
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Retention of Records
ORIGINAL DATE: July, 2006	POLICY AREA: Administration
REVISION DATE: August, 2016	POLICY NO: LA – 1.3
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that records are maintained in a secure location and retained for future inquiries, in accordance with:

- a) *Ambulance Act, R.S.O. 1990, c. A. 19*, as amended;
- b) *Ontario Ambulance Documentation Standards*, as amended; and
- c) *Personal Health Information Protection Act, 2004*, as amended.

Procedure

1. The RRDSSAB Chief of Paramedic Services (PS) acts as the Health Information Custodian, within the meaning of the *Personal Health Information Protection Act, Section 3(1)*, and ensures that all records and/or documents are maintained in a secure (locked) location.
2. Records/documents are stored in a clean and dry secure area, accessible to authorized Management staff only.
3. The Chief of PS or designate authorizes entry into the document storage area and ensures that a *Documentation Log* is maintained to monitor/record document removal, copying or transfer. The *Documentation Log* includes, but is not limited to:
 - a) date;
 - b) time;
 - c) documentation identification;
 - d) person actioning/removing document;
 - e) purpose;
 - f) authorization signature; and
 - g) date & time returned.

4. Documentation, and its respective retention and/or destruction includes, but is not limited to the following:
 - a) *Ambulance Call Reports* 5 years
 - b) *Incident Reports* 5 years
 - c) *Vehicle Accident Reports* 5 years
 - d) *Vehicle Tachograph Records* 5 years
5. Copying/sharing of personal health information, by any means electronic or otherwise, is conducted in strict accordance with the *Personal Health Information Protection Act*.
6. Records that are business related are secured and retained in accordance with federal, provincial and municipal regulations, and RRDSSAB Policy.