



Retention Schedule for Non-Client Records

This retention schedule outlines the timelines for retaining various records in accordance with legal obligations, industry standards and operational needs. It is important to note that some records related to claims not subject to a limitation period (e.g. claims relating to sexual assault) should be maintained indefinitely.

For records not explicitly identified on the retention schedule, the following factors should be considered when determining the appropriate retention period:

- The kind or category of records.
- The usefulness of the information for patient care, quality assurance, research, teaching, and protecting the legal interests of the organization and its staff.
- The relevance of the information for the patient, particularly in legal actions or for obtaining insurance and other benefits.
- The archival or historical value of the records.
- The available physical, financial, and technological resources to store and securely maintain the records.

As of January 20, 2025, any revisions made to this schedule can be found on ORG.1410.PL.202.SD.02 Change History Table Retention Schedule for Non-Client Records.



Retention Schedule for Non-Client Records

FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	LEGAL AUTHORITY
Administrative				
Administrative	Access & Privacy	Access and Privacy – Personal Information and/or General Information (information related to requests for information & responses under <i>The Freedom of Information and Protection of Privacy Act</i>)	File Close + 5 years	Common Practice
Administrative	Access & Privacy	Access and Privacy – <i>The Freedom of Information and Protection of Privacy Act</i> Request Log	10 years	Common Practice
Administrative	Corporate	Blueprints, Construction Records; equipment ledger	Permanent (for the life of the building)	Common practice
Administrative	Corporate	Bylaws	Permanent	<i>Corporations Act</i>
Administrative	Corporate	Compliments	5 years	
Administrative	Corporate	Contracts, Tenders, Permits, Leases, Agreements	Permanent	Common Practice
Administrative	Corporate	Correspondence – Administrative, Policy, etc	7 years	Common Practice
Administrative	Corporate	Correspondence – Budgetary	10 years	Common Practice
Administrative	Corporate	Correspondence – Contractual	Permanent	Common Practice
Administrative	Corporate	Correspondence – Legal	10 years following completion/closing of the relevant file or	Law Society of Manitoba Rules, Rule 5-54(1)



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			longer at the discretion of the program manager/lead	
Administrative	Corporate	Correspondence – Medical	10 years	Common Practice
Administrative	Corporate	Correspondence – Routine, Other	3 years	Common Practice
Administrative	Corporate	Disclosure Records - Adults	15 years following the date on which the critical incident occurred	<i>The Limitations Act</i> , CCSM c. L150
Administrative	Corporate	Disclosure Records - Minors	15 years from the age of majority or 15 years from the date a notice to proceed is given under s. 15 of <i>The Limitations Act</i>	<i>The Limitations Act</i> , CCSM c. L150
Administrative	Corporate	Disclosure Records - Persons with a Disability	Indefinitely, or 15 years from the date a notice to proceed is given under s. 15 of <i>The Limitations Act</i>	<i>The Limitations Act</i> , CCSM c. L150
Administrative	Corporate	Endowments, Trusts, Bequests	Permanent	Common Practice
Administrative	Corporate	Health Plans	Permanent	Common Practice
Administrative	Corporate	Incorporation Documents (Letters of Incorporation)	Permanent	Common Practice



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Administrative	Corporate	Insurance Claims <i>Includes records related to matters reported to the health authority's insurance company that have not proceeded to either a trial or settlement and is left unresolved</i>	15 years following the date on which an event which may give rise to a potential claim occurs OR 3 years from the date of the last advancement in the action OR as determined by legal counsel.	<i>The Limitations Act C.C.S.M.</i> <i>The Insurance Act, CCSM c. I40 s. 230.3(3)</i>
Administrative	Corporate	Insurance Claims – Litigated <i>Includes claims that have gone to litigation and that litigation is either resolved by way of a settlement or by way of a trial</i>	One (1) year after the appeal period expires or one (1) year after the litigation is resolved EXCEPTION: Settlement documents (i.e. release, minutes of settlement or the order, judgment or Notice of Satisfaction), retain <u>indefinitely</u> OR for a period of time	



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			determined by legal counsel.	
Administrative	Corporate	Insurance Policies – Liability	15 years from the date on which the policy expires	<i>The Limitations Act</i> , CCSM c. L150
Administrative	Corporate	Insurance Policies – Other (property, boiler/machinery, travel, etc.)	6 years (after policy expires)	Common Practice
Administrative	Corporate	Incident Reporting, Investigations – Adults <i>Includes Occurrence, Safety Event Reporting and/or other reports and correspondence of incidents and complaints by health system users.</i>	15 years from the date the incident referred to in the records took place, or 15 years from the date the investigation is completed, if the investigation itself is the “event” giving rise to a potential claim.	<i>The Limitations Act</i> , CCSM c. L150
Administrative	Corporate	Incident Reporting, Investigations – Minors <i>Occurrence, Safety Event Reporting and/or other reports and correspondence of incidents</i>	15 years from the age of majority, or 15 years from the date a notice to proceed is given under s. 15 of <i>The Limitations Act</i>	<i>The Limitations Act</i> , CCSM c. L150



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		<i>and complaints by health system users.</i>		
Administrative	Corporate	Incident Reporting, Investigations – Person under a Disability Occurrence, Safety Event Reporting and/or other reports and correspondence of incidents and complaints by health system users.	Indefinitely, or 15 years from the date a notice to proceed is given under s. 15 of <i>The Limitations Act</i>	<i>The Limitations Act, CCSM c. L150</i>
Administrative	Corporate	Memorandum of Understanding	7 years	Common Practice
Administrative	Corporate	Minutes – Auxiliary	7 years	Common Practice
Administrative	Corporate	Minutes – Departmental	3 years	Common Practice
Administrative	Corporate	Minutes – Medical Advisory Committee	15 years	<i>The Limitations Act, CCSM c. L150</i>
Administrative	Corporate	Minutes – Regional Program	7 years	Common Practice
Administrative	Corporate	Minutes – Provincial Committees	3 years	Common Practice
Administrative	Corporate	Minutes/Resolutions – Board and Board Committees including Directors’ resolutions	Permanent (Where there are hierarchies of committees, keep only minutes not superseded by higher level minutes)	<i>The Corporations Act, R.S.M. 1987 C225, ss. 1,2,3,20,22,46</i>
Administrative	Corporate	Privileges (Physician)	Permanent	Common Practice



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Administrative	Corporate	Policies and Procedures	15 years following the revision date shown on the archived policy	<i>The Limitations Act, CCSM c. L150</i>
Administrative	Corporate	Property Titles, Deeds, Leases	Permanent	Common Practice
Administrative	Corporate	Records – Preventative Maintenance Program	7 years	Common Practice
Administrative	Corporate	Records – Water Sample Testing	3 years	Common Practice
Administrative	Corporate	Register – Board Members	Permanent	<i>Corporations Act</i>
Administrative	Corporate	Register – past/present Directors	Permanent	<i>Corporations Act</i>
Administrative	Corporate	Reports – Accreditation	Previous 2 surveys	Common Practice
Administrative	Corporate	Reports – Annual (Board)	Permanent (for historical reference)	Common Practice
Administrative	Corporate	Reports – Biomedical Inspection	7 years	Common Practice
Administrative	Corporate	Reports – Clinical Audits	5 years	Common Practice
Administrative	Corporate	Reports – College of Physicians and Surgeons	Previous 3 surveys	Common Practice
Administrative	Corporate	Reports – CQI/Miscellaneous Non-Clinical Audits	3 years	Common Practice
Administrative	Corporate	Reports – Fire Inspections	2 years	<i>Manitoba Fire Code Article 221.2 Division C of National Fire Code of Canada 2010</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	LEGAL AUTHORITY
Administrative	Corporate	Reports – MHHLS Reports & – Analysis, Tables – 15, 19, etc.(Health Information Services)	5 years	Common Practice Departmental Requirement
Administrative	Corporate	Strategic Plans	Permanent	Common Practice
Administrative	Corporate	Workplace Safety and Health Incidents involving staff injury and dangerous work refusal investigations	15 years following the date on which the injury or illness or the investigation itself took place	<i>The Limitations Act, CCSM c. L150</i>
Administrative	Workplace Safety & Health	Chemical and Biological Substances Program	30 years	<i>Workplace Safety and Health Regulation 217/2006 S. 36.6(5)</i>
Administrative	Workplace Safety & Health	Form – Chemical Inventory	30 years	<i>Workplace Safety and Health Regulation 217/2006 S. 36.6(5)</i>
Administrative	Workplace Safety & Health	Inspections – Boiler/Pressure Vessel	Last 2 inspections	<i>Canada Occupational Health & Safety Regulations S. 5.18(3)</i>
Administrative	Workplace Safety & Health	Inspections – Asbestos Inventory/Annual	30 years from the date the record was created	<i>Workplace Safety and Health Regulation 217/2006 Part 37.3</i>
Administrative	Workplace Safety & Health	Inspections - Fire Safety	Minimum 2 years or current and preceding record	<i>Canada Occupational H & S Regulations 17.9 (2) Article 221.2 of Division</i>



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				<i>C of National Fire Code of Canada 2010</i>
Administrative	Workplace Safety & Health	Manual Lifting Instructions (manually lifting or carrying loads in excess of 45 kg.)	2 years after they cease to apply	<i>Canada Occupational Health & Safety Regulations S. 14.49</i>
Administrative	Workplace Safety & Health	Materials Handling/ Equipment Training	Length of employment	<i>Canada Occupational Health & Safety Regulations</i>
Administrative	Workplace Safety & Health	Minutes – Workplace Safety & Health Committee	10 years	<i>Workplace Safety and Health Regulation 217/2006 S.3.7</i>
Administrative	Workplace Safety & Health	Records – Monitoring of airborne health hazards	30 years	<i>Workplace Health Hazard Regulation S. 36.6(5)</i>
Administrative	Workplace Safety & Health	Records – Worker education (i.e. WHMIS/Controlled Products)	30 years	<i>Workplace Safety and Health Regulation 217/2006 Part 2..10</i>
Administrative	Workplace Safety & Health	Reports – Illness or Injury at the Workplace	5 years	<i>Workplace Safety and Health Regulation 217/2006 Part 5.7</i>
Administrative	Workplace Safety & Health	Reports – Hearing and Conversation (Audiometric)	10 years	<i>Workplace Safety and Health Regulation 217/2006 Part 12.5 (6)</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	LEGAL AUTHORITY
Administrative	Workplace Safety & Health	Tests – Worker Hearing (Audiometric)	10 years	<i>Workplace Safety and Health Regulation 217/2006 Part 12.5(2)</i>
Administrative	Workplace Safety & Health	WHMIS Material Data Safety Sheets (MSDS)	30 years after received from the supplier or produced at the workplace	<i>Workplace Safety and Health Regulation 217/2006 Part 35.24</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Finance and Business				
Finance and Business	Accounts Payable	Custom Duty Records	7 years	Common Practice
Finance and Business	Accounts Payable	Invoices – Construction and Capital	7 years	Common Practice
Finance and Business	Accounts Payable	Invoices – Operating and Trust	7 years	Common Practice
Finance and Business	Accounts Payable	Journal – Payables Transaction Posting	7 years	Common Practice
Finance and Business	Accounts Payable	Journal – Computer Cheques Posting	7 years	Common Practice
Finance and Business	Accounts Payable	Journal – Void Open/Historical payables Transaction Posting	7 years	Common Practice
Finance and Business	Accounts Payable	Purchase Orders, Requisitions, Packing Slips	7 years	Common Practice
Finance and Business	Accounts Receivable/Cash Receipts	Invoices – Sales	7 years	Common Practice
Finance and Business	Accounts Receivable/Cash Receipts	Posting Journals - Invoicing, Receivable, cash receipt, General and Resident Management Posting	7 years	<i>Income Tax Act and Regulations S. 230(4)(b)</i>
Finance and Business	Accounts Receivable/Cash Receipts	Receipts – Duplicate Cash (Operating, Donations, Trust)	7 years	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Finance and Business	Accounts Receivable/Cash Receipts	Receipts – Operating, Donation, Trust	10 Years	Common Practice
Finance and Business	Budget	Board approved budget documents	7 years	Common Practice
Finance and Business	Budget	Budget Detail (electronic)	7 years	Common Practice
Finance and Business	Month End Reporting	Bank Reconciliation (Operating, Trust)	7 years	Common Practice
Finance and Business	Month End Reporting	Bank statements/books, cheques & slips; cash books, cash vouchers	7 years	<i>Income Tax Act and Regulations S. 230(4)(b)</i>
Finance and Business	Month End Reporting	General Ledger Posting Journals	7 years	Common Practice
Finance and Business	Month End Reporting	Month end Files (Financial and Statistical)	7 years	Common Practice
Finance and Business	Month End Reporting	Month end transitory documents including CIHI abstract submissions (easily reproduced from systems)	1 year	Common Practice
Finance and Business	Month End Reporting	MB Health PCH Occupancy Listing	2 years	Common Practice
Finance and Business	Month End Reporting	MB Health PCH Drug Claims	2 years	Common Practice
Finance and Business	Month End Reporting	MB Health Semi-Monthly Remittance Statements	7 years	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Finance and Business	Month End Reporting	Medical Remuneration (Fee for Service billings)	7 years	Common Practice
Finance and Business	Year End Reporting	Annual Inventory Summary	7 years	<i>Income Tax Act and Regulations S.230(4)(b)</i>
Finance and Business	Year End Reporting	Annual Inventory Count Sheets (Detail)	2 years	Common practice
Finance and Business	Year End Reporting	Audit Reports - Working Paper Files	Permanent	Common Practice
Finance and Business	Year End Reporting	Audit Reports – External	Permanent	Common Practice
Finance and Business	Year End Reporting	Detail Trial Balance	7 years	<i>Income Tax Act and Regulations S. 230(4)(b)</i>
Finance and Business	Year End Reporting	Duplicate Charitable Receipts, Registered Charity Annual Run	10 years	Common Practice
Finance and Business	Year End Reporting	Fixed Asset Ledgers; Equipment depreciation records; capital expenditures	Permanent	<i>Tax Administration and Miscellaneous Taxes Act S.18(3)(a)</i>
Finance and Business	Year End Reporting	Financial Statements (Internal)	7 years	Common Practice
Finance and Business	Year End Reporting	General Ledger	Permanent	<i>Tax Administration and Miscellaneous Taxes Act S.18(3)(a)</i>
Finance and Business	Year End Reporting	Letter of credit	7 years	<i>Income Tax Act and Regulations S. 230(4)(b)</i>
Finance and Business	Year End Reporting	MB Health Funding Document	7 years	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Finance and Business	Year End Reporting	Payroll Tax Returns	7 years	<i>The Tax Administration and Miscellaneous Taxes Act. S. 18(3)</i>
Finance and Business	Year End Reporting	Sales Tax Record	7 years	<i>Tax Administration and Miscellaneous Taxes Act S. S18(3)</i>
Finance and Business	Year End Reporting	Tax Returns (GST, PST, etc.)	7 years	<i>Tax Administration and Miscellaneous Taxes Act S. S18(3)</i>
Finance and Business	Year End Reporting	WCB Returns	7 years	<i>Income Tax Act and Regulations S. 230(4)(b)</i>
Finance and Business	Year End Reporting	Year End Accounts Payable Sub Ledger (Detail)	7 years	Common Practice
Finance and Business	Residents/Clients	Application for Reduced Residential Charge	7 years after discharge	Common Practice
Finance and Business	Residents/Clients	Notice of Assessment Request for Review/Appeal	7 years after discharge	Common Practice
Finance and Business	Residents/Clients	Tax Information Release Form	7 years after discharge	Common Practice
Finance and Business	Residents/Clients	Valuables Envelope	2 years after discharge	Common Practice
Human Resources and Payroll				
Human Resources and Payroll	Certifications	Certification of Workers/Volunteers	Permanent	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Human Resources and Payroll	Exception Documents	<ul style="list-style-type: none"> ➤ Overtime slips, ➤ Request for Leave forms ➤ Shift swap forms ➤ Short-term sick notes, ➤ Union leave forms 	Current & previous year only	Common Practice
Human Resources and Payroll	Exception Documents	Forms – Application for employment	6 months	Common Practice
Human Resources and Payroll	Exception Documents	Forms – Application for Education Sessions	2 years	Common Practice
Human Resources and Payroll	Exception Documents	Forms – Evaluation (following education session)	2 years	Common Practice
Human Resources and Payroll	Exception Documents	Garnishee Orders	6 years (after expiry of order)	Common Practice
Human Resources and Payroll	Exception Documents	Grievance files	Permanent - <i>Contents can be destroyed in 4 years; however, the grievance and settlement documents (awards/memorandum s) shall be kept permanently.</i>	Common Practice
Human Resources and Payroll	Investigation Files	<ul style="list-style-type: none"> ➤ Respectful Workplace ➤ Disciplinary Matters ➤ Violations of Work Rules 	4 years	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
		➤ Theft		
Human Resources and Payroll	Personnel Files	<ul style="list-style-type: none"> ➤ Adult Abuse Registry Check ➤ All Benefit Enrolment/Change forms ➤ Anecdotal records ➤ Child Abuse Registry Check ➤ Criminal Record Check ➤ CSB applications ➤ Declaration of Confidentiality ➤ Disciplinary letters ➤ EAP form ➤ Employee Profile form ➤ Group RRSP applications ➤ Letters of Offer ➤ Long-term sick notes ➤ Medical certificates ➤ Parking form ➤ Payroll Advice Forms ➤ Position description ➤ Regional Orientation Checklist – Regional, facility, site, program, unit specific ➤ Resumes/reference checks ➤ TD1's 	Permanent	Common Practice <i>Employment Standards Code</i> S. 135(3)



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
		<ul style="list-style-type: none"> ➤ Test documents from in-services ➤ WCB/LTD Claim records 		
Human Resources and Payroll	Personnel Files	Records – Canada Pension Plan	6 years	<i>Canada Pension Plan S. 24</i>
Human Resources and Payroll	Personnel Files	Records – Earnings History	6 years	Common Practice
Human Resources and Payroll	Personnel Files	Records – Employee Pension Records	Permanent	<i>Pension Benefits Act & Regulations C.C.S.M. S. 3.38</i>
Human Resources and Payroll	Personnel Files	Records – Employment Insurance	6 years	<i>Employment Insurance Act S. 87</i>
Human Resources and Payroll	Personnel Files	Forms – Orientation (regional, facility, program, unit specific) Checklists	Permanent	PCH Standards Regulation S39, Item 24
Human Resources and Payroll	Personnel Files	Records – Payroll (Register) (hours worked, pay periods and rate of pay)	6 years	<i>Income Tax Act & Regulations S. 230(4)(b)</i>
Human Resources and Payroll	Personnel Files	Records – Payroll for Income Tax purposes (T4 slips and Summary)	6 years	Common Practice
Human Resources and Payroll	Personnel Files	Records – Personnel (historical info such as appraisals, Letter of Offer, etc.)	Permanent	<i>Employment Standards Code S. 135(3)</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Human Resources and Payroll	Personnel Files	Records – Personnel – students	3 years	Common Practice
Human Resources and Payroll	Personnel Files	Records – Time Cards	6 years	Common Practice
Human Resources and Payroll	Personnel Files	Records – Vacation	6 years	<i>Employment Standards Code C.C.S.M. S/ 135 (3)</i>
Human Resources and Payroll	Personnel Files	Recruitment/competition files	1 year after termination or ending of employment relationship (from WRHA)	Common Practice
Human Resources and Payroll	Personnel Files	Reports – Department Manager	Current & previous year	Common Practice
Human Resources and Payroll	Personnel Files	Reports – Payroll including ESP Timesheets	6 years	Common Practice
Human Resources and Payroll	Personnel Files	Reports – Payroll Financial	6 years	Common Practice
Human Resources and Payroll	Personnel Files	Reports – Quarterly Client Profile Reports (site copies only)	Current & previous year	Common Practice
Human Resources and Payroll	Personnel Files	Reports – WCB Firm Experience Statements	Current & previous year	Common Practice
Human Resources and Payroll	Scheduling Reports	<ul style="list-style-type: none"> ➤ Posted schedules, ➤ Daily flow sheets ➤ Additional service logs 	Current & previous year only	Common Practice



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Pharmacy				
Pharmacy	Prescriptions and Records	Purchase of dispensing records re: narcotics	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Prescription and/or prescribing records	5 years after the date the drug was last dispensed to a patient	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Drug Labels	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Patient Profile	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Counselling Record	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Drug Acquisition and Sales Record	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Drug Administration Record	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Pharmacy	Prescriptions and Records	Test Interpretation Record	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>
Pharmacy	Prescriptions and Records	Test ordering and results record	5 years after transaction	<i>The Pharmaceutical Regulation C.C.S.M. S. 79</i>



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FUNCTION	SUB-FUNCTION	SPECIFIC RECORD	MINIMUM RETENTION	AUTHORITY
Physical Plant Services				
Physical Plant Services	Engineering	Calibration records	6 years	Common practice
Physical Plant Services	Engineering	Equipment records	Life of equipment plus 6 years	Common practice
Physical Plant Services	Engineering	Equipment maintenance records	5 years (6 years for electronic health record systems)	Common practice
Physical Plant Services	Engineering	Equipment operating records	Life of equipment plus 6 years	Common practice
Physical Plant Services	Engineering	Inspection of buildings/grounds	1 year	Common practice
Physical Plant Services	Engineering	Maintenance/ Engineer log	7 years	Common practice
Physical Plant Services	Engineering	Purchase orders	10 years	Common practice
Physical Plant Services	Engineering	Work orders	2 years	Common practice