



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 1 of 18

**Schedule Number**      **Series Title**

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**FI310**                      **Administrative Files**

**To provide a record on ongoing homes issues.**

MEMO:  
 This series includes personnel administration records, attendance management reports, correspondence, financial statements, reference material, budget planning material, budget statements, memos, reports, policies, procedures, by-laws, notes, agreements, building plans, minutes and damage/loss reports. These files will become superceded/obsolete when they are no longer required on a regular basis.  
 This series was previously identified as CS311 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
 Total Retention:              5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED      Final Disposition:      Permanent  
 FOI Designation:      A\* - SOME EXEMPTIONS APPLY      Archives Review

**FI311**                      **Personnel Files**

**To provide a record of homes administration staff.**

COPIES:  
 MEMO:  
 Information collected includes payroll records, memos, attendance records, benefit records, injury reports, confidentiality statements, performance appraisals, requests for leave, medical reports, TB483's, performance evaluations, educational information, reference forms, memos re discipline and modified work, grievances, incident reports, interview notes, change forms and certification documentation.  
 Users: Administration, Supervisors Individuals in Bank: Homes Employees - Official Responsible: Administration, Supervisors  
 This series includes personnel files for all sections of the Homes Division. This revised schedule supercedes CS333, CS351, CS368, CS380, CS391, CS407, CS416, CS467. These files will become superceded/obsolete when the employees are terminated.  
 This series was previously identified as CS316 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year  
 Total Retention:              2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED      Final Disposition:      Destruction  
 FOI Designation:      PIB - PERSONAL INFORMATION BANK

**FI312**                      **Resident Incident Reports**

**To provide a record of resident events.**

MEMO:  
 Information collected includes resident incident reports which document name, resident number and full incident description. Users: Facility General Supervisor/ Office Staff/ Nursing Unit Supervisors/ Director of Nursing Individuals in Bank: Residents of City Homes Official Responsible: Facility General Supervisor  
 This series was previously identified as CS319 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year  
 Total Retention:              5 Years

Final Disposition:      Destruction

FOI Designation:      PIB - PERSONAL INFORMATION BANK



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 2 of 18

**Schedule Number**      **Series Title**

**FI313**                      **Business Office Clerk's Files**

**To provide a record of routine office activities.**

COPIES: Some orig. with Mat. Mgmt. & Finance

MEMO:

This series includes purchase orders, requisitions, statistics, resident lists, records related to care conferences, and Master Card invoice copies.

This series was previously identified as CS322 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              5 Years

Final Disposition:          Destruction  
*Archives Review*

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI314**                      **Financial Supervisor's Administrative Files**

**To provide a record of homes financial administration.**

COPIES: Some copies with Council & Finance

MEMO:

This series includes correspondence, journal sheets, notes, policies, audited financial statements, reference material, agreements, administrative reports, MRR's, Purchase Orders, resident days statistics, minutes, donation account statements, equipment requisitions. Keep permanently original audited financial statements and original donation accounts. Destroy other records subject to selection of material with permanent value.

This series was previously designated as CS327 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      3 Years  
Total Retention:              5 Years

Final Disposition:          Destruction  
*Archives Review*

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI315**                      **Health and Safety Committee Files**

**To provide a record of health and safety committee activities.**

MEMO:

This series includes original minutes, fire incident reports, employee injury loss reports (names severed), inspection reports, and staff incident report summaries.

This series was previously designated as CS328 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      3 Years  
Total Retention:              5 Years

Final Disposition:          Permanent  
*Archives Review*

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 3 of 18

**Schedule Number**      **Series Title**

**FI316**                      **Revenue & Occupancy Reports**

**To provide a record of homes reports prepared for the ministry.**

COPIES: Orig Ministry, copy Fin. Serv. Coor

MEMO:  
 This series includes revenue and occupancy reports for all City Homes, Jasper Place and Meals on Wheels maintained by office supervisor.  
 This series was previously designated as CS329 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI317**                      **Payroll Clerk's Files**

**To provide a record of payroll related activity.**

COPIES: Some orig. in H. R.

MEMO:  
 This series includes payroll printouts, seniority lists & records, job postings, records transfer listings, successful applicant files, employee lists, labour contract reports, and requests to hire. Retain records transfer listings until record destroyed, retain seniority lists until superseded by new list. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 2 years and the final disposition was destroy.  
 Department Retention was changed from 2 years to 1 year for 2008 By-law.  
 As of the 2012 By-law this series contains records formerly covered by CS334, Personnel/Unions Administrative Files.  
 This series was previously designated as CS331 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	10 Years
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI318**                      **Payroll Records**

**To provide a record of staff hours worked and pay.**

COPIES: Copy with staff supervisors

MEMO:  
 This series includes payroll reports, biweekly time reports, time sheets and requests for time off for all areas in the Homes Division.  
 This revised schedule supercedes CS350, CS367, CS390 and CS406.  
 This series was previously designated as CS332 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 4 of 18

**Schedule Number**      **Series Title**

**FI319**                      **Resident Death Record**

**To provide a summary record of resident transfers and deaths.**

MEMO:  
 This series includes a listing of resident transfers and deaths compiled from Resident Information and Relocation Sheets, used to notify coroner when an autopsy is required (after every 10th death). These records will become superceded/obsolete when the required autopsies have been completed.  
 This series was previously designated as CS337 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Month  
 Total Retention:              1 Year

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Destruction  
 FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI320A**                      **Resident Financial Records Deceased**

**To provide a record of resident's finances.**

MEMO:  
 Information collected includes receipts, authorization for payment, power of attorney, wills, application for home, release of personal information form, notice of death, GST rebates, copies of bills paid and correspondence. Personal information maintained includes name, address, banking information and family information. Users: Office staff, Facility General Supervisor, Supervisor - Life Enrichment and Activity Individuals in Bank: Residents of Pioneer Ridge, Dawson Court and Grandview Lodge Official Responsible: Residents' Accounts Clerk/Business Office Clerk. These records will become superceded/obsolete after the resident is deceased.  
 Prior to 2010, these records were kept for a department retention of 1 year and a total retention of 5 years. The 7 year total retention period is mandated by OReg 79/10 under the Long Term Care Homes Act 2007.  
 Prior to the 2012 By-law the records were kept in the department for 1 year.  
 This series was previously designated as CS338A until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
 Total Retention:              7 Years

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Destruction  
 FOI Designation:        PIB - PERSONAL INFORMATION BANK

**FI320B**                      **Resident Financial Records Discharged**

**To provide a record of resident's finances.**

MEMO:  
 Information collected includes receipts, authorization for payment, power of attorney, wills, application for home, release of personal information form, notice of death, GST rebates, copies of bills paid and correspondence. Personal information maintained includes name, address, banking information and family information. Users: Office staff, Facility General Supervisor, Supervisor - Life Enrichment and Activity Individuals in Bank: Residents of Pioneer Ridge, Dawson Court and Grandview Lodge Official Responsible: Residents' Accounts Clerk/Business Office Clerk. These records will become superceded/obsolete after the resident has been discharged.  
 Prior to the 2012 By-law the records were kept in the department for 1 year.  
 This series was previously designated as CS338B until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
 Total Retention:              20 Years

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Destruction  
 FOI Designation:        PIB - PERSONAL INFORMATION BANK



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 5 of 18

**Schedule Number**      **Series Title**

**FI321**                      **Resident Information and Relocation Forms**

**To provide a record of resident relocations.**

COPIES: Copies with supervisors

MEMO:  
This series includes Resident Information and Relocation Forms. In 2007 the series CS372 Resident Information and Relocation Forms; CS396 Resident Information and Relocation Forms; and CS382 Resident Information and Relocation Forms were consolidated into this series.  
This series was previously designated as CS339 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI322**                      **Resident Trust Account Statements**

**To provide a record of resident's finances held in trust.**

MEMO:  
Output. This series consists of group entry reports, trust balances, and bank reconciliations. Statements include weekly revenue, rent detail, arrears, pocket interest, pocket balance trust balance, trust interest and monthly billing reports. Required for audit. Destroy all reports except for one original transaction journal (ledger) report and any cheque registers. Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 7 years, and the final disposition was destroy except for material deemed to have permanent value.  
This series was previously designated as CS340.01 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI323**                      **Daybooks, Unit Handbooks, Worksheets**

**To provide a record of the daily schedule of unit activities.**

COPIES: Detailed info in resident file

MEMO:  
This series includes a calendar which records routine daily events, to serve as a reminder to unit staff of tasks to be performed for the day, for example, scheduled baths or doctor's visits for residents.  
This series was previously designated as CS345 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 6 of 18

**Schedule Number**      **Series Title**

**FI324**                      **Infection Control Reports**

**To provide a record of resident infections.**

COPIES: Copy with MAC Committee

MEMO:

This series includes quarterly reports, TB1774(2) resident infection notification forms and related statistics and studies on particular types of infections. Retain summary reports only. TB1774(2) forms and Lab reports may be destroyed after CY.

This series was previously designated as CS346 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      4 Years

Total Retention:              10 Years

Final Disposition:            Permanent

*Archives Review*

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI325**                      **Nursing Administrative Files**

**To provide a record of nursing administration activities and issues.**

COPIES: Some orig. with Facility Supervisor

MEMO:

This series is made up of records related to staff administration, health issues, homes administration and management, budgeting, professional associations, patient care, and quality assurance. This series includes reference material, reports, budget statements, personnel records, damage and loss reports, interview notes, and grievances. Until record is superseded or obsolete, recommend for most records CY only, final disposition Permanent, subject to culling of duplicate and ephemeral material. These files will become superceded/obsolete when they are no longer required on a regular basis.

Prior to the 2014 Bylaw this series was titled "Nursing Director's Administrative Files." This series now also includes files previously managed under CS349, "Assistant Director of Nursing Administration Files."

This series was previously designated as CS348 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year

Total Retention:              5 Years

Final Disposition:            Permanent

*Archives Review*

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

**FI326**                      **Policy and Procedure Manuals**

**To provide a record of homes and nursing policies.**

COPIES: Nursing Unit, Facility Super. Off.

MEMO:

This series includes policy manuals for City Homes for the Aged and nursing procedures. Retain only one original copy of all homes policies. These manuals will become superceded/obsolete after they have been updated.

This series was previously designated as CS352 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year

Total Retention:              6 Years

Final Disposition:            Permanent

*Archives Review*

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        A - FULLY ACCESSIBLE



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 7 of 18

**Schedule Number**      **Series Title**

**FI327**                      **Quality Management Program Files**

**To provide a record of homes quality management programmes.**

COPIES: Summary reports sent to Council

MEMO:  
 This series includes terms of reference, minutes, reports to council, section reports, statistics, surveys, policies and procedures, correspondence re. concerns and congratulations.  
 These records are primarily maintained electronically.  
 This series was previously designated as CS353 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	5 Years
Total Retention:	10 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI328A**                      **Resident Medical Files Deceased**

**To provide a medical record of homes residents.**

MEMO:  
 Information collected includes patient records, doctor's orders, charts, correspondence, nursing notes, medication administration logs, lab reports, resident care plans, incident reports, assessments. Personal information maintained includes name, address, health insurance number, doctor's name, physical and psychological assessments and medications. Users: Nursing Staff, Therapists, Doctors, Specific Health Care Providers, Nursing Students and Dietitian Individuals in Bank: Residents - Homes Official Responsible: Unit Supervisor. These records will become superceded/obsolete after the resident is deceased.  
 This series was previously designated as CS355A until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**FI328B**                      **Resident Medical Files Discharged**

**To provide a medical record of homes residents.**

MEMO:  
 Information collected includes patient records, doctor's orders, charts, correspondence, nursing notes, medication administration logs, lab reports, resident care plans, incident reports, assessments. Personal information maintained includes name, address, health insurance number, doctor's name, physical and psychological assessments and medications. Users: Nursing Staff, Therapists, Doctors, Specific Health Care Providers, Nursing Students and Dietitian Individuals in Bank: Residents - Homes Official Responsible: Unit Supervisor. These records will become superceded/obsolete after the resident has been discharged.  
 This series was previously designated as CS355B until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	20 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      PIB - PERSONAL INFORMATION BANK



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 8 of 18

**Schedule Number**      **Series Title**

**FI329**                      **Scheduling Office Files**

**To provide a record of staffing and scheduling issues.**

COPIES: Min.with Ctte.Sec/Orig Seniority HR

MEMO:  
 This series includes overtime requests, leave of absence requests, seniority lists, minutes, shift change forms, attendance records, payroll reports, vacation requests, correspondence, and time sheets.  
 This series was previously designated as CS357 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI330**                      **Committee Minutes**

**To provide a record of health and safety minutes.**

COPIES: Copies committee/Som orig. secretar

MEMO:  
 This series includes minutes, memos, reports, notes and agendas of the Health and Safety Minutes and Quality Management Advisors meetings. Retain original minutes and reports.  
 This series was previously designated as CS358 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:      A - FULLY ACCESSIBLE

**FI331**                      **Housekeeping Administration Files**

**To facilitate the administration of homes housekeeping services.**

COPIES: Some orig. with dept., H.R., Fin.

MEMO:  
 This series includes proposals, reference material, legislation, budget planning records, schedules, maintenance memos, laundry files, resident orientation records, and weekly supply orders. SO - superseded or obsolete (recommend 1 year except for ongoing concerns) As of the 2012 By-law, this series contains records previously administered as CS365 and CS373.  
 This series was previously designated as CS365 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	2 Years
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:      Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY





# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 9 of 18

**Schedule Number**      **Series Title**

**FI332**                      **Purchasing Records**

**To provide a record of purchases of supplies and furnishings.**

COPIES: Orig. in Mat. Mgt.

MEMO:  
 This series includes purchase orders, MRR's and copies of receipts. Only records related to furniture purchases should be retained for 5 years, all supply purchase records should be destroyed after CY + 1.  
 In 2007 the series CS336 Purchase Orders; CS381 Purchasing Records; CS392 Purchasing Records; CS408 Purchasing Files; and CS422 Budget and Purchasing Files were consolidated with this series.  
 This series was previously designated as CS369 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI333**                      **Equipment Inventory**

**To provide a record of equipment.**

COPIES: Some originals with Mat. Mgmt.

MEMO:  
 This series includes an inventory of all Homes for the Aged equipment. Includes purchase orders, quotes, operating and installation guides. These files will become superceded/obsolete after the equipment has been disposed of.

Prior to the 2014 Bylaw this series was titled "Equipment Files."  
 This series was previously designated as CS377 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Month
Total Retention:	1 Month
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A - FULLY ACCESSIBLE

**FI334**                      **Food Services Administrative Files**

**To provide a record of Nutrition and Food Services Administration.**

MEMO:  
 This series includes resident diets, reference material, menus, licenses, minutes, policies, notes, seating plans, quotes, menu development, workshop material, memos, budget statements and reports. These files will become superceded/obsolete when they are no longer required on a regular basis.  
 This series was previously designated as CS378 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	2 Years
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

Final Disposition:	Destruction <i>Archives Review</i>
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# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 10 of 18

**Schedule Number**      **Series Title**

**FI335**                      **Recreation Calendars**

**To provide a record of daily events offered by the life enrichment section.**

COPIES: All life enrichment staff.

MEMO:

This series includes monthly calendars outlining life enrichment activities for each home.  
 This series was previously designated as CS394 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      3 Years  
 Total Retention:              5 Years

Final Disposition:          Destruction  
*Archives Review*

FOI Designation:      A - FULLY ACCESSIBLE

**FI336**                      **Resident Attendance**

**To provide a record of resident attendance at life enrichment activities.**

COPIES: All life enrichment staff.

MEMO:

Information collected includes a log with the resident name, unit, activity attended and notes on participation.    Users: Life Enrichment Supervisor, Nursing Staff and Administration  
 Individuals in Bank: Residents    Official Responsible: Life Enrichment Supervisor. These records will become superceded/obsolete after the resident is deceased or has been transferred.  
 This series was previously designated as CS395 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year  
 Total Retention:              1 Year

Final Disposition:          Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        PIB - PERSONAL INFORMATION BANK

**FI337**                      **Resident Photographs**

**To provide a record of resident participation in homes events and activities.**

MEMO:

This series includes negatives, slides, photo albums and photographs. Some photographs are also stored in medical records.  
 This series was previously designated as CS397 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      5 Years  
 Total Retention:              10 Years

Final Disposition:          Permanent  
*Archives Review*

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 11 of 18

**Schedule Number**      **Series Title**

**FI338**                      **Volunteer Administration Files**

**To provide a record of volunteer activities and policies.**

MEMO:

This series includes correspondence, forms, publicity materials, display photos, volunteer applications, volunteer evaluations, pledges of confidentiality, volunteer photographs, sign-in sheets, newsletters, time sheets, newspaper clippings, and reference materials.

Records are related to the following programs: volunteers, petpals, friendly visiting, students, public relations, special events, recruitment and volunteer recognition. These files will become superceded/obsolete when they are no longer required on a regular basis.

As of the 2012 By-law this series also contains records previously administered as CS400, CS401, and CS402.

This series was previously designated as CS399 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:            Destruction  
*Archives Review*

**FI339**                      **Life Enrichment Files**

**To serve as a resource for the administration of life enrichment services.**

MEMO:

This series includes reference material, reports, blank forms, notes, accreditation reports, legislation, correspondence, budget plans and statements, council reports, address lists, committee minutes, terms of reference, job descriptions, student placement evaluations, and notes. Records are related to the following areas: accreditation, adjuvant program, other homes departments, volunteers, quality assurance, health and safety, social work and craft program. These files will become superceded/obsolete when they are no longer required on a regular basis.

This series was previously designated as CS403 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:            Destruction  
*Archives Review*

**FI340**                      **Maintenance Supervisor's Administrative Files**

**To provide a record of maintenance services administration and activities.**

COPIES: Some originals with Finance

MEMO:

This series includes old inspection certificates, correspondence, budget statements, budget manuals, minutes, maintenance schedules, training material, energy consumption reports, firealarm audits, fire incident reports, employment application forms, quotes, staff meeting minutes, infection control reports, renovation plans, and employee injury reports. Destroy employment applications 1 year after job is filled.

This series was previously designated as CS405 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              5 Years

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:            Destruction  
*Archives Review*



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 12 of 18

**Schedule Number**      **Series Title**

**FI341**                      **Meals on Wheels Operating Files**

**To provide a record of Meals on Wheels financial administration.**

COPIES: Original budget with Finance

**MEMO:**

This series includes field purchase orders, petty cash reports, insurance information, correspondence, time sheets, batch total reports, budget preparations, budget statements, financial statements, collection reports, auditor's reports, absence reports, incident reports, staff and committee minutes. Destroy, except for material deemed to have permanent value, for example, final provincial budget submission, financial statements and original meeting minutes and original insurance documents. Copies of time sheets, batch total reports, budget statements and transaction reports may be destroyed after use (1 month).

This series was previously designated as CS413 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              7 Years

Final Disposition:          Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

*Archives Review*

**FI342**                      **Receipt Books and Deposits**

**To provide a record of client payments.**

COPIES: Original with client & Finance

**MEMO:**

This series includes deposit slips attached to the SAP report "Accounting Document Journal."

This series was previously designated as CS418 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
Total Retention:              7 Years

Final Disposition:          Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI343.01**                  **Client and Meal Database**

**To generate reports required for meal production, scheduling & deliveries.**

**MEMO:**

Master File. This series contains client names, meal and diet requirements and volunteer info. This information will become superceded/obsolete when the client is no longer in the program. These records are kept electronically: no transfers are expected.

This series was previously designated as CS419.01 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Month  
Total Retention:              1 Month

Final Disposition:          Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 13 of 18

**Schedule Number**      **Series Title**

**FI343.02**                      **Meals on Wheels Client Applications**

**To provide a record of Meals on Wheels client applications.**

MEMO:  
 Input. Filed alphabetically and removed to either cancelled or deceased sections accordingly after service terminates. Some applications also have unresolved applications attached. Information collected includes applicant name, address, phone number, birth date, age, physician, physical conditions, nationality, diet restrictions, payment particulars. Users: Meals on Wheels Staff  
 Individuals in Bank: MOW applicants/recipients Official Responsible: Supervisor, MOW. These records will become superceded/obsolete when the application is cancelled.  
 Prior to the 2012 By-law this series was titled "Client Applications."  
 This series was previously designated as CS419.02 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
 Total Retention:              7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Destruction  
 FOI Designation:              PIB - PERSONAL INFORMATION BANK

**FI343.03**                      **Volunteer Reports - M.O.W.**

**To provide a record of instructions to volunteers to verify activity and deliveries made..**

MEMO:  
 Output. Generated weekly or daily as required.  
 Before 2008 this series also included Driver's Guidelines, now scheduled under CS419.07.  
 This series was previously designated as CS419.03 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year  
 Total Retention:              2 Years  
 Final Disposition:              Destruction

FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI343.04**                      **Meal Delivery Menu Report**

**To provide a record of total number of meals delivered and charged.**

MEMO:  
 Output.  
 This series consists of records of the total number of meals delivered and charged, including client diet information. As of the 2012 By-law this series contains records previously administered under CS419.05.  
 This series was previously designated as CS419.06 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years  
 Total Retention:              7 Years  
 Final Disposition:              Destruction

FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 14 of 18

**Schedule Number**      **Series Title**

**FI344**                      **Meals on Wheels Volunteer Files**

**To provide a record of volunteers and volunteer activities.**

MEMO:  
 This series includes index cards with volunteer information, mailing lists, policies and procedures, handouts, forms, schedules, and instructions for drivers.

Prior to the 2012 By-law this series was titled "Volunteer Files."  
 This series was previously designated as CS420 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Month
Total Retention:	1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY	<i>Archives Review</i>

**FI345**                      **Attendance Records - Education**

**To provide a record of staff attendance at education sessions.**

MEMO:  
 This series includes lists with staff signature verifying attendance at training sessions. Sometimes information is maintained on the computer to prepare summary reports. Information required for accreditation. Destroy session reports after 3 months if summary report has been prepared. These records are primarily kept electronically.  
 This series was previously designated as CS421 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	3 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

**FI346**                      **Education Administrative Files**

**To provide a record of education services activities.**

MEMO:  
 This series includes student confidentiality forms, reference material, forms, correspondence, CPR attendance forms and training records, rough notes, forms development, course handouts, job descriptions, room reservations, planning, program notes, CPR notices, inter-hospital committee minutes, and education evaluations. Some records are kept in staff personnel files.  
 Confidentiality statements may be destroyed after CY. These files will become superceded/obsolete when they are no longer required on a regular basis.  
 Many records are now kept electronically.

As of the 2012 By-law this series contains records previously administered under CS425 and CS426.  
 This series was previously designated as CS424 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY	<i>Archives Review</i>



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 15 of 18

**Schedule Number**      **Series Title**

**FI347**                      **Donation Account Statements**

**To provide a record of donation to City Homes.**

MEMO:

This series includes statements listing of donations made to each city home including receipt number, description, donor name, date, expense/received, balance and interest. Summary report is forwarded to the Financial Services Supervisor. Previously part of CS330. This series was previously designated as CS446 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years

Total Retention:              5 Years

Final Disposition:            Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

**FI348**                      **Financial Records - Jasper Place**

**To maintain a record of routine financial transactions.**

MEMO:

This series consists of invoices, telephone bills, journal entries, monthly support fee billing, receipts, donation account, statistics and any other supporting documentation related to the financial operation.

This series was previously designated as CS463 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years

Total Retention:              5 Years

Final Disposition:            Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI349**                      **Tenant Files - Jasper Place**

**To maintain a record of tenant occupancy.**

MEMO:

This series consists of applications, assessments, agreements and support intervention forms. Information collected includes: name, address, phone number, financial status, health information of tenant Users: Administrative staff at Jasper Place Individuals in Bank: Tenants of Jasper Place Official Responsible: Case Manager - Support Services Program. These files will become superceded/obsolete when the tenant leaves.

This series was previously designated as CS465 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Year

Total Retention:              7 Years

Final Disposition:            Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      PIB - PERSONAL INFORMATION BANK



# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 16 of 18

**Schedule Number**      **Series Title**

**FI350**                      **Timesheets - Jasper Place**

**To provide a record of the number of hours worked by staff.**

MEMO:  
 Information collected includes: employee name, number, hours/date of work and occasionally rates of pay    Users: Supervisors/Administration    Individuals in Bank: Employees    Official Responsible: Case Manager - Support Services Program  
 This series was previously designated as CS466 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**FI351**                      **Goldcare System Database**

**To maintain an electronic record of the medical conditions and treatments of residents.**

MEMO:  
 This series consists of a database which includes information relating to progress notes, vital signs, care plans and master profiles. Information collected includes patient name, health card number and medical information. As of the 2012 By-law, this series contains records previously administered as CS340.02 and CS473.02. As these records are entirely electronic, no transfers are expected. Users: Nursing Staff    Individuals in Bank: Patients/Residents    Official Responsible: Assistant Director of Nursing. The information in this database will become superceded/obsolete when the resident passes away or is discharged.  
 This series was previously designated as CS473.01 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	1 Year
Total Retention:	20 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**FI352**                      **Administration Files Support Office - Jasper Place**

**To document the administration of the Support Program**

MEMO:  
 This series includes documentation related to the general operations of the Support Program, such as correspondence, reference materials, daily worksheets, daily report book, downtime tasks, monthly data collection used for statistics, memos and minutes. retained and utilized by the Support Office. Prior to the 2011 By-Law this series was titled "Administration Files-Jasper Place". This series was previously designated as CS475 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

*Archives Review*





# Corporate Services & Long Term Care Schedule

## Homes for the Aged

November 02, 2018

Page 17 of 18

**Schedule Number**      **Series Title**

**FI353**                      **Case Manager's Administrative Files - Jasper Place**

**To support the administration of Jasper Place**

This series consists of administrative records from the Case Manager's office, including but not limited to records of managing staff such as WSIB, attendance management and applicable documentation, labour relations, and programming and planning-related documentation.

This series was previously designated as CS512 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      3 Years

Total Retention:              5 Years

Final Disposition:            Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

**FI354**                      **Meals on Wheels Historical Files**

**To provide a record of the development and activities of the Meals on Wheels Program.**

This series includes photographs, scrapbooks, slides, video recordings, paper documents, and other records illustrating the founding, history, and development of the Meals on Wheels program. This series also includes materials created for publicity and awareness-raising purposes. Transfers should be weeded for duplicates and near-duplicates but otherwise kept permanently.

This series was previously designated as CS531 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      2 Years

Total Retention:              5 Years

Final Disposition:            Permanent

FOI Designation:      A - FULLY ACCESSIBLE

*Archives Review*

**FI355**                      **Accreditation Surveys**

**To provide a record of homes accreditation.**

**Series Closed: 12-31-1994**

MEMO:

This series includes completed accreditation surveys and appendices which contain information related to the functions, staffing and activities of the City of Thunder Bay Homes for the Aged.

This series is closed as of the 2014 By-law. Copies of accreditation surveys have been transferred under CS311. Surveys are also available through Accreditation Canada.

This series was designated as CS310 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      5 Years

Total Retention:              10 Years

Final Disposition:            Permanent

FOI Designation:      A - FULLY ACCESSIBLE



# Corporate Services & Long Term Care Schedule Homes for the Aged

November 02, 2018

Page 18 of 18

**Schedule Number**      **Series Title**

**FI356**                      **Policy Manuals and Reports**

**To provide a record of homes policies.**

**Series Closed: 12-31-1998**

COPIES: Throughout Homes

MEMO:

This series includes homes policy manuals and reports on homes organization. Manuals include: adjuvant, master plan, quality assurance, medical, patient classification, financial services and nursing services. These manuals and reports will become superceded/obsolete when new manuals and updated reports are produced.

This series is closed as of the 2014 By-law. Records are transferred under CS311.

This series was designated as CS318 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      1 Month  
Total Retention:              1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:          A - FULLY ACCESSIBLE

Final Disposition:          Permanent  
*Archives Review*

**FI357**                      **Personnel Files - Jasper Place**

**To maintain a record of the administration of staff.**

**Series Closed: 08-31-2003**

COPIES: Human Resources

MEMO:

This series consists of files containing TB483's, performance appraisals, memoranda, correspondence and vacation requests. Information collected includes: employee name, number, address, phone number, social insurance number, birth date, hiring information, rate of pay, position changes/adjustments, vacation particulars, percentage increases, performance appraisals and disciplinary information. Users: Administration Individuals in Bank: Employees - Jasper Place Support Services Official Responsible: Case Manager - Support Services Program. These files will become superceded/obsolete when the individuals are terminated.

This series was designated as CS467 until July 2014 when Homes for the Aged was transferred from Community & Emergency Services to Corporate Services & Long Term Care.

Department Retention:      5 Years  
Total Retention:              7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:          PIB - PERSONAL INFORMATION BANK

Final Disposition:          Destruction

**FI358**                      **Administrative Emails - 2016 Transition**

**To maintain a record of all Administrative staff emails who were affected by the Homes for the Aged closure in 2016.**

This schedule was created under the 2017 By-law to accomodate an immediate one-time transfer of a large number of staff emails who were affected by the Homes for the Aged closure. This schedule is an exception due to the circumstances and should not be used again in the future.

Department Retention:      1 Year  
Total Retention:              10 Years

Final Disposition:          Destruction

FOI Designation:          FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*