

## OP6900 STUDENT WELLNESS SERVICES

Records documenting the provision of health, counselling and accessibility services to students at the University.

Includes the administration of health services, counselling services, accessibility services, psychiatry and so on.

Not used for financial records relate to doctors pay, cash receipts etc. See AD2550.

Example documents: correspondence, registration forms

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.*

### OPR - Director, Student Wellness Services

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Departmental Planning Files</b>  <i>Records documenting the planning and review of activities of Health, Counselling and Accessibility Services. Includes strategic plans, minutes, memos, reports. Also used for unit meeting minutes.</i>	AY + 5	0	AR	YES
31	<b>Student Patient / Client Files</b>  <i>Used for all the services provided to students at Health Counselling and Disability Services, such as health services, counselling Service, disability services, psychiatry, health promotion and learning strategies. This schedule applies to all student patient/client records regardless of their format.</i>  <i>ET Definition: Files become inactive. (A file is considered to be inactive when there is no activities for 5 years)</i>	ET + 10	0	D	PIB
32	<b>Physician Payment Files</b>	FY + 1	6	D	PIB

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
40	<b>Appointment Scheduling System</b> <i>Includes appointment information, notes</i> <i>ET Definition: Appointment created.</i>	ET + 5	0	D	PIB
41	<b>Physician Basic Information</b> <i>Includes names, bank info, contact information, bill numner Used for scheduling appointments and billing.</i> <i>ET Definition: Physician accounts become inactive.</i>	ET + 5	0	D	PIB

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OP6900 was approved on 06/06/2012.