

Policy Title: Record Retention	
Section: Image and File Management	Reference No. SF 020
Effective: December 2004	Revision: February 2018

1. SCOPE

All Breast Screening Centre Staff

2. PURPOSE

Breast Screening is a BC Cancer program and is designated as a “Hospital” under the Evidence Act. As such, the Breast Screening film & record retention policy is governed by the Provincial Evidence Act Regulations. The Breast Screening Program has a legislated records retention schedule.

<https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/records-management/orcs/screening-mammography.pdf>

3. POLICY

3.1. All client documents, including the following must be retained:

- Records dated **on or before June 1, 2013** must be retained for **10 years** in total (7 years at the screening centre + 3 years in long-term storage arranged by Client Services Centre)
- Records dated **after June 1, 2013** must be retained for **15 years** in total (7 years at the screening centre + 8 years in long-term storage arranged by Client Services Centre)

3.2. These records include:

- screening mammography films/images (non-diagnostics)
- original screening mammography reports
- computer generated mammography reports (computer file retained indefinitely)
- background information questionnaires (computer file retained indefinitely)
- record of telephoned/fax results
- copies of diagnostic reports

3.3. Client files and all documents are to be stored in secure areas not accessible to the public

3.4. Films, reports and questionnaires must be kept in the client's film bag for easy retrieval

- 3.5. All documents with personal identifiers of no further value must be disposed of by shredding, pulping, incineration, or maceration with the objective of obliteration beyond any possible reconstitution
- 3.6. BC Cancer Breast Screening follow-up files on screen or post-screen detected cancers will be retained for a minimum of 15 years

4. PROCEDURE

4.1. LOOSE FILMS

- Thinning Bags
 - As film bags are pulled out for current client appointments, screening centre staff may extract films and reports that fall outside of centre retention requirements and send to off-site storage. Additionally, this can be done at periodic intervals by generating a centre film/report purge list.
- Films
 - Centres may remove films that are 7 years old or older
 - Centres must ensure that the last 2 sets of images, regardless of age, remain in the bag
- Bundling
 - Fold corresponding paperwork (i.e. MA reports) over the films and securely affix with a paper clip or elastic band
 - Stack up to 6 different bundles and secure with elastic band and place inside bankers box
 - To protect from any potential water damage, it is recommended that boxes be lined with a plastic bag large enough to hold the entire contents
- For each box, complete the **LOOSE FILM LOG** that notes which purged films are inside the box.
- Accumulate films and reports until the box is full. Once full, enclose a copy of the loose film log, seal the plastic bag, if used, and secure the box lid with packing tape.
 - Place BC Records barcode labels and “Confidential – Patient Records” stickers accordingly on the box (labels and stickers can be requested from the Client Services Centre)
 - The BC Records barcode is to be affixed to the right hand corner of one end of the bankers box (ensure no other labels are placed over the barcode)
 - Confidential stickers are to be placed on both ends of each box
- Notify the Client Services Centre for pickup of labelled boxes and fax the Loose Film Log to 604.877.6113.
- The Client Services Centre will arrange for shipment and storage of boxes at BC Records.

4.2. ANNUAL BAG PURGE

- For clients who have not returned for a screening after 7 years, centre staff may remove client film bags from active files and send to off-site storage. Pull lists and shipping instructions will be provided to each centre by the Client Services Centre in December of each year.
- Pull lists will be sorted identifying “cancer” and “non-cancer” clients.
- Client film bags are to be placed in bankers boxes and labelled with BC Records labels and “Confidential – Patient Records” stickers provided by Client Services Centre. Client film bags for cancer patients must be stored in separate boxes and identified accordingly.
- Accumulate bags until a box is full. Once full, seal and secure the box lid with packing tape prior to shipping.
 - Place BC Records barcode labels and “Confidential – Patient Records” stickers accordingly on the box (labels and stickers can be requested from the Client Services Centre)
 - The BC Records barcode is to be affixed to the right hand corner of one end of the bankers box (ensure no other labels are placed over the barcode)
 - Confidential stickers are to be placed on both ends of each box
- The barcodes affixed to each box must be recorded to identify which client files are in the box. Refer to 4.3 for entering details into the screening application.
- Notify the Client Services Centre for pickup of labelled boxes indicating quantity and any specifics.
- The Client Services Centre will arrange for shipment and storage of boxes at BC Records.

4.3. RECORDING ANNUAL PURGED FILM BAGS IN THE SCREENING APPLICATION: NEW PROCESS

- For ease in locating client film bags in storage, purged bags will now be recorded in the Breast Screening application through the Film Tracking Log.
- Completing annual purge lists and faxing to the Client Services Centre is no longer required as long as the following steps are taken to sign the bag out and record the box number (refer to screenshot below for reference).
- Individually
 - In the film tracking screen of a client’s record, transfer the file as you would when sending to another centre:
 1. At Destination prompt, type “H” then enter code “BCRS”
 2. At Purpose prompt, type “CS” for Off-site Storage note

3. Under Comment, add **"PURGED – BOX #00XXXXX (# found above the barcode on the BCRS label) – YEAR (of last appointment) – CA (only if identifying it as cancer file, otherwise nothing)"**
 - The bag status will change to "OUT".

MODE:F ACTION:1

File Tracking SMPM216 v: 1.07

MNAGY

SMP Id:

Home Clinic: 22 Status: OUT

Date Sent: 19/SEP/2016 Sent By:

Date Returned: Return By:

01 Destination: Hospital> BCRS BC RECORDS FILM STORAGE (1)

Purpose> Off-site Storage (Ce) (2)

Comment: PURGED - BOX #00XXXXX - 2010 - CA (3)

Send Method> Meditran

Due Date:

■ Batching

- In the Screening Visit Menu, transfer files as you would when sending to another centre (refer to screenshot below for reference).
1. Select 07 [BATCH FILM] to go to the Batch Film Tracking Screen
 2. Type "E" and enter "SEND" on Status line to mark bags as "OUT"
 3. At Destination prompt, type "H" then enter code "BCRS"
 4. At Purpose prompt, type "CS" for Off-site Storage note
 5. Under Comment, add **"PURGED – BOX #00XXXXX (BCRS label #) – YEAR (of last appointment) – CA (only if identifying it as cancer file, otherwise nothing)"**
 6. Enter up to 11 program IDs at one time

MODE:E ACTION:E

Batch Film Tracking SMPM218 v: 1.04

MNAGY

Status: OUT

Destination: Hospital> BCRS BC RECORDS FILM STORAGE

Purpose> CS Off-site Storage Tel: () -

Comment: PURGED - BOX #00XXXXX - 20XX

Send Method> MT Meditran

Due Date: 24 JUN 18

	SMP Id	Name	PU	Comment	SK	Due Date
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						

4.4. PURGED FILM BAG RETRIEVAL

- In the event a client books an appointment before their film bag is destroyed (see schedule below), the bag can be retrieved from storage for previous film comparison.
- Refer to the film tracking log in the client's record to determine if bag is still in storage based on year noted and cross-reference to schedule. If still available, use Internal File Transfer Request process in the Breast Screening application or send a fax or email to the Client Services Manager or designate quoting the program ID number. The bag will be retrieved from storage and sent directly to the centre.
- Once the film bag is received at the centre, the bag status must be changed to "IN" by entering HOME in the film tracking screen. The destination will remain as BCRS until the bag is transferred out to another destination.

4.5. 2017 FILM & RECORD RETENTION SCHEDULE

Current Year	Purge Year (last exam) Send to BC Records	Destruction Year (non-CA only)
2017	2010	2020
2018	2011	2021
2019	2012	2022
2020	2013	2028
2021	2014	2029
2022	2015	2030
2023	2016	2031
2024	2017	2032
2025	2018	2033
2026	2019	2034
2027	2020	2035
2028	2021	2036
2029	2022	2037
2030	2023	2038
2031	2024	2039
2032	2025	2040
2033	2026	2041
2034	2027	2042
2035	2028	2043

Per P&P SF 020

Client records June 1, 2013 and before:

Retained for 7 years at Screening Centre, additional 3 years in long-term storage.

Total= 10 years

Client records after June 1, 2013 and before:

Retained for 7 years at screening centre, additional 8 years in long-term storage.

Total= 15 years

	Storage of Films & Reports Coordinated by Client Services Centre			Keep Films & All Documents at Screening Site							
Age of Records	10+	9	8	7	6	5	4	3	2	1	0

5. RELATED POLICIES

6. RESPONSIBLE PARTY

Client Services Manager

LOOSE FILM LOG

Breast Screening Clinic #: _____

Fax to 604.877.6113

[illegible]