

DIRECTORY OF RECORDS

Corporate Records (primarily held by Administration)

Accreditation
Annual Reports
Board and Standing Committee Meeting Minutes
Board Orientation
By-laws and Professional Staff Rules and Regulations
Community Relations
Contracts/Agreements
General Correspondence
General Policies/Procedures
Government Relations – General
Government Relations – Ministry of Health & Long-Term Care
Government Relations – South West Local Health Integration Network
Legislation and regulations
Professional Staff Credentialing
Property Acquisition
Strategic Planning

Finance Records (primarily held by Business Office)

Accounts Payable Information
Accounts Receivable Information
Audited Financial Statement
Bank Statement and Reconciliations
Employee Payroll Information
General Ledger Information
Insurance Information
Statistical Information

Facilities Management (primary held by Environmental Services)

Building management
Capital construction projects
Fire Prevention & Emergency Preparedness
Procurement (equipment, services, supplies)
Security Records

Human Resources/Occupational Health (primarily held by Human Resources and Occupational Health & Safety)

Applications
Education
Employee Orientation
Health & Safety
Incident Reports
Pay Equity
Position Descriptions
Professional Staff Human Resource Plan
Recruitment

Patient Services (primarily held by Patient Services)

Clinical Committee Meeting Minutes
Incident Reports
Quality of Care & Patient Safety