

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: <b>Sept. 5, 2012</b>
Topic: 7. Administrative Directives	Replaces: April 1, 2007
Subject: 8. Retention of Records ~ PCR and Incident Reports	
Policy No. G.7.8.	Page 1 of 1

**PURPOSE**

To ensure Ambulance Call Reports and Incident Reports are retained as per legislated requirements.

**APPLICATION**

Deputy Chief, Commander of QA

**PROCEDURE**

- 1) All Ambulance Call Reports and Incident Reports shall be retained in a clean, dry and secure area for a period of at least **five (5)** years from the date of the event.
- 2) Current documents: <= 1 year will be kept with the Commander of QA in a locked file cabinet.
- 3) Older documents: >1 year will be kept in a secured DSB office / storage room that is access to management only.

**REFERENCE**