

# Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Central File Service Records / Archives	<b>Code:</b> AD002
		<b>Date of Issue:</b> September 2015
		<b>Revised:</b>
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**PURPOSE:** This policy will clarify what information will be stored in the archives for the people we support and for what period of time. This is in accordance with the Ministry of Community and Social Services; Quality Assurance Measures Policy Directives for service agencies made under the Services and Supports to promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

## **DEFINITIONS:**

**Archive:** A secure location where records, documents are kept that are no longer required in central file.

**Central File:** The secure location where a client's current service record is kept and will contain the most current copy of documents listed in "Section I" as well as the most current year of contact sheets and routines.

## **GUIDELINES:**

	Document	Length of Storage
Section I	<ul style="list-style-type: none"> <li>• Abuse Education Training Record</li> <li>• Agreement for Service</li> <li>• Application for Developmental Services &amp; Supports</li> <li>• Avenue II Intake Forms</li> <li>• Behavioural Support Plans</li> <li>• Contracts</li> <li>• Incident Reports</li> <li>• Individual Support Plans</li> <li>• Medical Records: ~ Information Sheets ~ Reports</li> <li>• Mission Statement, Service Principles and Statement of Right Record</li> <li>• Personal Planning Meeting Minutes/ Support Summaries</li> <li>• Public Relations Release</li> <li>• Release of Information (Consents)</li> <li>• Supports Intensity Scale</li> </ul>	7 years after discontinuation of service / death
Section II	<ul style="list-style-type: none"> <li>• N.E.I.G.H.B.O.U.R.S. (Residential) Logs</li> <li>• Contact Sheets (pertinent information)</li> <li>• Routines</li> </ul>	3 years
Section III	<ul style="list-style-type: none"> <li>• MAR / Medication / Treatment Sheets</li> </ul>	1 year