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 CORPORATE RECORDS	
<p>Corporate Administrative Offices</p>	<ul style="list-style-type: none">  Administrative Professional Bylaws  Agreements/Contracts  Alliance Annual Reports  Board of Directors Governance Policies & Procedures  Corporate Correspondence  Deed  FOI Files  Historic Information  Hospital Administration Policies & Procedures  Insurance documents  Letters Patent  Pandemic Plan  Privacy Files  Redevelopment Change Orders & Directors  Joint Venture Documents
<p>Corporate Clinical</p>	<ul style="list-style-type: none">  Accreditation Reports  Administrator On-Call Schedule  Clinical Policies & Procedures  Complaints  Interprofessional Documents  Litigation Files  Patient Engagement Project  Patient Satisfaction Surveys / Letters  Quality & Patient Safety  Quality of Care
<p>Corporate Communications</p>	<ul style="list-style-type: none">  Advertising  Backgrounder Documents  Communication Strategies / Plans  Community Reports  Key Messaging  Newsletters  Organizational Charts
<p>Corporate Planning Records</p>	<ul style="list-style-type: none">  Corporate Project Documents  Occupancy Documents  Redevelopment /Blueprints  Specs/Drawings
<p>Medical Administration</p>	<ul style="list-style-type: none">  Active Physician List  Code of Conduct  Credentialing (all four sites)  Physician Appointment Records  Physician Privileges

<p>Meeting Minutes & Supporting Documentation</p>	<ul style="list-style-type: none">  Board of Directors  Board of Directors Sub-Committees: (Executive, Governance, Quality, External Relations, Resources, Audit, Joint Conference)  Care Teams (for each program)  Clinical Program Directors  Clinical Review  Departmental huddles  Departmental Staff  Diabetes Education  Discharge Planning  Electronic Documentation  Health Records  Huron Perth CEOs  Huron Perth District Stroke Program  Infection Control  Information Management  Interdisciplinary  Interprofessional Practice  Joint Occupational Health & Safety  Joint Regional IT  Laboratory Liaison  Labour Management  Management Team  Medical Advisory  Medical Staff  Nominating  Nursing Practice  Occupancy  Pandemic Planning  Pharmacy & Therapeutics  Priorities & Planning  Redevelopment  Regional Medication Safety  Senior Team  Space & Signage  Unit action councils
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 FINANCIAL RECORDS	
<p>Business Office</p>	<ul style="list-style-type: none">  Accounts Receivable Records  Cash Receipts  Customer Invoices  Other Billing Invoices
<p>Decision Support</p>	<ul style="list-style-type: none">  Briefing Reports  Performance Reporting  Scorecards  Strategic and Operational Plan Reporting Documents
<p>Finance Records</p>	<ul style="list-style-type: none">  Banking Records  Budget Records  Cheque Register  Financial Statements  General Ledger and Supporting Entries and Documents  Source Documents (i.e. Records integral to the creation of

	financial statements and tax returns such as receipts, invoices, vouchers, cheques, banking information.
Payroll	 Benefit and Deduction Annual Returns  Payroll Employee Benefit Records  Payroll Personnel Records  Payroll Source Documents  Payroll Statutory and other Deductions Source Documents
 HUMAN RESOURCE RECORDS	
Human Resources	 Arbitration Notes, Grievances & Workload Complaints  Attendance Management Information  Awards/Rulings  Benefit Information  Collective Agreement Information  Compensation Information  Competition Files  Employee Recognition  Employment Forms  General Employee Personnel Files  Investigation Information  Leadership Education Materials  Letters of Understanding  Litigation Files  Minutes of Settlement  Negotiation Notes  NRC Picker Staff/Physician Satisfaction Survey Results  Pandemic Planning  Position Descriptions  Professional Registration Information
Occupational Health & Safety & Infection Control	 Accident Reports & Records  Designated Substance Exposure Records  Employee Incident Reports  Employer's Report of Injury/Disease (Form 7)  Ergonomic Access Information  General Employee/Student/Volunteer & Physician Health Files  Industrial Hygiene Information  Infection Control Files  Infection Control Patient Reports  Inspection Information  Material Safety Data Sheets  Medical Directives  Ministry of Labour Files  Outbreak Information  Physical Demands Analysis Information  Staff & Leadership Education Information  WSIB Files

Workplace Health	<ul style="list-style-type: none">  Employee Incident Reports  Fit Testing Files  Industrial Hygiene  Inspections  Ministry of Labour Files  MSDS  WSIB Claim Files
 ENVIRONMENTAL & SUPPORT SERVICES	
Central Processing	<ul style="list-style-type: none">  Service Reports  Sterilizer Print outs
Environmental Services	<ul style="list-style-type: none">  Audits  Check logs, Test sheets  Cleaning Records  Dailies  Equipment Lists  ID Badge Equipment  Linen  Ministry of Environment Documentation  Power Plant Log Sheets  Reports  Safety Tests and Inspections  Service Log books  Survey Sheets  Training Records  Waste Management  Work Orders
Information Management	<ul style="list-style-type: none">  Application documents  Backup Log  IT Project Documents  Litigation Files  Request Forms  RFP Documents  Scheduling Documents  Work Orders
Materials Management	<ul style="list-style-type: none">  Contracts & Associated Documentation  Invoicing  RFP Awards
Nutrition & Food Services	<ul style="list-style-type: none">  Audits  Inspection documents  Inventory  Menus  Renovation Project documents  Schedules  Service Contracts  Temperature Check Records
Training & Development	<ul style="list-style-type: none">  Library  Staff Education Files  Staff Orientation Files  Student Placement Information

Volunteer Services	<ul style="list-style-type: none">  Contracts/Suppliers Gift Shop  General Volunteer Personnel Files  Interview Notes  Volunteer Education Information  Volunteer Orientation Information  Volunteer Position Descriptions  Volunteer Schedule  Volunteer Statistics
 CLINICAL RECORDS	
Clinical Programs – Inpatient & Outpatient	<ul style="list-style-type: none">  Audits  Departmental Policies & Procedures  Equipment records  Licensing information  Medication Information, Prescriptions  Operating Room Schedule  Patient Appointment Listings, Bookings  Patient Discharge Planning  Patient Education Information/Handouts, etc.  Patient Referrals  Protocols  Staff Communication documents  Staff Schedules & Assignments  Statistics & Performance Reports
Health Records	<ul style="list-style-type: none">  Patient Charts & Related information