


FILE DESTRUCTION SCHEDULE

SUBJECT: File Destruction Schedule**POLICY NO.** 5
DATE: April 2004**APPROVED:****SUPERCEDES:**
April 2004 (draft)**Preamble**

As the Toronto ABI Network is not a legal entity, it must adhere to the organizational policies and guidelines of the Toronto Rehabilitation Institute, the paymaster for the Toronto ABI Network. In accordance with a recommendation put forth to the Network by the privacy officer of Toronto Rehab, the Toronto ABI Network was asked to create a destruction schedule for confidential health records maintained by the Network.

Policy

Confidential client information, held by the Network in paper, electronic copy or other form, will be destroyed in an appropriate manner that maintains confidentiality of this information.

Client information will be destroyed ten years following receipt of such documentation where the client file has been inactive for 10 years.

In the case where a client file was received 10 years ago, but is still active, it will not be destroyed, until such time as it has been inactive for 10 years. Ongoing work with patients may require longer-term maintenance of the file.

Existing Guidelines for Preserving Confidentiality of the ABI Client Profile and Related Documents and of the ABI Client Profile Database can be found within the Network's Confidentiality Policy.