

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an operational records classification system.
Title: Screening Mammography Client Registration and Examination
Provincial Health Services Authority BC Cancer Agency Screening Mammography Program
Description and Purpose: The purpose of the Screening Mammography Program is to reduce deaths from breast cancer through early detection. All B.C. women aged 40 to 79, provided they meet certain criteria such as having no breast symptoms requiring diagnostic investigation, are eligible to be screened for breast abnormalities under the program. Records are created at screening centres, and document the following steps in the screening process: profiling the client, taking the client's clinical history, carrying out the mammography exam, screening for breast abnormalities, and, where applicable, forwarding abnormal results to a diagnostic centre. The records consist of completed questionnaires, X-rays, screening reports, and abnormal result notifications, as well as registry entries. For more information, see the attached schedule.
Start Date: 1988
Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:		THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <u>March 12, 2014</u> Date
<u>Terrence McKenny</u> Records Officer signature Print Name: Terrence McKenny	<u>Feb 19, 2013</u> Date	
<u>Janette Sam</u> SMP Operations Director signature Print Name: Janette Sam	<u>Feb 28, 2013</u> Date	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <u>April 10, 2014</u> Date
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:		
<u>Gary Mitchell</u> Chair, PDC signature Print Name: Gary Mitchell	<u>29 AUG 2013</u> Date	

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the mandate of the BC Cancer Agency, which is an agency of the Provincial Health Services Authority (PHSA). The PHSA is governed by its Constitution and Bylaws, which establish how it is constituted under the *Society Act* (RSBC 1996, c. 433).

The retention and final disposition guidelines specified in the attached Ongoing Records Schedule meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

ARCHIVAL APPRAISAL:

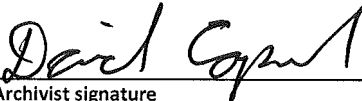


This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the Ongoing Records Schedule.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

 Archivist signature Print Name: David Coppard	Feb. 18, 2013 Date
 Senior Archivist signature Print Name: Mary McIntosh	Feb. 18, 2013 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Print Name: Glen Isaac	Feb 19, 2013 Date

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

39900 SCREENING MAMMOGRAPHY CLIENT REGISTRATION AND EXAMINATION

Records relating to breast cancer screening carried out on asymptomatic individuals by means of mammography. This primary covers records that document the following steps in the process: profiling the client, taking the client's clinical history, carrying out the mammography exam, screening for breast abnormalities, and, where applicable, forwarding abnormal results to a diagnostic centre.

Records include questionnaires that clients complete on each visit, screening X-rays, the screening mammography report, the "Fast Track" abnormal results notification form, and any other records that would routinely be placed in the client screening file, known as the "bag". Digital mammograms and electronic versions of any of these records also qualify as part of the client screening file, provided they incorporate the screening mammography client number as a key identifier.

Other records include registry data. Registry data includes client profile and scheduling information, information inputted from the record types indicated above, and the data used to manage the client through the process and generate statistical reports.

NOTE: Records concerning diagnostic follow-up after the initial referral are not covered under this primary, as they fall outside the scope of the screening mammography process. However, records of diagnostic outcomes, once entered into the client registry, are covered under the secondary for client registry data.

NOTE: This primary contains two distinct secondaries for records of client screens: one for screens completed before June 1st, 2013, and one for those completed after. The different retention periods associated with each secondary reflect changes to the *Limitation Act* (SBC 2012, c. 13) which come into force on June 1st, 2013, and affect the time limits under which a person can commence a court proceeding in respect of a claim.

For convenience copies, unnecessary duplicates, and routine reports of temporary usefulness, see the Transitory Records Schedule, Special Schedule 102901.

For a description of the client registry, known as the Screening Mammography Program of BC (SMPBC) Database System, and the system for storing and retrieving digital mammograms, known as the Picture Archiving and Communication System (PACS), see the Systems Section.

For transitory input records, see the Transitory Electronic Data Processing (EDP) Records Schedule, Special Schedule 102902.

The OPR is the BC Cancer Agency unless otherwise noted below. See specific secondaries for OPR retention schedules.

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39900 SCREENING MAMMOGRAPHY CLIENT REGISTRATION AND EXAMINATION

		A	SA	FD
All non-OPR offices will retain these records for:		SO	nil	DE
-00	<p>Policy and Procedures (covers final/approved policies, procedures, standards, and guidelines pertaining to the activities documented in this ORS, developed for use by the program area) (includes <i>Policy and Procedure Manual</i> and <i>Clerical Manual</i> of the Screening Mammography Program of BC)</p> <p>SO: when the policy is replaced or becomes irrelevant</p> <p>FR: The government archives will fully retain final, approved versions of policies and procedures, as they provide evidence of the development of standard practices for registering and examining British Columbians for breast cancer in the context of a screening program.</p>	SO	5y	FR
-01	<p>General (covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications)</p>	CY+1y	nil	DE
PIB	<p>-20 Client screens prior to June 1st, 2013 (covers records of client screens completed before June 1st, 2013, including client questionnaires completed on first or return visits, client's screening X-rays, the mammography reports associated with those X-rays, the "Fast Track" abnormal results notification form, and the legal release form if the client has requested that a copy be provided to an out-of-province jurisdiction) (arrange by SMP ID number) (also covers data stored in PACS)</p>	SO	3y	DE
		(cont'd)		

ONGOING RECORDS SCHEDULE

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39900 **SCREENING MAMMOGRAPHY CLIENT REGISTRATION AND EXAMINATION**

			A	SA	FD
PIB	-20	Client screens prior to June 1st, 2013 (continued)	SO	3y	DE

SO: upon seven years from completion of last screen. If the X-rays, reports, questionnaires, and abnormal results notification forms for two previous screens remain on an active client screening file, then earlier sets may be removed and filed separately as semi-active records, provided they are at least four years old. The semi-active retention period for such removed sets is calculated from the date of removal

NOTE: If a client were screened once and did not return, her entire screening file would be destroyed ten years after the completion of that last screen (seven years active + three years in semi-active storage). This period reflects the longest time interval beyond which her last X-ray would cease to be of value for comparing to a recent X-ray. For records removed or "thinned" from an active client screening file, the total time between the completion of the screen and the destruction of the associated records would be a minimum of seven years (four years active + three years in semi-active storage). This is consistent with the six year retention period specified in the *Hospital Act Regulation* (BC Reg. 121/97, s. 14) for secondary patient records.

NOTE: In the case of normal results, a screen is considered complete on the date the information on the screening mammography report is entered in the registry. In the case of abnormal results, the screen is considered complete on the date the abnormal mammogram result is marked as finalized in the registry.

NOTE: Some facilities capture digital mammograms at source. These aren't routinely converted to physical format and thus would not be placed on the physical client screening file, known as the "bag," unless the client transferred to a facility that didn't have the appropriate equipment to receive and view them. Digital mammograms, regardless of their format or storage location, are considered eligible for destruction when the associated hard copy records become, or would become, eligible for destruction.

ONGOING RECORDS SCHEDULE

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

39900 **SCREENING MAMMOGRAPHY CLIENT REGISTRATION AND EXAMINATION**

		A	SA	FD
PIB	-25 Client screens after June 1st, 2013 (covers records of client screens completed on or after June 1 st , 2013, including client questionnaires completed on first or return visits, client's screening X-rays, the mammography reports associated with those X-rays, the "Fast Track" abnormal results notification form, and the legal release form if the client has requested that a copy be provided to an out-of-province jurisdiction) (arrange by SMP ID number) (also covers data stored in PACS) SO: upon completion of screen NOTE: In the case of normal results, a screen is considered complete on the date the information on the screening mammography report is entered in the registry. In the case of abnormal results, the screen is considered complete on the date the abnormal mammogram result is marked as finalized in the registry. All records of a given screen may be considered semi-active from the date the screen is complete. 15y: This retention period is based on the 15 year ultimate limitation period under the <i>Limitation Act</i> (SBC 2012, c. 13, s. 21) for commencing a court proceeding in respect of a claim, calculated from the date the act or omission on which the claim is based took place. NOTE: Some facilities capture digital mammograms at source. These aren't routinely converted to physical format and thus would not be placed on the physical client screening file, known as the "bag," unless the client transferred to a facility that didn't have the appropriate equipment to receive and view them. Digital mammograms, regardless of their format or storage location, are considered eligible for destruction when the associated hard copy records become, or would become, eligible for destruction.	SO	15y	DE

ONGOING RECORDS SCHEDULE

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39900 **SCREENING MAMMOGRAPHY CLIENT REGISTRATION AND EXAMINATION**

		A	SA	FD
PIB	-30	SO	nil	DE

Client registry data
(covers profile and scheduling data, data inputted from survey questionnaires, data inputted from the screening mammography report, data on the status of diagnostic follow-up, diagnostic results, data on post-screen outcomes, and data on film tracking and case review, stored on the SMPBC Database System)

SO: when no longer required for client tracking or statistical reporting

NOTE: This secondary is not for filing. It is used to schedule the data within the SMPBC Database System.

END OF PRIMARY

ONGOING RECORDS SCHEDULE

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System Title	System Overview	Retention Schedule		
		A	SA	FD

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews.

Screening Mammography Program of BC (SMPBC) Database System	<p>SMPBC Database System is used to register and manage clients of the screening mammography program, and to generate statistical reports.</p> <p>The client-specific data is used to schedule appointments, track clients through the process, and facilitate diagnostic follow-up. The aggregate data on results and diagnostic outcomes is used for quality assurance and program evaluation, and incorporated into the program's annual reports.</p> <p>A depersonalized subset of data, including demographic characteristics, screening results, and outcomes, is transferred on request to the Canadian Breast Cancer Screening Database.</p>					
SMPBC: data	39900-30	Client registry data	SO	nil	DE	
SMPBC: inputs	39900-20	Client screens prior to June 1st, 2013	SO	3y	DE	
	39900-25	Client screens after June 1st, 2013	SO	15y	DE	
SMPBC: outputs	Special Schedule 102901	Routine reports of temporary usefulness	SO	nil	DE	
Picture Archiving and Communication System (PACS)	<p>This system is used to facilitate the acquisition, storage, access management, and retrieval of digital mammography images. Digital mammograms are linked to the client's unique screening mammography program id number.</p>					
PACS: data	39900-20	Client screens prior to June 1st, 2013	SO	3y	DE	
	39900-25	Client screens after June 1st, 2013	SO	15y	DE	

END OF SIMPLE SYSTEMS LIST

[Key to ARCS/ORCS Codes and Acronyms](#)