



# Development and Emergency Services Schedule

## Superior North Emergency Medical Service

October 31, 2018

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**Schedule Number    Series Title**

**PB168                    Administration Files**

**To provide a record of the administration of emergency medical services for the Thunder Bay District**

**Series Closed: 10-24-2017**

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

The series consists of files that are arranged in ten major categories including the following: technical, administration, operational, programs, committees, financial, health & safety, medical conditions/licensing, personnel and training.

Previously the total retention was 5 years and changed to 7 years on Nov. 19/07.

Prior to the reorganization of October 2011, these records were administered as CM143.

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS587.

This series was closed under the 2018 By-law. All records are now kept under the appropriate TOMRMS series.

Department Retention:        3 Years

Total Retention:                7 Years

Final Disposition:              Permanent

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

**PB169                    Call Incident Reports**

**To maintain a record of any unusual circumstances or sudden deaths**

**Series Closed: 10-24-2017**

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

This series consists of reports including routine details of the EMS call, information regarding the absence of vital signs, observations on arrival, action taken at the scene, a sketch of the position of the vehicles or the position of the patient, casualty care enroute, action taken at the destination and report comments. The reports are filed chronologically.

Prior to the reorganization of October 2011, these records were administered as CM144

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS568.

This series was closed under the 2018 By-law. All records are now kept under the TOMRMS series P17 "EMS Incident & Impact Reports."

Department Retention:        2 Years

Total Retention:                7 Years

Final Disposition:              Destruction

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number    Series Title**

**PB170                    Documentation Envelopes**

**To maintain a detailed record of all responses to requests for emergency medical services**

**Series Closed: 10-24-2017**

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

This series consists of documentation envelopes, copies of ambulance call reports, tach cards/data trans information and incident reports. The envelopes are filed chronologically.

Prior to the reorganization of October 2011, these records were administered as CMI 45

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS589.

This series was closed under the 2018 By-law. All records are now kept under the TOMRMS series P16 "Emergency Services."

Department Retention:        2 Years

Total Retention:                7 Years

Final Disposition:              Destruction

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB171                    Employees Files**

**To maintain a record of all members of staff**

**Series Closed: 10-24-2017**

Location of copies: Human Resources

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

This series consists of correspondence, memoranda, e-mail messages, resumes, notes to file and doctors notes. These files are organized numerically.

These files are to be retained in the office until one year after the termination of the employee.

Prior to the reorganization of October 2011, these records were administered as CMI 46

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS590.

This series was closed under the 2018 By-law. All records are now kept under the TOMRMS series H03A "Employee Records, Department Copies."

Department Retention:        1 Year

Total Retention:                2 Years

Final Disposition:              Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number    Series Title**

**PB172                    Outlying Areas Files**

**To provide a record of the operation of satellite offices**

**Series Closed: 10-24-2017**

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

This series consists of correspondence, personnel documentation and course rosters relating to the Emergency Medical Services offices in the rural stations. Course rosters are not to be destroyed.

Prior to the reorganization of October 2011, these records were administered as CM147

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS591

This series was closed under the 2018 By-law. All records are now kept under the TOMRMS series P16 "Emergency Services."

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB173                    Payroll Records**

**To provide payroll information on staff members**

**Series Closed: 10-24-2017**

Location of copies: Human Resources

This series consists of time sheets, balance sheets and payroll printouts. On Jan 1, 2011 CM148 Overtime Records was amalgamated into this series.

Prior to the reorganization of October 2011, these records were administered as CM149

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS592

This series was closed under the 2018 By-law. All records are now kept under the TOMRMS series F16 "Payroll."

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number    Series Title**

**PB174                    Purchasing Files**

**To maintain a record of purchases**

**Series Closed: 10-24-2017**

Location of Copies: Accounting

This series consists of invoices, service orders, mastercard statements and telephone bills. These files are arranged alphabetically by the name of the supplier.

Prior to the reorganization of October 2011, these records were administered as CM150

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS593.

This series was closed under the 2018 By-law. All record of purchases are now kept under the TOMRMS series F01 "Accounts Payable."

Department Retention:        2 Years

Total Retention:                7 Years

Final Disposition:              Destruction

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB175                    Training Qualifications Files**

**To provide a record of ambulance attendants' qualifications**

**Series Closed: 10-24-2017**

Location of Copies: Human Resources

Statutes/Regulations: Ambulance Act Part VII, Section 17(1) (1) d, (2)

This series consists of course reports, rosters, criminal record checks, TB483's, copies of certificates, correspondence and documentation on required qualifications.

These files are to be retained in the office until one year after the termination of the employee.

Prior to the reorganization of October 2011, these records were administered as CM151

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS594.

This series was closed under the 2018 By-law. All records regarding ambulance attendants' qualifications are now kept under the TOMRMS series H12 "Training and Development."

Department Retention:        1 Year

Total Retention:                3 Years

Final Disposition:              Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number    Series Title**

**PB176                    Fleet Inventory Records**

**To provide a record of the maintenance and operation of ambulance vehicles**

**Series Closed: 10-24-2017**

Statutes/Regulations: Ambulance Act Part VII, Section 17 (1) (1) d, (2)

This series consists of maintenance schedules, copies of invoices, service orders and safety certificates. These files are organized numerically by vehicle number. The files are to be retained in the office until one year after the vehicle has been retired.

Prior to the reorganization of October 2011, these records were administered as CMI 52

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS595.

This series was closed under the 2018 By-law. All records regarding the maintenance and operation of ambulance vehicles are now kept under the TOMRMS series V01 "Fleet Management."

Department Retention:        1 Year

Total Retention:                7 Years

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:            Destruction

FOI Designation:        A\* - SOME EXEMPTIONS APPLY