

<i>Policy:</i>	Retention of Registration Application Records
<i>Reference #:</i>	EC-12142011
<i>Approved by:</i>	Executive Committee
<i>Date approved:</i>	December 14, 2011
<i>Attachments:</i>	none

Retention of Registration Application Records

PURPOSE

To specify the retention period and disposal method of registration application records at the College.

RATIONALE

To ensure registration practices are transparent, objective, impartial and fair.

LEGISLATION

The relevant legislation, regulations and by-laws regarding registration with the College of Midwives includes:

- the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act*, 1991, as amended from time to time
- Registration Regulation made under the *Midwifery Act*, 1991
- the College of Midwives of Ontario by-laws, Articles 14 and 15

SCOPE

This policy applies to all departments and administrative offices of the College, to all College officers, to Council and committee members and employees, and to all registration applicants.

POLICY

The retention period of registration application records at the College is 15 years from the date the last document in the file is received for any unsuccessful registration applicant. The unsuccessful registration applicant will be sent a copy of their file before the file is archived.

Registration application documents of successful applicants will be maintained at the College indefinitely.

The records will be stored in a protected environment for the duration of the retention period. Hardcopy documents will be destroyed by shredding after the retention period.