

<b>Policy Title</b>	<b>Retention and Disposal of Clinical Records</b>		
<b>Date of Issue</b>	May 15, 2012	<b>Related Procedure</b>	AP 2121-D
<b>Revision Dates</b>	February 16, 2021	<b>Related Forms</b>	
<b>Review Date</b>	February 1, 2026	<b>Originator</b>	Board of Trustees
<b>References</b>			
BP 2120-D “Records Management – Retention and Disposal”; Bluewater District School Board Classification and Retention Schedule; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Personal Health Information Protection Act (PHIPA); The Personal Information Protection and Electronic Documents Act (PIPEDA); 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			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board policies will support and provide the direction necessary to achieve the board’s Vision, Mission, and Strategic Plan priorities.
- 1.2 It is important that, within the records management process, the board maintain a retention and disposal schedule for all records under the Municipal Freedom of Information and Protection of Privacy Act and in accordance with the requirements of all applicable regulatory colleges.

**2.0 POLICY**

- 2.1 Bluewater District School Board will incorporate applicable clinical records into their records management system, including the retention and disposal requirements in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the requirements of all applicable regulatory colleges.

**3.0 SYSTEM EXPECTATIONS**

- 3.1 The original clinical records, as prepared by regulated health professionals who are employed by Bluewater District School Board, shall be retained in accordance with the requirements of all applicable regulatory colleges, board policy BP 2120-D “Records Management – Retention and Disposal”, and the Bluewater District School Board Classification and Retention Schedule.
- 3.2 The original clinical records, prepared by the regulated health professionals employed by the board, shall remain the property of the board.
- 3.3 The clinical records and reports contain personal health information and shall not be copied nor distributed without appropriate authorization.