



Policy Name	College Records Retention and Disposition Policy and Schedule		Number	P20
Date Approved by Council	January 12, 2017	Revised by Council		
<p>Purpose</p> <p>To outline the requirements for the management of records created by, or for the College of Midwives of Alberta.</p> <p>Definitions</p> <p>“Destruction” means the disposal of records with the objective of obliteration beyond any possible reconstitution. Possible means include shredding, incineration, or pulping.</p> <p>“Record” means documents, data or information of any kind, in any medium (i.e. paper, digital, audio-visual), and in any format (i.e. documents, spreadsheets, databases, emails, and website pages), created, received, recorded, and maintained by the College as part of its services or regular course of business. This definition does not include computer software or any other mechanism used to produce records.</p> <p>“Records Retention and Disposition Schedule” means a table designating how long records shall be maintained, and outlines the proper destruction protocol.</p> <p>Records Retention and Disposition</p> <p>This policy applies to all records (paper or electronic) created and maintained by, or on behalf of, the College. The College is responsible for protecting the integrity of its records, which are College property. Access to College records (whether paper or electronic) shall be authorized in accordance with applicable legislation, and College policies and guidelines.</p> <p>All College records shall be retained and destroyed in accordance with the CMA Records Retention and Disposition Schedule (the “Schedule”). It shall be the role of the College Registrar and Executive Director to ensure the Schedule complies with applicable legislation, and to oversee the destruction of College Records as set out in the Schedule.</p>				

Records Retention and Disposition Schedule

Function	Sub Function	Description	Total Retention	Disposition	Legal Reference
Membership	Applications	Materials and information submitted as part of a midwife's application for registration with the College, including Registration Committee assessments, and Prior Learning and Experience Assessment application requirements.	20 years from the date the matter was concluded	Destroy	<i>Health Disciplines Act</i> <i>Limitations Act</i>
	Register	The official membership record of each midwife, including General Registrants (Full and New), Restricted Registrants, Inactive Registrants, and Registered Midwifery Students.	20 years from the date of the last entry in the member's file	Destroy	<i>Health Disciplines Act</i> <i>Limitations Act</i>
	Practice Reviews	Information and materials related to the completion of a practice review of a registered midwife, undertaken by the Practice Review Committee.	20 years from the date the practice review was concluded	Destroy	<i>Limitations Act</i>
Governance	Accountability	Documentation related to the operational and administrative functions of the College, as well as the delegation of authority attached to staff, Council, and Committee positions, and Conflict of Interest and Confidentiality declarations.	5 years from the date the documentation was last utilized	Destroy	<i>Societies Act</i>
	Council Administration	Information related to the operational and administrative functions of the College Council to fulfill its mandate, including relationships with registered members, other regulated health	25 years, with any documents retained further for archival interest.		<i>Societies Act</i>

		professionals, government and the community. It includes the appointment of members, its responsibilities, activities and decisions. Includes bylaws and minutes.			
	Committees	Records related to the operation of all College Committees, including Council, the Conduct and Competency Committee, the Practice Review Committee, the Quality Assurance Committee, and any sub-committee, working group, or task force of these or any newly established College Committees. Documentation includes, but is not limited to, minutes, agendas, reports, and terms of reference.	20 years		<i>Societies Act</i>
	Reporting	Records regarding corporate operations, specific initiatives or the financial status of the College to governing bodies or those with regulatory authority over the College. Includes annual reports and audited financial statements.	30 years		<i>Societies Act</i>
Legal	Advice and opinions	Legal advice and opinions received from legal counsel related to assessing the legal implications of issues or initiatives.	5 years from the last date the advice or opinion was utilized	Archive	<i>Limitations Act</i>
	Complaints	Information and material related to	11 years from the	Destroy	<i>Limitations Act</i>

		complaints filed against registered members, including the investigation and hearing.	date the matter was concluded		
Business and Administrative Affairs	Accounting – General Ledger	Information resulting from the function of managing the entries made in the general ledger. Includes financial audits and audited financial statements.	Permanent		<i>Income Tax Act</i>
	Accounts Payable and Receivable	Information related to the receipt, approval, payment and reporting of accounts payable and receivable on behalf of the College.	7 years	Destroy	<i>Income Tax Act</i>
	Budget/Financial Planning	Information related to the planning and analysis of future income, expenses and assets of the College.	7 years	Destroy	
Human Resources		Information related to the management of human resources activities, including staff and College committees.	11 years from the closure date	Destroy	<i>Limitations Act</i>

References:

Alberta Health Services Records Management Policy (1133)
Alberta Health Services Records Retention Schedule (1133-01)
Health Disciplines Act, RSA 2000, Ch. H-2
Limitations Act, RSA 2000, Ch. L-12
Personal Information Protection Act, SA 2003, Ch. P-6.5
Societies Act, RSA 2000 Ch. S-14

Approved by Council: January 12, 2017

Revised by Council:

Diane Rach RM, President
College of Midwives of Alberta

Date