

CENTRE FOR ADDICTION AND MENTAL HEALTH - DIRECTORY OF RECORDS

June 2016

Type of Record	Title and Description	Department/Division	Retention & Disposal	Types of PI	Authority for collection of P.I.	Individuals in PIB	Use of P.I.	Users of P.I.
GRC, PIB	Access to Information & Protection of Privacy Records: Records relating to administration of requests for access under FIPPA, including subject of request, requests for correction to personal information, privacy complaints, privacy breach investigations and annual reports to IPC.	Information Management Group: Information and Privacy	Access request records: Current year + 5 if no appeal to the IPC/O; 23 years if the request decision is appealed to the IPC/O; complaints 2 years following resolution of complaint.	Names & contact information of Requesters, 3rd Parties & Complainants; subject of request/complaint, witness statements, consents.	Public Hospitals Act, R.S.O 1990; Freedom of Information and Protection of Privacy Act, R.S. O. 1990	Requesters, 3rd Parties & Complainants	Administration of access requests, requests for correction of PI, privacy complaints & investigations and compile statistics; appeals before the IPC	Information and Privacy Office staff; Legal
PIB (PHI)	Access/correction to personal health information: Records relating to requests by Patients/former patients or Substitute Decision Makers for access/correction to their personal health record; complaints to IPC and annual reports to IPC.	Information Management Group: Health Records; Information and Privacy.	Health records 35 years. Other records TBD.	Names of patients & Substitute Decision Makers; their contact info; patient's medical record number and other PHI.	Public Hospitals Act, R.S.O 1990; Personal Health Information Protection Act, 2004 S.O.	Patients or former patients; Substitute Decision Makers; Complainants	Administration of requests for access to/or correction of individual's Personal Health Information, investigate complaints and compile statistics;	Health Records; Information and Privacy Office staff; Legal.
GRC, PIB	Accounts Payable & Receivable: Records relating to the payment of services & supplies; payments received related to services not covered by OHIP; records may include invoices, cheque requisitions, revenue reports, worksheets, bank reconciliations, receipts, bank deposit slips.	Finance	6 years following the year that the record was made.	Names and contact information of individuals supplying services or receiving services.	Public Hospitals Act, R.S.O. 1990; Income Tax Act, R.S.C. 1985	Suppliers, Vendors & Patients	Maintain records of payment to and from individuals.	Accounts payable/receivable staff.
GRC	Agreements, Contracts & Leases: Records relating to agreements & contracts between CAMH & organizations or individuals relating to the provision of goods & services, leases, performance of obligations, memoranda of understanding, including financial terms between individuals & CAMH.	Finance, Legal, Common.	Greater than 7 years or life of the agreement + 2 years; may be a longer period for some agreements.	Names and contact information of individuals.	Public Hospitals Act, R.S.O 1990		Administration & management of all CAMH agreements & contracts.	Finance, Legal, Procurement, other department staff.
GRC	Annual Reports, Financial Returns & Audited Statements: Records relating to annual reports of CAMH's operations, activities, financial conditions including financial statements, returns, management reports, independent audit reports, analysis of financial position, income, liability statements, net assets & expenses.	Finance	Life of hospital + 5 years		Public Hospitals Act, R.S.O. 1990; Income Tax Act, R.S.C. 1985			
GRC	Capital Assets: Records relating to CAMH's capital assets, including: land, furniture, machinery, equipment & vehicles; asset value & depreciation.	Finance, Common.	Life of hospital + 5 years		Public Hospitals Act, R.S.O 1990			

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GRC	Capital Budget: Records relating to the management and administration of the capital budget account. The capital budget controls the allocation & appropriation of funds planned to be expended for capital items within a financial services fiscal year. Records include budget requests, contractors & hard costs data and internal charge backs.	Finance	Life of hospital + 5 years		Public Hospitals Act, R.S.O. 1990; Income Tax Act, R.S.C. 1985			
PIB (PHI)	Clinical/Health Records: Records relating to the care of patients.	Information Management Group: Health Records	35 years. Clock starts once person reaches 18 years old.	Name & contact information of patient; Substitute Decision Maker; Patient chart; patients' differential diagnosis, clinicians' handwritten notes, patient referrals & treatment plans, patient history, consents, patient lab results, nursing notes & test results, EMPI record, other patient & treatment service records.	Public Hospitals Act, R.S.O. 1990; Personal Health Information and Protection Act, 2004; Regulated Health Protection Act, 1991; Medicine Act, 1991, S.O. C. ; Mental Health Act, R.S.O. 1990	Name & contact information for all registered in-patients & out-patients of CAMH, including family members & Substitute Decision Makers	Information is used for the provision of health care, including the diagnosis & treatment of the patient	Clinicians (Circle of Care Health Care Providers); Health Records, etc.
GRC	Corporate Communications & Public Relations: Records relating to communications program including CAMH's website, and the intranet; press releases, internal newsletters, articles, etc.	Corporate Communications: Public Relations	Life of subject matter of project + 5 years	Consent Form signed by patient/client/Substitute Decision Maker allowing CAMH to share their story/image. Media releases, internal articles, etc, posted online, so not retained separately.			Consent Forms are saved as a record that the client has agreed to CAMH and/or the media using their story/image in this way, in case of any dispute.	Public Affairs and the Media.
GRC	Construction and Renovation: Records relating to the construction & renovation of CAMH sites (i.e., Redevelopment Project). Records include reports, specifications, drawings & estimates, architectural & engineering plans, permits, project status reports & contingency plans.	Support Services & Redevelopment	Life of subject matter of project + 15 years					Support Services & Redevelopment staff
PIB	Employee Competition & Recruitment: Records relating to recruitment of individuals for permanent, part-time & contract jobs.	Human Resources, Common.	1 year after date of hire	Name & contact information of candidates, academic and/or professional credentials, interview scores & ranking, offer letters, negotiated terms of employment, applicant screening & testing, resumes, job skill test sheets, interview questions, scoring matrices, competition lists, reference checks.	Public Hospitals Act, R.S.O., 1990; Employment Standards Act, 2000	Name of applicants, successful candidates, their references, resumes etc.	Information used to administer the recruitment/hiring/promotion process.	Human Resources staff; Applicable Hiring Managers.
GRC, PIB	Employee Expense Claims: Records relating to claims for reimbursement for financial expenses incurred in the course of performance of work duties. Records include expense claim forms, justification for expenses claimed, invoices and receipts.	Finance, Common.	6 years from end of tax year (fiscal period) to which they relate.	Name of employee, expense claims and receipts.	Public Hospitals Act, R.S.O. 1990; Income Tax Act, R.S.C., 1985	Employees	Information is used to facilitate payment of expenses	Finance & Human Resources staff

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PIB	Employee Files: Records relating to an individual's employment history with CAMH (full time, part-time, contract, union & non-union).	Human Resources, Finance	minimum of 7 years following employee's departure date	Name of employee, address, date of birth, home/emergency contact information, citizenship, immigration status, SIN, education, employment and personal banking information, disability &/or medical information, criminal record check, photographs, attendance and payroll performance appraisals, Canada Pension, HOOPP, etc.	Public Hospitals Act, R.S.O. 1990; Employment Standards Act, 2000; Income Tax Act, R.S.C. 1985; Canada Pension Plan, 1985, R.S.C.1985	Employees	Document employee work history at CAMH	Human Resources staff, Management staff with an operational requirement for accessing the file, per Policy AHR 3.6.4
PIB	Employee Labour Relations & Grievances: Records relating to CAMH's relationship with its workforce. Includes copies of correspondence with Unions, Collective Agreements, grievances, arbitration & settlements.	Human Resources & Legal	Grievance and Arbitration: 7 years; Pay Equity plans - Life of Plan	Name of grievor, witness statements, awards	Public Hospitals Act, R.S.O., 1990; Employment Standards Act, 2000, S.O. 2000; Collective Agreement	Name of grievor & witnesses	Information used to resolve employee labour relations disputes	Labour Relations staff, Human Resources staff
GRC, PIB	Incident Reports: Records relating to employers report of critical & non critical incident and/or injury involving clients/visitors occurring on CAMH property where an individual has been or may have been injured or harmed themselves.	Risk Management, Office of Quality and Patient Safety	Creation year + minimum 6 years	Names and contact information of individuals involved/witnessed incident/event; details of injury, circumstances.	Public Hospitals Act, R.S.O., 1990; Workplace Safety and Insurance Act, 1997	Employees, patients and visitors.	Reports are used to conduct investigations and resolve issues, prevent future incidents, mitigate risks	Risk Management, Office of Quality & Patient Safety, Department staff & program level management staff, Legal
GRC, PIB	Legal Matters and Litigation: Records relating to the administration of potential & actual legal proceedings affecting or initiated by CAMH. This includes legal opinions, correspondence, evidence, litigation fees, legal issues & challenges, complaint, medical information, allegations	Legal	Retained until, in opinion of Risk Management & Legal Counsel that matter has been resolved	Names & contact information for litigants involved in any civil, criminal or regulatory action or proceeding involving CAMH.	Public Hospitals Act, R.S.O. 1990	Litigants, witnesses	Records used to resolve disputes & appeals & ensure regulatory compliance	Legal, Risk Management
GRC, PIB	Minutes: Minutes of Board, Committees, program staff meetings.	Chair or secretary of applicable committee.	Various - 1 year for program staff meetings; Board of Directors meetings - life of hospital plus 5 years, etc.	Names and contact information of individuals, possible financial info	Public Hospitals Act, R.S.O., 1990	Individuals relating to subject matters of the meetings	To record minutes	members of the committees; attendees
GRC, PIB	Occupational Health & Safety: Records relating to the Hospital's Occupational Health & Safety program to support and maintain a safe and healthy workplace by working with the Joint Health & Safety Committee and assessment of occupational hygiene, ergonomics and safety issues.	Health, Safety and Wellness	Current year + six years	Names and contact information of employees, employee test results and needs assessments, employee incident and first aid reports, results of inspections and investigations, training. Occupational hygiene records include records related to workplace exposure to chemicals, physical and/or biological agents. Ergonomic records include plans to respond to employee accommodation requests, return to work issues and statutory obligations.	Public Hospitals Act, R.S.O., 1990; Occupational Health and Safety Act, R.S.O. 1990; Workplace Safety and Insurance Act, 1997.	Employees, visitors, witnesses.	To respond to health and safety concerns of employees.	Human Resources; Health, Safety & Wellness Services.

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GRC	Operating Budget: Records relating to management & administration of operating budgets for CAMH departments that set out allocations for operating expenses for the fiscal year. This includes budget process procedures, expenditure forecasts, budget submissions & variance reports.	Finance, Common.	6 years from end of tax year (fiscal period) to which the records relate.	May have names and financial information of individuals .	Public Hospitals Act, R.S.O. 1990			Finance, Department staff.
PIB	Patient Complaints and Compliments: Records relating to complaints or compliments made to CAMH by patients, visitors & individuals relating to care.	Office of Quality and Patient Safety, Client Relations	Year of records + minimum 2 years; 15 years where legal claim or proceeding may arise	Name & contact information of individuals complimenting or complaining about some aspects of their experience with CAMH.	Public Hospitals Act, R.S.O., 1990	Patients, visitors, etc.	Respond to concern or complaint.	Office of Quality and Patient Safety, Client Relations, care providers.
PIB	Pharmacy Records: Controlled drug records inpatient and outpatient, narcotic records, prescriptions, records of dispensing	Pharmacy	2 years from creation of record	Name and contact information about patients, types of drugs, name of prescriber	Drugs & Pharmacies Regulations Act, R.S.O 1990; Controlled Drugs and Substances Act, 1996; Public Hospitals Act, R.S.O., 1990	Patients	Dispensing of prescribed drugs to patients	Pharmacy staff
GRC	Procurement : Records relating to the procurement of goods and/or services by the hospital. Records include: requests for proposals, quotations, requests for expression of interest, vendor proposals, tenders & evaluations; records used to qualify & select supplier/vendor, second stage selection documents, copies of successful & unsuccessful responses, bids received, award letters related to CAMH projects	Procurement	7 years in accordance with Directive, as amended from time to time	May include resumes of contractors, etc.	Public Hospitals Act, R.S.O., 1990 ; Broader Public Sector Procurement Directive, April 1, 2010		Administration of procurement process at CAMH	Procurement staff, Legal Counsel
GRC, PIB	Research: Records relating to the development of knowledge, providing insight into the scientific, economic, social and cultural issues affecting mental health and addiction.	Research Operations: Clinical Research; Neuroscience Research; Research Imaging Centre (PET); Social & Epidemiological Research; Archives	7 years from study close date for Non-Clinical trials & 25 years for clinical trials filed with Health Canada unless earlier destruction is required by legislation or policies.	Records include names & contact information of Researchers & study subject, postdoctoral awards, resumes, letters of reference, research proposals, serious adverse event reports, research awards, contracts & agreements, grants, proposals, consent forms, Research Ethics Board applications; biosketches, transcripts	Public Hospitals Act, R.S.O., 1990; Food and Drugs Act, Food and Drug Regulations C.05.012(4)	Researchers, Fellows, Trainees; Study subjects	To document research applications, proposals & funding	Research staff & Ethics Review Board members
PIB	Student Records : Records relating to CAMH's Academic, TEACH and other programs	TBD - Pending Corporate Student Registration System	TBD	Records include names & contact information of students, date of birth, student applications, placement records, appeals, transcripts, letters of recommendation, student applications, placement, etc.	Public Hospitals Act, R.S.O., 1990	Students	To document student placement at CAMH, including applications and placement	Academic staff, Legal Counsel