joint Health and Safety Committee | Electronic Copy | Current year plus 6 years | Manager, Organizational Safety | Limitations Act s. 4 and s. 15 |
| 21f. | Material Safety Data Sheet | Electronic | Date of Expiry | Manager, Organizational | Limitations Act s. 4 and s. 15 |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|------|--|---------------|---|--------------------------------|--|
| | | | plus Minimum 2 years | Safety | |
| 21g. | Staff Incident Reports | Electronic | 21 years | Manager, Organizational Safety | Workplace Safety and Insurance Act |
| 21h. | Staff flu shot records | Hard Copy | 7 years | Manager, Organizational Safety | TEGH Practice |
| 21i. | Nitrous Oxide Air Quality Testing Reports | Hard Copy | Have information back to 1990 | Manager, Organizational Safety | TEGH Practice |
| 21j. | Radiation Exposure Reports | Hard Copy | Personal dosimeter records: 3 years List of x-ray workers: permanent | Manager, Organizational Safety | Occupational Health and Safety Act, X-Ray Safety Regulation, s. 9 and 12 |
| 21k. | Notice of accidents and records relating to confined spaces, lifting or self-propelled mobile equipment, autoclave/sterilization machinery and lifting equipment | Hard Copy | 1 year or such longer period as necessary to ensure that the two most recent reports or records are on file | Manager, Organizational Safety | Health Care and Residential Facilities Regulation, s.4 (Regulation 67/93 under the Occupational Health and Safety Act) |

Clinical Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|---------------------------|---|------------------------|--|--|---|
| General Documents: | | | | | |
| 22a. | Patient Register - In-Patient - Out-Patient - Emergency - Day Surgery - Day Medicine | Electronic / Hard Copy | 33 years | Manager, Health Records | Limitations Act s. 4 and s. 15 |
| 22b. | Health Records for inpatients, day surgery, emergency day medicine and outpatient patients | Electronic/ Hard Copy | Adult (18 years and older): at least 10 years after date of discharge. Children (Less than 18 Years): at least 10 years from the last date of discharge, once they become 28 years old. Patients involved in clinical trials: 25 years after last date of discharge. | Manager, Health Records | Public Hospitals Act Regulation 965 20(3) Public Hospitals Act Regulation 965 20(5)(b) |
| 22c. | Diagnostic Images: Echocardiograms and Cardiac catheterization Images (excluding mammograms) | Electronic / Hard Copy | Adult (18 years and older): at least 5 years after day on which the image is created. Children (Less than 18 Years): at least 5 years after the patient's 18 th birthday. | Director, Diagnostic Imaging or Manager, Cardiology | Public Hospitals Act Regulation 965 20(4)(a) Public Hospitals Act Regulation 965 20 (4)(b) |
| 22d. | Diagnostic Images (Mammograms) | Electronic/ Hard Copy | Adult (18 years and older): at least 10 years after day on | Director, Diagnostic Imaging | Public Hospitals Act Regulation 965 20(5)(a) |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-------------------------------|---|---------------------------------------|--|--------------------------------------|--|
| | | | which the image is created. Children (Less than 18 Years): At least 10 years after the patient's 18 th birthday. | | Public Hospitals Act Regulation 965 20(5)(b) |
| 22e. | Other images, eg. Pathology | Electronic | 10 years after last date of discharge | Manager, Laboratory | TEGH Practice |
| 22f. | Medical Manpower Assessment Forms | Electronic | 10 years | Manager of Health Service | TEGH Practice |
| 22g. | Clinical Policies and Procedures | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Director of clinical area | TEGH Practice |
| 22h. | Medical Departmental Divisional Rules & Regulations | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Director, clinical department | TEGH Practice |
| 22i. | Medical Directives Policies and Forms | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Director, Interprofessional Practice | TEGH Practice |
| 22j. | Destruction of Health Records (including certificate and log) | Electronic | Life of the Hospital, plus 5 years | Manager, Health Records | Public Hospitals Act Regulations 965 21(2) |
| Pharmacy Records: | | | | | |
| 23a. | Refer to the Pharmacy Retention Policy: 4.04.01 | | | | |
| 23b. | Pharmacy-Antimicrobial Manual | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Director, Pharmacy | TEGH Practice |
| Laboratory Records: | | | | | |
| 24a. | Refer to the Laboratory Policy and Procedural Manual | | | | |
| Clinical Committees: | | | | | |
| 25a. | Unit Based Councils | Hard Copy/ Electronic | 2 years | Unit Council Lead | TEGH Practice |
| Nursing Unit Records: | | | | | |
| 26a. | Assignment Sheets | Hard Copy | 2 years | Clinical Manager | Limitations Act s. 4 and s. 15 |
| 26b. | Work Schedules | Hard Copy/ Electronic via ANSOS | 2 years | Clinical Manager | Limitations Act s. 4 and s. 15 |
| Research & Ethics: | | | | | |
| 27a. | Clinical Research Protocols | Hard Copy | 25 years | Manager, Research | Health Canada and the Canadian Institutes of Health Research |
| 27b. | Research Data and all related records | Electronic/Hard Copy | Clinical: 25 years Non-clinical: 5 years | Principal Investigators | Health Canada and the Canadian Institute of Health Research |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|------|---|--------------------------|---|--------------------------------|---|
| 27c. | Consult Sheets | Hard Copy | 50 years | Director, Ethics | TEGH Practice |
| 27d. | Research Ethics Board | Electronic/Hard Copy | 25 years | Confidential Secretary, Ethics | Canadian Institutes of Health Research |
| 27e. | Post Discharge Phone Call data | Electronic | 10 years | Director, Ethics | TEGH Practice |
| 27f. | Research Policies and Procedures | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Confidential Secretary, Ethics | TEGH Practice |
| 27g. | REB Review and Approval Decisions | Electronic/Hard Copies | 25 years | Director, Ethics | Food and Drugs Act, Food and Drug Regulations s. C. 05. 012 (3) and (4) |
| 27h. | Research proposals submitted to REB | Electronic | 25 years | Confidential Secretary, Ethics | Canadian Institute of Health Research |
| 27i. | Financial Records related to research (including successful grant applications) | Electronic | 7 years after the expiry of research project | Finance Department | Tri-Agency Financial Administration Guide, Reporting and Supporting Evidence |
| 27j. | Agreements/Contracts related to research | Electronic/Hard Copy | 25 years after the end of the study | Confidential Secretary, Ethics | Tri-Agency Financial Administration Guide, Reporting and Supporting Evidence |
| 27k. | Research Misconduct Records, investigations and proceedings | Electronic | 25 years after completion of the inquiry or investigation | Confidential Secretary, Ethics | U.S. Federal Regulation, 42 (U.S. minimum requirements included as Best Practice) |

**Support Services:
Protection Services/ Life Safety, Environmental, Food, Materials Management Records**

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|-----------------------------|--|--------------------------|---|------------------------------|--|
| Protection Services: | | | | | |
| 30a. | Protection Services Department Manual | Electronic, <i>icare</i> | Life of Hospital plus 5 years | Manager, Protection Services | TEGH Practice |
| 30b. | Security Incident Reports | Electronic | 4 years; unless there is a legal process and it will be kept until end of court hearing(s) | Manager, Protection Services | TEGH Practice |
| 30c. | Use of Force forms *attached to security incident reports | Electronic | 4 years; unless there is a legal process and it will be kept until end of court hearing(s) | Manager, Protection Services | Private Security and Investigative Services Act Regulation, 434 |
| 30d. | Patient Valuables Envelopes/Security Register | Hard Copy | 2 Years | Manager, Protection Services | Private Security and Investigative Services Act Regulation 434, s 1(2) |
| 30e. | Personal Memo Books | Hard Copy | 4 years; unless there is a legal process and it will be kept until end of court hearing(s) plus 4 years | TEGH Protection Agents | TEGH Practice |
| 30f. | CCTV – video surveillance | Electronic | Approximately stored for 2-3 months. Erased when storage reaches capacity unless there was an incident | Manager, Protection Services | TEGH Practice |
| 30g. | Patrol System | Electronic | 4 years | Manager, Protection Services | TEGH Practice |
| 30h. | Key Scan ID System | Electronic | Approximately 2 | Manager, Protection | TEGH Practice |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------------------|---|------------------------|---|------------------------------|---|
| | | | months or until system reaches capacity | Services | |
| 30i. | Minor Event Logs | Electronic /icare | 4 years; unless there is a legal process and it will be kept until end of court hearing(s) plus 4 years | Manager, Protection Services | TEGH Practice |
| 30j. | Security pass-on logs (following shift update info) | Electronic | 4 years; unless there is a legal process and it will be kept until end of court hearing(s) plus 4 years | Manager, Protection Services | TEGH Practice |
| 30k. | Fire and Safety Tests Including fire safety plan, portable fire extinguisher maintenance testing, sprinkler system inspection, emergency power system inspections. | Hard copy | Test or inspection date plus four (4) years | Manager, Protection Services | Fire Code requirements Fire Code under the Fire Protection and Prevention Act, ss.2.8, 6.2, 6.7, 6.8 |
| 30l. | Disaster Plans | Intranet and Hard Copy | 10 years | Manager, Protection Services | TEGH Practice |
| 30m. | Morgue Logs | Hard Copy | 4 years | Manager, Protection Services | TEGH Practice |
| Capital Construction Records: | | | | | |
| 31a. | Building Permits | Hard Copy & Electronic | Life of Hospital plus 5 years | Project Manager | TEGH Practice |
| 31b. | Occupancy Documents | Hard Copy & Electronic | Life of Hospital plus 5 years | Project Manager | TEGH Practice |
| 31c. | Life Safety Systems Verification | Hard Copy & Electronic | Life of Hospital plus 5 years | Fire Safety | TEGH Practice |
| 31d. | Specs/ Drawings | Hard Copy & Electronic | Life of Hospital plus 5 years | Project Manager | TEGH Practice |
| 31e. | RFP's/ Selection Criteria/ Results | Hard Copy | Life of Hospital plus 5 years | Manager, Purchasing | TEGH Practice |
| 31f. | Warranties | Hard Copy | 1 year past | Engineering | TEGH Practice |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--|---|------------------------|---|-------------------------------|--|
| | | | Warrant Period | | |
| 31g. | Blueprints | Hard Copy & Electronic | Life of Hospital plus 5 years | Project Manager | TEGH Practice |
| 31h. | Medical Gases requested, verification certificate by approving agency | Hard Copy & Electronic | Life of Hospital plus 5 years | Project Manager | TEGH Practice |
| Environmental Services Records: | | | | | |
| 32a. | Waste Manifest | Hard Copy | 2 years | Coordinator, Support Services | Provincial Regulation |
| 32b. | Training Records | Electronic | 5 years | Coordinator, Support Services | TEGH Practice |
| 32c. | Schedules | Hard Copy | 1 year | Coordinator, Support Services | TEGH Practice |
| 32d. | Pay sheets | Electronic | 1 year | Coordinator, Support Services | TEGH Practice |
| 32e. | Novatime | Electronic | 1 year | Coordinator, Support Services | TEGH Practice |
| 32f. | Minutes (staff meetings, Partnership Council) | Electronic | 1 year | Coordinator, Support Services | TEGH Practice |
| 32g. | Leases | Hard Copy | Life of Hospital plus 5 years | Manager, Maintenance | TEGH Practice |
| 32h. | Vendor Receipts/ Purchase Orders | Hard Copy | 1 year | Coordinator, Support Services | Department Practice |
| 32i. | Incident Reports | Electronic | 21 years | Coordinator, Support Services | Workplace Safety & Insurance Act Regulation |
| 32j. | Vacation Requests | Hard Copy | 1 year | Coordinator, Support Services | TEGH Practice |
| 32k. | Cleaning Records | Hard Copy | 2 years | Coordinator, Support Services | TEGH Practice |
| 32l. | Audits | Hard Copy | 1 year | Coordinator, Support Services | TEGH Practice |
| 32m. | Dailies | Hard Copy | 1 year | Coordinator, Support Services | TEGH Practice |
| Purchasing/Stores Records: | | | | | |
| 33a. | Contracts | Electronic | 2 years beyond the life of the agreement, with a minimum of 7 | Manager, Purchasing | Broader Public Sector Directives, Limitations Act s. 4 and s. 15 |

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--------------------------------------|--|---------------|---------------------------------------|-------------------------------|----------------------------------|
| | | | years | | |
| 33b. | Requisition for P.O. & Purchase Orders | Electronic | 7 years after purchase date | Manager, Purchasing | TEGH Practice |
| 33c | RFP's, RFQ's, Evaluation Results | Electronic | 7 years after contract signed | Manager, Purchasing | Broader Public Sector Directives |
| 33d. | Code Blue Cart Replenishment Inspection Reports | Hard Copy | 2 years | Manager, Stores | TEGH Practice |
| 33e. | Asset Allocation Numbers | Hard Copy | Life of Hospital plus 5 years | Manager Stores | TEGH Practice |
| 33f. | Product Standardization Committee Agenda & Minutes | Electronic | Life of Hospital plus 5 years | Manager, Purchasing | TEGH Practice |
| 33g. | Cart Top Up | Hard Copy | Current Year + March of previous year | Manager, Stores | TEGH Practice |
| 33h. | Receiving Packing Slips | Hard Copy | 1 year | Manager, Stores | TEGH Practice |
| Food Services Records: | | | | | |
| 34a. | Sales by Revenue Centre | Hard Copy | 7 years | Manager, Food Services | TEGH Practice |
| 34b. | Cashier Report | Hard Copy | 7 years | Manager, Food Services | TEGH Practice |
| 34c. | Corporate Transfer Service Deposit Slip | Hard Copy | 7 years | Manager, Food Services | TEGH Practice |
| Materials Management Records: | | | | | |
| 35a. | Contracts | Electronic | 7 years after expiry date | Manager, Materials Management | TEGH Practice |

Programs & Support Records

| # | Type of Record | Record Format | Retention Period | Official Custodian | Statute/Regulation/TEGH Practice |
|--|---|---------------|--|--|----------------------------------|
| Volunteer Services Records: | | | | | |
| 36a. | Volunteer Information (eg. record of volunteering) including schedule | Electronic | Life of Hospital plus 5 years | Director, Volunteer Services | TEGH Practice |
| 36b. | Volunteer applications | Hard Copy | 7 years | Director, Volunteer Services | TEGH Practice |
| 36c. | Volunteer schedule | Electronic | Life of Hospital plus 5 years | Director, Volunteer Services | TEGH Practice |
| 36d. | Finance Records | Electronic | 7 years | Director, Volunteer Services | TEGH Practice |
| 36e. | Volunteer Board of Directors | Electronic | 10 years | Director, Volunteer Services | TEGH Practice |
| 36f. | Contracts/Suppliers (Gift Shop) | Electronic | Life of Hospital plus 5 years | Director, Volunteer Services | TEGH Practice |
| Corporate Communications Records: | | | | | |
| 37a. | In General articles | Electronic | Life of Hospital plus 5 years | Coordinator Community Engagement | TEGH Practice |
| 37b. | Communication Strategies/Plans | Electronic | 10 years | Director Corporate Communications, | TEGH Practice |
| 37c. | Key Messages | Electronic | 2 years /until no longer deemed relevant | Coordinator, Communications | TEGH Practice |
| 37d. | Backgrounder documents | Electronic | 2 years /until no longer deemed relevant | Coordinator, Communications | TEGH Practice |
| 37e. | Confidential documents/plans | Electronic | 2 years /until no longer deemed relevant | Director Corporate Communications, | TEGH Practice |
| 37f. | Organizational Change Plans | Electronic | 2 years /until no longer deemed relevant | Director Corporate Communications, | TEGH Practice |
| 37g. | Receipts Binder | Hard Copy | 5 years | Coordinator Community Engagement | TEGH Practice |
| 37h. | Rumour Board | Electronic | 2 years on icare | Coordinator, Communications | TEGH Practice |
| 37i. | eNewsletter | Electronic | Life of Hospital plus 5 years | Coordinator, Communications | TEGH Practice |
| Community Partnerships: | | | | | |
| 37j. | Solutions | Electronic | Life of Hospital plus 5 years | Coordinator, Corporate Communications, Planning, | TEGH Practice |

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|------|--|-----------------------|-------------------------------|---|---------------|
| | | | | Partnerships & Community Integration | |
| 37k. | Partners for Health | Electronic/ Hard Copy | Life of Hospital plus 5 years | Coordinator, Corporate Communications, Planning, Partnerships & Community Integration | TEGH Practice |
| 37l. | Community Advisory Council | Electronic | Life of Hospital plus 5 years | Coordinator, Corporate Communications, Planning, Partnerships & Community Integration | TEGH Practice |
| 37m. | Neighbourhood Advisory Committee & Log | Electronic | 5 years | Coordinator, Corporate Communications | TEGH Practice |
| 37n. | Environmental Scan Reports | Electronic | 5 years | Coordinator, Corporate Communications, Planning, Partnerships & Community Integration | TEGH Practice |