COLLEGE OF
KINESIOLOGISTS
OF ONTARIO

Policy

Type:	Quality Assurance		
Number:	1.5		
Name:	Member File Retention Policy		
Status:	Final	Version:	1
Date Approved:	September 22, 2014	Date Revised:	April 14, 2015

Policy Statement: Files of all members who are assessed through the QA program will be retained for a period of ten (10) years. Procedural files related to the QA program will be retained for a period of ten (10) years.

Procedure:

1) Files of members who complete a Peer and Practice Assessment will be stored in a secure manner, either on site or off site, for a period of ten years.

2) All reports generated by the selection process (e.g. random selection algorithm, random selection output) will be filed by year.

3) Files may consist of a paper copy of the assessment tools or simply a summary of the scores on the tool.

4) Each year the Director, Quality Assurance will remove files that have reached the limit of ten years and destroy them in a secure manner.