



REGIONAL PARAMEDIC PROGRAM  
FOR EASTERN ONTARIO

SERVING TOGETHER

## PROGRAM POLICY

<b>NUMBER:</b>	ADM 120
<b>TITLE:</b>	Records Retention and Destruction
<b>CATEGORY:</b>	Administration
<b>APPROVED:</b>	October 2013
<b>VERSION:</b>	2.0
<b>AUTHORITY:</b>	Program Director
<b>LAST REVIEW:</b>	July 2023
<b>LAST REVISION:</b>	February 25, 2019

**PURPOSE:** This policy guides the Regional Paramedic Program for Eastern Ontario (RPPEO) record storage periods and the methods for the destruction of expired records. While carrying out its mission, the RPPEO creates and uses records that may contain personal information, personal health information and general information. Many of these records must be kept on hand for periods of time dictated by Agreement with the Ministry of Health and Long-term Care (MOHLTC) or by Ottawa Hospital policy (TOH). In some cases, where personal information or personal health information is concerned, the RPPEO must also conform to provincial legislation in its retention and destruction.

**POLICY:** The RPPEO will retain electronic and/or original hardcopy records in accordance with higher authoritative policy established by TOH and by the MOHLTC as well as in conformity with applicable legislation.



The RPPEO will take reasonable steps to apply the minimum standards established by TOH and the MOHLTC for

1. The way records are stored,
2. the length of time that the RPPEO retains records, and
3. the secure destruction of records following the expiration of the applicable retention period.

Where the MOH and the TOH guidance on the duration of the period differs, the RPPEO will use the longer of the two as the reference retention period.

**RELATED POLICIES/LEGISLATION**

*Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*

Freedom of Information and Protection of Privacy Act, Ottawa Hospital Policy 00206

*Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A*

Regional Base Hospital Performance Agreement, Ministry of Health and Long-term Care, 2008

Retention and Destruction of Corporate Records, Ottawa Hospital Policy 00204

**REVISION RECORD**

Version number	Revision Date	Summary of Changes
1.0	February 2016	Retention period changes as per TOH Document Retention Policy.
2.0	February 2019	Added Purpose. Removed retention chart; added references to TOH policy on Retention and Destruction of Corporate Records which contains chart and to Ontario privacy legislation specific to records.