



AUTHORIZATION FOR DESTRUCTION OF RECORDS

This is to authorize the destruction of the attached list of files. The destruction of the files is approved according to the Mount Royal University Records & Information Management Policy and the University Records Retention & Disposition Schedule.

To be completed by Department

Submitted by: PATRICIA COY (ADMINISTRATIVE ASSISTANT)

Submitted date: FEB 10, 2012

Department-Area: WELLNESS SERVICES

Media: Paper Other. (Please specify) _____

Destruction Method: Onsite shredding Offsite shredding

Approved by Department Manager:

Name: Bob Smith Title: MANAGER - WELLNESS SERVICES Date: FEB 12, 2012

Signature: Bob Smith

Destruction Certification no. 000000001

Destruction Date: FEB 14, 2012

SUPPORT SERVICES - 10/10: records related to support services provided to the Mount Royal University community.

| Code | Record Series and Scope Notes | Office of Record | Active | Inactive | Total Retention | Comments | Acts and Regulations: MRU Citations |
|-------|---|-------------------|--------|----------|-----------------|--|---|
| SS031 | <p>Health Services Records related to the administration of various health services within Wellness Services provided by doctors, nurses, chiropractors, acupuncturists, massage and physical therapists.</p> <p><u>Includes:</u> Health information, appointment records, x-rays</p> <p><i>Note:</i> <i>Accessibility Services (see SA029)</i> <i>Career Services (see SA022)</i> <i>Diversity & Human Rights (see SS026)</i> <i>Food Services (see SS022)</i> <i>Iniskim Centre (see SA027)</i> <i>Ombudsperson (see SS027)</i> <i>Residence Services (see SA030)</i> <i>Student Learning Services (see SA028)</i> <i>Student Personal Counseling(see SA020)</i></p> | Wellness Services | T + 3 | 7 | 10 | <p>T = Date of last service provided.</p> <p><i>Note: Alberta Health Information Act only applies to <u>custodians</u> as defined in the Act. Example: a physician's office.</i></p> | <p>Alberta FOIP Act (643)</p> <p>Alberta Health Information Act (644)</p> <p>Alberta Limitations Act (S17,587)</p> <p>College of Physicians & Surgeons of Alberta http://www.cpsa.ab.ca</p> |

Retention Trigger Event: Is the event that must occur before a retention period begins.
[C = Current Year; P = Permanent; S = Superseded or Obsolete; T = Terminating Event]



Mount Royal University - Box List

Date: February 10th, 2012

Department: Wellness Services

Destruction Certificate Number: 000000001

Box TR-Barcode: N/A

Client Box Number: N/A

Korm Box Number: N/A

Offsite Date: N/A

| File Code (#) | File # and File Title | Secondary Title | Start Date | End Date | Retention Code - Series |
|---------------|----------------------------------|-------------------|------------|------------|-------------------------|
| SS031 | Smith, Bob - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Pitt, Brad - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Joline, Angelina - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Allen, Woody - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Gretzky, Wayne - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Jordan, Michael - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |
| SS031 | Fox, Terry - Medical Files | Wellness Services | 01/01/1987 | 12/31/2001 | SS031 - HEALTH SERVICES |