

Northwestern Health Unit Policies & Procedures		Number: BOH 2.06
Manual:	Board of Health POLICY Manual	
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Title:	Records Management	

Approved by:	Board of Health	Approval Date:	May 23/08
Revision Dates:	Jan 17, 2014		

RECORDS MANAGEMENT

PURPOSE

To provide guidance on the storage, retention and disposal of Northwestern Health Unit records.

Records management facilitates access to records, protects records from inappropriate and unauthorized access or destruction, and frees up space by moving inactive records to appropriate storage facilities.

SCOPE

Definition: For the purposes of this Policy, 'records' are information normally recorded on paper, plastic or magnetic media whose purpose is to document and provide evidence of the activities of the organization. Examples include but are not limited to: personnel, legal, and client files, written correspondence and financial records.

POLICY

All records created by the Northwestern Health Unit are the property of the Board of Health.

All records are retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)*, and other legislative, professional discipline or funder requirements

An inventory of records is maintained by each Manager and included in the *Directory of Records and Retention Schedule*. *The Directory of Records and Retention Schedule identifies:*

- *The required length and method (e.g., on site, off-site archival storage of records retention based on their archival value or to comply with pertinent legislation; and*
- *The appropriate time or specific actions or events after which secure destruction of the records may occur.*

Records to be archived and transferred to secure off-site storage will be handled in a manner that allows them to be retrieved in the future as necessary.

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Approved / Revised:

On behalf of the Board of Health

original signature on file

Chair, Board of Health

original signature on file

Chief Executive Officer