

**FREEDOM OF INFORMATION OFFICE  
DIRECTORY OF RECORDS**

<b>Record Category</b>	<b>Retention Period</b>
<b>Corporate Records</b>	
Articles of Incorporation	Permanent
Letters Patent	Permanent
Contracts/Legal Agreements	Permanent
Trustees and subcommittees, Medical Advisory Committee and subcommittees	Permanent
Policies/Bylaws	Permanent
Corporation and Board Lists	Permanent
<b>Financial Records</b>	
Audited Financial Statements	Permanent
Annual Returns	Permanent
Year-End Audit Working Paper File	25 years
General Ledger	50 years
General Journals	51 years
Payroll	7 years
Accounts Receivable	8 years
Accounts Payable	9 years
Internal Reports	10 years
Annual Inventory Reports	3 years
<b>Personnel Records</b>	
Attendance Records	7 years after last day employee worked
Correspondence	
Employee Documents	
Curriculum Vitae	
Employment Record	
Job Description	
Performance Appraisals	
Record of Vacation	
Human Rights Appeals	
<b>Health Records</b>	
Patient Record - paper	10 years after patient achieves 18 years of age or, if over 18, 10 years after last contact
Patient Record - electronic	10 years after patient achieves 18 years of age or, if over 18, 10 years after last contact
Digital and Film Diagnostic Records	5 years
Antenatal Records	33 years
Ultrasound Videotapes	10 years after patient achieves 18 years of age or, if over 18, 10 years after last contact
Release of Information Records	33 years
<b>Occupational Health &amp; Safety Records</b>	
Health & Safety Committee Minutes	3 years
on Reports from Ministry of Labour	10 years