General Records

Administration & Medical & Academic Affairs

Types of Information	Description	Format	Retention Information
Database Information	Administrative files including reports and proposals	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Board of Directors - minutes, agendas, documents pertaining to work of committees and subcommittees	Electronic & hard copy	Policy ADMIN-04
	Other Committees - minutes, agendas, documents pertaining to work of committees and subcommittees	Electronic & hard copy	Policy ADMIN-04
External Committees	Minutes, agendas, documents pertaining to work of the committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Current approved and prior approved iterations of all policies, procedures, standards, guidelines, medical directives, by-laws	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Material related to various management items, staff performance, contracts, agreements, leases, letters of funding, Medical Leader job descriptions	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Investigation information about complaints	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material including the Strategic Plan, Accreditation Reports, recruitment and credentialing files, medical capital equipment planning	Electronic & hard copy	Policy ADMIN-04

Corporate & Diagnostic Services

Regional Supply Chain, Capital & Support Service, Diagnostic Services, Pharmacy Services, Financial Services & Nutrition & Food Services

Types of Information	Description	Format	Retention Information
Database Information	Documentation related to operations of corporate and diagnostic services	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
External & Advisory Committees	External & Advisory Committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Principles, practices and guidelines to be followed with respect to operations	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Documents pertaining to day-to-day operations, staff performance, agreements, contracts, letters of understanding, financial information	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Information related to client complaints and compliments concerning care and operations	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material of programs and services including:	Electronic & hard copy	Policy ADMIN-04
	Regional Supply Chain - requests for proposals, purchasing information, tender awards, vendor performance, quality control, statistical data, building architectural drawings, building project files	Electronic & hard copy	Policy ADMIN-04
	Supply Process Distribution - product trial information, sterilization records, audit records	Electronic & hard copy	Policy ADMIN-04
	Material Distribution - documents related to orders and inventories, delivery sign-off sheets	Electronic & hard copy	Policy ADMIN-04
	Housekeeping - inventory & service reports	Electronic & hard copy	Policy ADMIN-04
	Laundry & Linen Services- inventory records	Electronic & hard copy	Policy ADMIN-04
	Security Services - service reports	Electronic & hard copy	Policy ADMIN-04
	Financial Services - annual financial reports, audited statements, general ledger accounts, journal statements, cheque reports	Electronic & hard copy	Policy ADMIN-04
	Nutrition & Food Services - purchasing and inventory information, cafeteria and catering menus and price lists	Electronic & hard copy	Policy ADMIN-04

Human Resources & Organizational Development

Human Resources and Organizational Development, Library Services, Labour Relations, Occupational Health & Safety, Volunteer Services

Types of Information	Description	Format	Retention Information
Database Information	Documentation related to operations of human resources and organizational development	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
External & Advisory Committees	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Principles, practices and guidelines to be followed with respect to operations of clinical programs and services	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Documents pertaining to day-to-day operations, staff performance	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Information related to client complaints and compliments concerning care and operations	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material of programs and services including:	Electronic & hard copy	Policy ADMIN-04
	Human Resources - job descriptions, benefit information, labour relations documents	Electronic & hard copy	Policy ADMIN-04
	Volunteer Services - role descriptions, reports	Electronic & hard copy	Policy ADMIN-04
	Occupational Health & Safety - Ministry of Labour orders, Return to Work files, Joint Occupations Health & Safety reports	Electronic & hard copy	Policy ADMIN-04
	Research - annual plans	Electronic & hard copy	Policy ADMIN-04
	Staff Education - participation records	Electronic & hard copy	Policy ADMIN-04

Chronic Disease Prevention & Management

Prevention & Screening Services, Supportive, Palliative Care and Telemedicine Services, Chronic Disease Prevention and Management Program and Medicine Service, Mental Health & Addictions Services, Regional Cancer Program, Cardiovascular Program

Types of Information	Description	Format	Retention Information
Database Information	Documentation related to operations of clinical programs and services	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
External & Advisory Committees	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Principles, practices and guidelines to be followed with respect to operations of clinical programs and services	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Documents pertaining to day-to-day operations, staff performance	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Information related to client complaints and compliments concerning care and operations	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material of programs and services	Electronic & hard copy	Policy ADMIN-04

Strategy, Performance & Aboriginal Health

Informatics, Communications & Engagement, Quality & Risk Management, Strategy & Performance Management, Patient & Family Centred Care & Patient Advocate, Research Ethics

Types of Information	Description	Format	Retention Information
Database Information	Documentation related to operations of clinical programs and services	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
External & Advisory Committees	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Principles, practices and guidelines to be followed with respect to emergency planning and standards and guidelines for systems management & maintenance	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Documents pertaining to day-to-day operations, staff performance	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Information related to client complaints and compliments concerning care and operations	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material including:	Electronic & hard copy	Policy ADMIN-04
	Quality & Risk Management - accreditation survey recommendations, Quality Improvement Plan, emergency planning	Electronic & hard copy	Policy ADMIN-04
	Communications & Engagement - communication templates, graphics	Electronic & hard copy	Policy ADMIN-04
	Strategy & Performance - corporate strategic planning documents	Electronic & hard copy	Policy ADMIN-04
	Research Ethics - Research Ethics Board documents	Electronic & hard copy	Policy ADMIN-04
	Informatics - vendor files, agreements, letters of understanding	Electronic & hard copy	Policy ADMIN-04

Patient Care, Health Professional & Chief Nursing Executive

Trauma Program and Emergency and Critical Care Services Women and Children's Services, Nursing Best Practice/Research, Trauma and Emergency Critical Care Services, Surgical and Ambulatory Services

Types of Information	Description	Format	Retention Information
Database Information	Documentation related to operations of clinical programs and services	Electronic	Policy ADMIN-04
Internal Committees/ Team Meetings	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
External & Advisory Committees	Minutes, agendas, documents pertaining to work of committees	Electronic & hard copy	Policy ADMIN-04
Policies and Procedures	Principles, practices and guidelines to be followed with respect to operations of clinical programs and services	Electronic & hard copy	Policy ADMIN-04
Management Documentation	Documents pertaining to day-to-day operations, staff performance	Electronic & hard copy	Policy ADMIN-04
Client Feedback	Information related to client complaints and compliments concerning care and operations	Electronic & hard copy	Policy ADMIN-04
Planning and Evaluation	Development, implementation and evaluation material of programs and services	Electronic & hard copy	Policy ADMIN-04

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