

Procedure Title	Retention and Disposal of Clinical Records		
Date of Issue	May 15, 2012	Related Policy	BP 2121-D
Revision Dates	May 3, 2017; February 16, 2021	Related Forms	
Review Date		Originator	Administrative Council
References			
Guidelines and Standards of Practice of the College of Psychologists of Ontario, College of Audiologists and Speech-Language Pathologists of Ontario, College of Nurses of Ontario, Ontario College of Social Workers and Social Service Workers, College of Registered Psychotherapists of Ontario; Education Act; BP 6701-D "Ontario Student Record"; "Combined – Ministry of Education Ontario Student Record Guidelines, 2000 and BWDSB AP 6701-D"; BP 2120-D "Records Management – Retention and Disposal"; Bluewater District School Board Classification and Retention Schedule			

1.0 DEFINITIONS

- 1.1 Original Clinical Record** – any information (assessments and clinician notes) contained in the student file prepared by the regulated health professional that meet the requirements as set out by applicable regulatory colleges.
- 1.2 Working File** – an original record that is on the current caseload of a regulated health professional.
- 1.3 Active Record** – an original record of a student who is currently enrolled in school but no longer on the current caseload of the regulated health professional.
- 1.4 Archive Record** – an original record of a student who is no longer enrolled in school.
- 1.5 Records Database** – a secure database of all active and archive records.
- 1.6 Guardian** – as defined by the Education Act, R.S.O. S 1(1), "means a person who has lawful custody of a child, other than the parent of the child"

2.0 PROCEDURE

2.1 Storage

- i. Original working files will be secured in locked cabinets by regulated health professionals in their work areas.
- ii. Active records will be secured in central file, and a records database will be maintained by a designated Learning Services – Student Support Department staff member.
- iii. Archive records will be secured in central file or board archives, depending on available space.
- iv. Access to central file or board archives is restricted to authorized personnel only.
- v. Once records have been transferred to the board's central archive room, they will be catalogued within the board records database, maintained by Corporate Services.

2.2 Distribution

- i. Original clinical records will remain in central file or board archives at Bluewater District School Board.
- ii. Copies of assessments or reports will be distributed only with parent/guardian or adult student consent to the Ontario Student Record (OSR).

- iii. At the request of parents/guardians or adult students, and upon completion of AF 6912 "Parent/Guardian Consent for Release of Information" form, additional copies may be distributed to other educators or service agencies.
- iv. Copies filed in the student's OSR will follow the management and retention requirements outlined in BP 6701-D "Ontario Student Record" and supplemental procedural document (stored on the board's collaboration and document management platform) "Combined – Ministry of Education Ontario Student Record Guidelines, 2000 and BWDSB AP 6701-D".
- v. Replacement copies for the OSR may be distributed upon receiving appropriate consent. A copy may be provided for the purpose of claims/applications on behalf of the student, with consent.

2.3 Maintenance

- i. Working files will be maintained in a secure location by the board's regulated health professionals. The clinicians will determine when the file is moved to Active Records.
- ii. Active Records will be purged and labeled appropriately by the board's regulated health professionals.
- iii. The management and retention of records retained in central file, and the associated records database, will be the responsibility of a designated Learning Services – Student Support Department staff member.
- iv. Records that move from the active to working file will require the appropriate signature from the regulated health professionals. Active records may be accessed by the appropriate regulated health professionals on a short-term basis and will be signed out and returned to central file. These files will be secured appropriately by the regulated health professional. Movement of active records will be kept to a minimum.

2.4 Disposal

The disposal of original records will be in accordance with BP 2120-D "Records Management – Retention and Disposal", in coordination with the requirements of applicable regulatory colleges. This disposal is operationalized by the Bluewater District School Board Classification and Retention Schedule.