

ONGOING RECORDS SCHEDULE

This ongoing records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein. For assistance in implementing this ongoing records schedule or in transferring records to off-site records storage facilities, contact your Records Officer.

A SA FD

CONTINUING CARE PATIENT FILES (Continued)

SR = IMS will selectively retain these records because of their residual, historical, and informational value. All records not selected for retention will be destroyed. The selection will be made in the following manner. IMS will selectively retain adult patient files from health units in the following three regions: Central Vancouver Island - Nanaimo; South Central - Kamloops; Peace River - Dawson Creek. IMS will retain for the government archives one box of adult patient files from one of the three health units on a rotational basis. The boxes of files will be selected alphabetically in such a manner that over time the full alphabetical range of files from each of the three health units will be represented.

-30 Minor patient files SO+1y 25y SR

SO = when a patient is discharged

26y = Case files of minor clients must be retained for at least 10 years after a client is discharged (see secondary -20, above) and at least 6 years after he or she reaches the age of majority (19 years). The latter retention requirement is based upon the *Limitation Act* (RSBC 1979, c. 236, ss. 7 and 8), which allows minors up to 6 years after they reach the age of majority to instigate legal action in cases of alleged hospital negligence or medical malpractice. A 25-year retention period ensures that all files meet both requirements. The additional year is allowed for the serving of notice on all parties.

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IMS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
IMS = Information Management Services		SO = Superseded or Obsolete

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-40 Deceased patient files (adults and minors) 1y 6y SR

7y = The *Limitation Act* (RSBC 1979, c. 236, s. 8) allows up to six years for the instigation of legal action against a hospital, hospital employee, or medical practitioner in cases of alleged hospital negligence or medical malpractice. The additional year is allowed for the serving of notice on all parties.

SR = IMS will selectively retain these records because of their residual, historical, and informational value. All records not selected for retention will be destroyed. The selection will be made in the following manner. IMS will selectively retain deceased patient files from health units in the following three regions: Central Vancouver Island - Nanaimo; South Central - Kamloops; Peace River - Dawson Creek. IMS will retain for the government archives one box of deceased patient files from one of the three health units on a rotational basis. The boxes of files will be selected alphabetically in such a manner that over time the full alphabetical range of files from each of the three health units will be represented.

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