

LMH Master Inventory

EMERGENCY	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Emergency	Emerg Check List	-Check list that are completed on every night shift to ensure all rooms are adequately stocked and equipment operating well. Check Lists for adult and Paediatric chart cart, Eye wash Station, Glucometer, and Vaccine Fridge	Unknown	Nightly Check list in filing cabinet , Check List for crash carts on carts, check list for eye wash station on wall, current month of glucometer and vaccine fridge kept by each of them	Paper		Current	y	No
Emergency	Teaching Sheets	Patient handouts given to patients requiring some instructions ie: suture removal, crutch walking, head injury etc.	Unknown	Filing cabinet in nursing work station, suture cart and casting cupboard	Paper		Current and some outdated	y	No
Emergency	Communication Book	Communication book to provide nursing staff with updated information going on through out the hospital. - FYI binder that contains information regarding CAS alerts, etc	Dec 09 - present unknown- present	Filing cabinet in nursing work station	Paper		Open	y	No
Emergency	Tracking Tools	Transfer and Repatiation Records, Difficult transfer tracking tool, continuing education record	unknown-present	Upper cupboard above central monitoring system	paper		Open	y	Yes
Emergency	Hemophilia Program Binder	A binder that has the South Western Ontario Regional Hemophilia program and provides us with the treatment protocol for all their patients	2003-present	Upper cupboard above central monitoring system	paper		Current	Y	No
Emergency	Complex Care Patients	A binder that has information regarding complex patients out in the community	unknown-present	Upper cupboard above doctors computer	paper		Current	Y	No
Emergency	Community MSDS Sheets	MSDS sheets from potential community accidents	unknown	Upper cupboard above central monitoring system	Paper		Current	unknown	No
Emergency	Hospital and Unit meetings	Meeting minutes from all meetings within the hospital and units	unknown-present	Intranet	electronic		Open	y	Yes
FINANCE	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Finance	Vendor Contracts	Vendor contracts terms and conditions	Life of Contract	Financial Analyst Office, Filing Cabinet	Paper	C-12	Final, Signed	Y	
Finance	Insurance Policy	Property and Liability Insurance records, Certificate of Insurance, Insurance Surveys	Life of Contract	Financial Analyst Office, Filing Cabinet, HIROC Binder	Paper	C-14	Final, Signed	Y	
Finance	Workplace Safety and Review Board (WSIB)	WSIB Accident Cost Statements, and NEER Firm Summary Statements		Financial Analyst Office, Filing Cabinet	Paper	HR-10	Current	Y	

Finance	Procurement Documents	Record of Purchase Orders, Invoices, Packing Slips and Cheques Issued For Capital and Operating accounts	7 years	Current Year in Accounts Payable Office, Past 2 years Metal Cabinet Financial Analysts Office, Past 5 years plus all capital invoices stored in Basement Out-Patient Building files	Paper	F-11	Final, Signed	Y& N	
Finance	Documents of Incorporation	Records of all land purchases for hospital, and letter of incorporation, supporting legal documentation	Life of Hospital + 5 years	Financial Analyst Office, Fire Rated Metal Vault	Paper	C-1	Final, Signed	Y& N	
Finance	General Ledger, Accounts Payable, Asset Management and Management Reporting Tools	General Ledger transactions with Profit & Loss Statements and Balance Sheet	Life of Hospital + 5 years	Financial Analyst computer	General Ledger, Accounts Payable, Asset Management, Discovery ORMED Electronic Software	F-1	Final, Signed	Y& N	
Finance	Duplicate of Charitable Donation Receipts	Duplicate of Charitable Donation Receipts	2 years from the end of the calendar year from which they relate	LMH Foundation Assistants Office in locked metal cabinet	Paper	F-4	Final, Signed	Y	
Finance	HST, GST Records	Records supporting HST and GST Claims/Applications	7 years	Financial Analyst Office, Filing Cabinet		F-6	Final, Signed	Y& N	
Finance	Investments	Records supporting Investments and investment certificates with costs and maturity dates were applicable.	Life of investment+6 years	Binder on Financial Analyst Filing Cabinet	Paper	F-3	Final, Signed	Y& N	
Finance	Hospital Budgets	Record of Hospitals Operating and Capital Budgets	6 years from end of fiscal year to which they relate	Financial Analysts Office Q Drive/Business/MOH xx xx	Electronic	F-3	Final, Signed	Y& N	
Finance	General Ledger Entries	Records of manual General Journal entries made.	Life of Hospital + 2 years	Financial Analysts Office Q Drive/Business/GenJournal xxxx	Electronic	F-2	Final, Signed	Y	
Finance	Retirees Employee Benefits Billing	Records and invoices for Retired LMH employee benefit expense until reach age 65	3 years after the date to which the records applies	Financial Analyst Office, Filing Cabinet	Electronic	HR-3	Final, Signed	Y& N	
Finance	Registered Charity Information Return for For LMH Hospital and LMH Foundation	Revenue Canada's Annual Charitable information Return completed forms	7 years from end of fiscal year to which they relate.	Financial Analyst Office, Filing Cabinet	Paper	F-3	Final, Signed	Y& N	
Finance	Hospital Infrastructure Renewal Find Applications	Completed HIRF Grant Applications showing capital projects completed and construction costs.	7 years	Financial Analysts Office Q Drive/Business/MOH xx xx also in binder on Financial Analysts Cabinet	Electronic & Paper		Final, Signed	Y	
Finance	Future Benefits	Future Benefit costs calculations provided by Actuarial	2007/08 to current	Financial Analyst Office, Filing Cabinet	Paper		Final, Signed	Y& N	
Finance	Medical Student Information	Records of Medical Student Trainee Data	3 years after the date to which the records applies	Financial Analyst Office Desktop/Medical Trainee Data	Electronic and Paper		Final, Signed	Y & N	
Finance	Year End Hospital Inventories	Documentation for physical year-end inventory counts for Laboratory, Operating Room, Food Services, Pharmacy, Medical, Fuel areas of hospital	6 years from end of fiscal year to which they relate	Financial Analysts Office Q Drive/Business/Report/Inv Yrend1, Financial Analysts Cabinet	Electronic and Paper	F-3	Final	Y & N	
DIABETIC EDUCATION	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Diabetic Education	Patient Education Sheets	handouts given to clients	2009-2011	and multipurpose room ambulatory care	paper		current	y	No

Diabetic Education	Stat sheets	copy of stats collected to be submitted to Huron Perth Diabetes Program-Stratford	2006-current	filing cabinet in multipurpose room ambulatory care	paper		only currently using from Apr 1 2011 to present	only some of it	No
Diabetic Education	Budget sheets	record of budget spending	2006-current	filing cabinet in multipurpose room ambulatory care	paper		only currently using from Apr 1 2011 to present	only some of it	
Diabetic Education	Meeting minutes	Medical directives committee for Huron Perth Diabetes Educators	2011	desk in diabetes nurse's office	paper		current	y	No
Diabetic Education	Meeting minutes	Electronic Medical Record	2011	desk in diabetes nurse's office	paper		current	y	No
Diabetic Education	Meeting minutes	Diabetes Sub Committee	2010-1011	desk in diabetes nurse's office	paper		current	y	
Diabetic Education	Education attendance book	Record of education events nurse attends	2005-2011	desk in diabetes nurse's office	paper		current	y	No
Diabetic Education	Meeting minutes	Huron Perth Diabetes Day planning committee	2010-2011	filing cabinet in diabetes nurse's office	paper		current	y	No
Diabetic Education	Overtime record	record of nurse's overtime hours worked	2011	desk in diabetes nurse's office	paper		current	y	No
MATERIAL MANAGEMENT	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Material Management	Vendor Contracts	Vendor contracts entered into between the hospital and vendors for supplies, equipment and services. This would also include maintenance agreements.	Jan 2004 - Jan 2011	Filing Cabinets and Binder for current year	Paper	F-11	Y and N	Final, Signed	
Material Management	Purchase Orders	Completed purchase orders.	Jan 2004 - Jan 2011	Paper copies in accounts payable with invoice and packing slip	electronic	F-3	Y and N	closed	
Material Management	MSDS Sheets	Material Safety Data Sheets	July 2010-present	Binders	Paper	HR-12	Y	open	
Material Management	Vendor & Supplier Quotations	Quotes received for equipment, supplies, projects and services	Jan 2011 - present	Binders & Filing Cabinets	Paper	F-11	Y	open & closed	
Material Management	Product Inventory Information	Inventory worksheets for year end inventories	Jan 2004 - Jan 2007	Computer and binders	Paper, electronic		Y and N	closed	
SPEECH LANGUAGE PATHOLOGY	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Speech Language Pathology	Patient Referrals	List of referred patient's specific contact information	Jan 1999 to present	Q:\sharon	Electronic (Excel)	SLP-adults-15 years after discharge; <18 years-5 years after patient's 18th birthday	Y	Open	
Speech Language Pathology	Patient Records	Information related the the assessment, intervention and discharge of patients		paper; Q:\sharon; Q:\speech	Basement storage in Health Records; Electronic (Word)	SLP-adults-15 years after discharge; <18 years-5 years after patient's 18th birthday	y	Open and closed	
Speech Language Pathology	Preschool Speech and Language guidelines	Protocol for the provision of services for preschool clients accessing services in the hospital catchment area	1999 to present	paper; electronic	SLP office; Electronic (Word)	Life of PSL program	Y	Open	
Speech Language Pathology	SLP service provision guidelines	Policies stating the service provided and the procedures involved	1983 to present	paper; Electronic	SLP office; Intranet	Life of the SLP services	y	Open	
Speech Language Pathology	Community Infant Hearing Screening Program	Protocol for the provision of the infant hearing screening program including infant hearing screening records	2001 to present	paper;	CDA office;	life of the IHP program	y	Open	

NUTRITION AND FOOD SERVICES									
Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected	
Nutrition and Food Services	Order forms and recent orders	order forms are available for all suppliers (Sysco, pitts produce, sealtest, dempsters, etc)	approximately 6 months for reference	hardcopy in NFS department	hardcopy	original invoices are in Business office, these are just order forms for reference	archive / reference	n	No
Nutrition and Food Services	Reference Documents	menu, nutrient analysis, cafeteria pricing and menu / quality assessment forms, staff education, position descriptions etc.	2003-present	Filing cabinet in kitchen office	paper (NFS Dept)	C-9 (date + 2 years)	final	y	No
Nutrition and Food Services	Schedules and sign in forms		2010-present	hardcopy in NFS drawer	hardcopy	only current	current	Y	No
Nutrition and Food Services	Quality reports	temperature audits, dishmachine audits	2010-present	Filing cabinet in kitchen office	hardcopy	3-4 months	final	y	No
Nutrition and Food Services	Equipment Quotes	Equipment Quotes	?	Filing cabinet in kitchen office	paper	7 years	archive	N	
LABORATORY									
Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected	
Laboratory	Instrument printouts	Any instrument printout that is non interfaced	2008 to present	Current in the lab, previous years in file cabinets in lab	paper	2 years		N	Name, Hospital #, Lab test results
Laboratory	Calibration records	Instrument calibrations	2009 to present	Lab in binder by the instrument	paper	2 years plus current year		Y and N	
Laboratory	Workload	Management Data ie statistics		X' file under LWHA units/paper copies in Kevin's office	electronic/paper	5 years		Y	
Laboratory	Instrument Records	Service repair, annual maintenance	1996 to present	Lab in 2 binders by Vitros analyzer	paper	Life of Instrument plus 2 years		Y	
Laboratory	Maintenance Records	Preventative, function checks	2009 to present	In department specific binders in lab	paper	2 years plus current year		Y	
Laboratory	Requisitions	patient lab requisitions	Sept and October 2011	lab office	paper	2 months		Y	Name, DOB, address, HC#, Hospital #, Doctor
Laboratory	Patient reports	Laboratory results from Lifelabs, SGH, PHL	Sept and October 2011	lab office	paper	2 months		Y	Name, DOB, address, HC#, Hospital #, Doctor, lab results
Laboratory	QC records	Lab Quality Control data	April 2010 to present	Unity Real Time on lab computers	electronic			Y	
Laboratory	SOP's	Policies, processes and procedures-change forms, archived versions		docushare (ihlpdocs.on.ca)	electronic		current	Y	
Laboratory	Blood Bank SOP's	Policies, processes and procedures-change forms, archived versions	indefinitely	docushare (ihlpdocs.on.ca)	electronic	indefinitely	current	Y	
Laboratory	QMPLS	External proficiency testing reports and information		binders in each department and at the back of lab (from 2004 to present - previous in file cabinet in Kevin's office)	paper	indefinitely		N	
Laboratory	Occurrence reports	reports filed through Risk Monitor Pro		filed at SGH lab office	paper	indefinitely		N	
Laboratory	education	Employee continuing education, training, competency records	2009 to present	binder in lab	paper	2 years plus current year		N	employee name
Laboratory	Documents from CBS	CBS correspondence related to blood products. Trace back/look back forms	indefinitely	binder in blood bank department	paper	indefinitely		N	
Laboratory	Transfusion results	Transfusion reaction/Antibody investigation/Transfusion records	indefinitely	binder in blood bank department/cerner	paper/electronic	indefinitely		N	Name, DOB, address, HC#, Hospital #, Doctor, lab results
Laboratory	POCT	Point of care documentation:nursing recerts, glucometer training	2005 to present	binders and folders in the lab	paper			Y and N	employee name

Laboratory	Cerner	Validation records and training	2009 to present	binders and folders at the back of the lab	paper			N	employee name
Laboratory	Equipment records	Equipment information logs and service contracts	1996 to present	binder on back shelf in lab	paper			Y and N	
Laboratory	Exception Reports	Cancelled records/critical reports/correction reports	2010 to present	binders on back shelf	paper	2 years plus current year		N	Name, Hospital #, Lab test results, Techs name
Laboratory	Blood bank QC	Blood bank QC for Equipment and reagents	2001 to present	current in binder in bloodbank -previous in file cabinet in Kevin's office	paper	indefinitely		Y and N	
Laboratory	Cerner notes	issues from Cerner and updates	2009 to present	binder on shelf by blood bank fridge	paper			Y	
Laboratory	OLA peer assessment	OLA 2011	2011	shelf in hematology	paper			N	
Laboratory	Audits	armband/morning blood work TAT/safety audit/cerner ref range check/WDH abd LMH patient satisfaction surveys/report report audit/environmental audits	2010 to present	folders in portable file at back of lab	paper			N	
Laboratory	ORBCON/docushare training	Nurses training records	2011	folder in portable file at back of lab	paper			N	employee name
Laboratory	QC reviews	Corrective action sheets	2011 to present	folder in portable file at back of lab	paper	2 years plus current year		N	
Laboratory	Inventory	inventory control logs and inventory records	2009 to present	binder on shelf by blood bank fridge	paper	2 years plus current year		Y and N	
Laboratory	Meeting minutes	lab staff and TD meeting minutes	2005 to present	binder on shelf by blood bank fridge	paper			N	
Laboratory	Transfer lists	Cerner list of lab tests transferred to another site for testing	2011	box in front office	paper	2 months		Y	Name, DOB, Hospital #, Doctor
Laboratory	Pending logs	lists of lab tests that are waiting to be completed	2011	boxes in front office	paper	3 months		Y	Name, Hospital #
Laboratory	Sign in sheets	Lab Hazard information sheets	2010 to present	binder in drawer by wash up sink	paper	2 years plus current year		Y	Visitor name
Laboratory	Temperature Records	All temperature recordings except blood bank	2009 to present	binder in blood bank.	paper	2 years plus current year		Y and N	
Laboratory	Temperature Records	Blood bank temperature records	indefinitely	Current in the lab, previous years in file cabinets in Kevin's office	paper	indefinitely		Y and N	
MAINTENANCE	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Maintenance	Record of service of Air Handler	posted on air handler unit	ongoing	East Building Penthouse	paper		ongoing	y	No
Maintenance	Record of all air handlers of service work	posted on wall	ongoing	Northwall Stairwell 2nd Floor	paper		ongoing	y	No
Maintenance	Maintenance Manuals for Redevelopment Phase one	Detailed information regarding the building, design and configuration of Phase One Building		Maintenance Shop	Binders	indefinitely	permanent	y	No
Maintenance	Assorted Cateoques	hospital equipment	past to present	Maintenance Shop	cateoques	until replaced from company with current	ongoing	y	No
Maintenance	Operation Manuals	Operations Manuals for Multi-disciplinary areas	past to present	Maintenance Shop	paper /Binders	until manual is replaced with a new item	ongoing	y	No
Maintenance	Boiler Check Sheet	daikly checks of the operation of the boilers	1 year	Power Plant	spreadsheet	Outstanding	ongoing	y	No
Maintenance	Dealkalizer Tests Log Sheet	log of test perforemd to measure for clarity that the dealkalizer is functioning properly	1 year	Power Plant	spreadsheet	Outstanding	ongoing	y	No
Maintenance	Procedure Test for Water treatment	indicates the appropriate water treatment	1 year	Power Plant	Spreadsheet	Outstanding	ongoing	y	No

Maintenance	West end heating /cooling daily temperature	indicates that the machines are functioning properly	1 year	Penthouse	spreadsheet	Outstanding	ongoing	y	No
Maintenance	Maintenance Report	service work on air handling units	past to present	Penthouse	check list	Outstanding	ongoing	y	No
Maintenance	Lock Out Tag Out Chart	listing of all Lock outs / tag outs performed	1 year	Maintenance Shop	paper copy	Outstanding	ongoing	y	No
Maintenance	Pre Use Inspection Chart	Tools to have a lock out tag out card signed off at time of use	1 year	Maintenance Shop	paper copy	Outstanding	ongoing	y	No
Maintenance	East Penthouse	daily steam temperature,	1 year	East Building Penthouse	paper copy	Outstanding	ongoing	y	No
Maintenance		out door temperature							No
Maintenance		converter							No
Maintenance	Nursery East Offices Labour and Delivery East building	return air , humidity,return temperatue, outside temp,mixed air, supply air temp.	1 year	East Building Penthouse	Paper copy	Outstanding	ongoing	y	No
Maintenance	Back Flow Preventor X2	indicator if equipment is functioning properly Davidson Street Boiler room	1 year	Boiler Room	Paper	Outstanding	ongoing	y	No
Maintenance		Elizabeth (back room from Dr's rec room)				Outstanding			No
Maintenance	Stericycle Manual	describes weight,number of containers shipped , shipping labels,Manifeste	1	Bio Hazardous Room	Binders	Outstanding	ongoing	y	No
Maintenance	Record of Ashland Water treatment and service Report	preventative maitenance for water treatment program	monthly	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Confined Space Manual	tests, training program	yearly	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Steam Traps	reference book	1 year	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Schlage Door Locks	service manual	1 year	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	TSSA Operating Inspection report	Assorted inspections relating to TSSA	1 year	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Service Manuals	assorted manuals for all different types of equipment	past to present	Maintenance Shop	Binders	Outstanding	ongoing	y	No
Maintenance	Certificate of Inspection for GCAN Insurance	certificate of approval	yearly	Power plant	certificate	Outstanding	ongoing	y	No
Maintenance	File System	manuals of records of equipment	past to present	Power Plant	file cabinet	Outstanding	ongoing	y	No
Maintenance	Generator Test Record	records of diesel generator test runs	yearly	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Monthly record of work order reports	recorded monthly	yearly	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Engineers Log Book	daily records of temperature readings for Boiler room	2011	Power Plant	Log Book	Outstanding	ongoing	y	No
Maintenance	Parking Lots/Sidewalks Snow Removal	dates times and locations of maintenance	2011	Power Plant	Log Book	Outstanding	ongoing	y	No
Maintenance	Daily Checklist Boiler Room Operation	time, weather, temertature, gas readings,water meter,	2011	Power Plant	Log Book	Outstanding	ongoing	y	No
Maintenance	Certificates of value tag charts Standard (Permanent)	posted	permenant	Power Plant	wall	Outstanding	ongoing	y	No
Maintenance	Humidity Reading	Humidity in the boiler room	2011	Power Plant	Binders	Outstanding	ongoing	y	No
Maintenance	Certificates of Registration of the Plant	TSSA technical inspection	Oct.2008,2009	North wall Power Plant	wall	Outstanding	ongoing	y	No
Maintenance	Communications Book 2011	deliver messages to each other with a record	past to present	Boiler Room	Log Book	Outstanding	ongoing	y	No
Maintenance	Log Book for Mtc.(maintenance staff work-sheet	tracking of call in, call back, and time worked	2011	Work Shop	log book	Outstanding	ongoing	y	No

Maintenance	Asbestos Manual	describes the locations and tests of asbestos	2011	Kevin Armstrongs Office	Binders	Outstanding	ongoing	y	No
INPATIENT NURSING	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Inpatient Nursing	Staff Information	First Floor Ward Duties/Daily worksheet/Phone numbers/communication book/staff education/staffing requirements/seniority lists/vacation entitlement/how to list for computer lab ordering/hand hygiene results	til present	First Floor Nurses Station	Paper - electronic		Current		
Inpatient Nursing	Clinical Forms	Includes all paperwork for chart - admission/discharge	til present	First Floor Nurses Station	Paper		Current		
Inpatient Nursing	Patient Information	Hairdresser prices/tub list/birthday list/daily worksheet	til present	First Floor Nurses Station	paper		Current		
Inpatient Nursing	Schedules	OT/OR/Hospital Events/Daily on-call list	til present	First Floor Nurses Station	Paper		Current		
Inpatient Nursing	Meeting Minutes	Cerner/Memorial Services/Chronic Care/Staff forum/Nsg 1 meetings/Accreditation/LTC NISS Manual 2007/Memo Book/ISMP Newsletter and Pharmacy Updates/College of Nurses	til present	First Floor Nurses Station	Paper		Current		
DIAGNOSTIC IMAGING	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Diagnostic Imaging	Mammography Quality Control Records and Physics Reports	Mammography QC records for both the Selenia and Dimensions Mammography Units and Mammography Physicists Reports	Since installation of mammography machines. Selenia - October 2007; Dimensions - May 2011	In department. On shelf in technologist work area, labelled "Mammo QC" and "Mammo Physics Reports"	Paper	2 years plus current year past retirement of equipment	Current	Y	No
Diagnostic Imaging	Staff Education	Record of technologists educational hours as mandated by the College of Medical Radiation Technologists of Ontario (CMRTO)	2007	In department. On shelf in technologist work area, binder labelled "Continuing Education and Personnell Binder"	Paper	3 years of continuing education	Current	Y	Some documents may include staff addresses.
Diagnostic Imaging	Staff Meeting Minutes	Minutes of Diagnostic Imaging Staff Meetings	June 2009	In department. On shelf in technologist work area, binder labelled "Staff Meeting Minutes"	Paper and emailed to each DI Staff member	5 years	Current	Y	No
Diagnostic Imaging	Radiation Exposure Reports and SC20A	Radiation exposure amounts to wearers of a TLD as provided by Health Canada Radiation Protection Bureau National Dosimetry Services. SC20A is the Safety Code handbook describing Recommended Safety Procedures for Installation and Use.	Current year plus 2 years	In department. On shelf in technologist work area, binder labelled " TLD Reports & SC20A"	Paper	Kept off-site indefinitely by Health Canada	Current	Y	No
Diagnostic Imaging	Diagnostic Imaging Policy & Procedures and Medical Directives	Printed copies of LWHA Diagnostic Imaging Medical Directives and Policy & Procedures signed, dated and approved by our Radiation Protection Officer and Manager	Updated October 2010	In department. On shelf in technologist work area, binder labelled "Policy & Procedures and Medical Directives"	Paper	3 years	Current	Y	No
Diagnostic Imaging	Accreditation Notes	Diagnostic Imaging Team Accreditation evidence of action taken to comply with accreditation standards	Prior to Accreditation November 2010	In department. On shelf in technologist work area, binder labelled "Accreditation"	Paper		Current	Y	No

Diagnostic Imaging	Reference Books	Text books for technologists, Radiologists, physicians to refer to regarding Radiography and Ultrasonography	N/A	In department. On shelves throughout technologist work area and in Radiologists office book shelf.	Paper	N/A	Current	Y	No
Diagnostic Imaging	Orientation Manual	Orientation checklist for new staff to LWHA Diagnostic Imaging Department(s)	Updated October 2010	In department. On shelf in technologist work area, binder labelled "DI Orientation"	Paper	until updated	Current	Y	No
Diagnostic Imaging	Mammography User Manuals	User manuals provided by the vendors.	Since installation of mammography machines. Selenia - October 2007; Dimensions - May 2011	In department. On shelf in technologist work area, multiple binders clearly labelled.	Paper	Life of piece of equipment	Current	Y	No
Diagnostic Imaging	Ontario Breast Screening Program (OBSP) patient appointment sheets	Appointment lists of OBSP bookings		In department. On shelf in technologist work area, binder labelled "OBSP Sheets"	Paper	1 year	Current	Y	Sheets contain confidential OBSP client information. I.e. Names, phone numbers
Diagnostic Imaging	Ultrasound Student	Ultrasound student evaluation forms	start of students training	In department. On shelf in technologist work area, binder labelled "CP Student Files"	Paper	1 year post student graduation	Current	Y	Student information and evaluation notes.
Diagnostic Imaging	Ultrasound Probe Disinfecting Log Book	Record of probe disinfecting in Cidex OPA after invasive ultrasound procedures.	since installation of equipment	In department. On shelf in technologist work area, binder labelled "Cidex OPA"	Paper	2 years + after life of equipment	Current	Y	No
Diagnostic Imaging	Radiation Inspection Reports	Record of HARP (Healing Arts Radiation Protection) tests completed on each piece of x-ray equipment	since installation of equipment	In department. On shelf in technologist work area, binder labelled "HARP and Acceptance Testing"	Paper	2 years + after life of equipment	Current	Y	No
Diagnostic Imaging	Staffing Schedules and Call-back/on-call sheets	Schedules, on-call and call-back sheets for technologists and receptionists	6 week current posted schedule and call sheet	In department. On shelf in technologist work area. Current schedule is on clip board. Past schedules are kept in binder labelled "Schedules and Call Sheets"	Paper	6 months	Current	Y	No
Diagnostic Imaging	Cerner Resource	Reference source for our HIS (Hospital Information System) Cerner. I.e. How to schedule a patient, make changes, etc.	Since the implementation of Cerner	In department. On shelf in technologist work area in binder labelled "LMH Cerner Resource"	Paper		Current	Y	No
Diagnostic Imaging	Technologist Ultrasound Worksheets	Ultrasound findings for patient studies are documented on these worksheets. I.e. Measurements of anatomy		In department. At reception area.	Paper	scanned into patients electronic records kept on PACS	Current	Y	Yes
Diagnostic Imaging	Telephone Directory	list of hospital departments and extensions	last update - June 2011	In department. At reception area phones and in technologist work area phones.	Paper	as long as applicable	Current	Y	Yes
Diagnostic Imaging	Diagnostic Imaging requisitions	Requisitions filled out awaiting patient appointments		In department. At reception area.	Paper	scanned into patients electronic records kept on PACS	Current	Y	Yes
Diagnostic Imaging	Fax numbers and cover sheets	list of frequently used fax numbers and alphabetized cover sheets		In department. At reception.	Paper	as long as applicable	Current	Y	No

Diagnostic Imaging	Record of Diagnostic Imaging Equipment and Field Service Reports	Paper printouts of Service Reports/Preventative Maintenance on the equipment within the DI department	since installation of equipment	In department. Front office in filing cabinet.	Paper	life of piece of equipment + 2 years	Current	Y	No
Diagnostic Imaging	Disaster Code Books	colour coded duotangs for staff reference in the event of a disaster. Ie. Code Red (fire)- steps to take in the event of a fire		In department. In technologist work area on shelves.	Paper	as long as applicable	outdated	N	No
Diagnostic Imaging	Equipment User Manuals	User manuals provided by the vendors.	from installation of equipment	In department. In technologist work area on shelves and in each specific room.	Paper	Life of piece of equipment	Current	Y	No
Diagnostic Imaging	Patient Education Pamphlets	education material provided to patients on the topic of Breast Health		In department. In the Breast Health Center	Paper/video	as long as applicable	Current	Y	No
Diagnostic Imaging	Technologist Education Videos	Various topics of interest to Diagnostic Imaging Technologists on VHS cassette tapes		In department. In Staff Library on shelf.	VHS tape	as long as applicable	Current	Y	No
Diagnostic Imaging	Mammography/x-ray Technique Charts	Examples of ideal technique choices for technologists to refer to in the case of manual set-up		In each mammography and x-ray room posted on bulletin board	Paper	October 2007 (Selenia Room) & May 2011 (Dimensions Room)	Current	Y	No
Diagnostic Imaging	Procedure Notes	Step by step instructions for various imaging procedures and equipment needed.		In each imaging room posted on bulletin board	Paper	as long as applicable	Current	Y	No
Diagnostic Imaging	Repeat/Reject	List of number of repeat images and rejected images in each x-ray room	monthly creations	In each diagnostic imaging x-ray exam room	Paper	2 years + current year	Current	Y	No
CLINICAL NUTRITION	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Clinical Nutrition	Clinical Nutrition Professional Reference	reference material used to provide clinical nutrition services for inpt and outpt.	?	RD office and computer, dietary office	books, binders, files, computer files			y	none
Clinical Nutrition	Clinical nutrition/diabetes pt handouts	various handouts on variety of topics for diabetes and inpt dietetics	?	RD office files, computer files and book shelf	books, binders, files, computer files, tear sheets			y	none
Clinical Nutrition	RD emails files	professional practice emails for meetings, sources for pay stubs, orientation, confirmation of travel/in-services/education	?	RD computer	e-files in outlook			y	maybe
AMBULATORY CARE	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Ambulatory Care	suture and dermabond advice sheet	Information for the patient to take home- re: s&s of infection etc	1999	in procedure room	paper	n/a	current	y	No
Ambulatory Care	Phone lists organizer	doctors #'s available, extensions etc	2009	on desk by clerical staff	paper	n/a	current	y	No
Ambulatory Care	Information sheets	handouts for patients	2009	in filing cabinet or organizing tray by clerical staff	paper	n/a	current	y	No
Ambulatory Care	dangerous abbreviation list	assist in writing orders	updated 2010	on board by doctors dictation	paper	n/a	current	y	No
Ambulatory Care	breast health handouts	booklets for patients to take home and read	2000	in filing cabinet	paper	n/a	current	y	No
Ambulatory Care	preadmit info sheets	a list of references of things required prior to surgery	2009	in Room 7 where preadmits are done	paper	n/a	current	y	No
Ambulatory Care	schedules for different Doctors/Surgeons	a list of surgery dates when they have clinic days -monthly basis	?	in binder by clerical staff	paper	n/a	current	y	No
MDRD	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected

MDRD	Check Lists	for maintenance of equipment	2007-present	on clipboard in department	paper	it kept along with other records for that month. Then filed away and kept for 7 years	current	checklist is performed daily	No
MDRD	Record of items processed	tracking items in case of a recall	2005-present	on clipboard in department	paper	s/a	current	performed each load	No
MDRD	Record of aerochambers for Family Health Team	aerochambers done in pasteurmatic	2010-present	computer	computer		current	done with each load	No
MDRD	Biological and smartpack record	A biological and smart pack record is kept everyday. + prn	?-present (day when autoclaves purchased	clipboard in department	paper	kept daily for the month, filed in envelope along with other documents x7 yrs	current	done daily and prn	No
MDRD	Steris bio record	a biological test is performed daily when Steris is to be used	2007-present	blue binder on table by steris	paper	kept daily for the month, filed in envelope along with other documents x7 yrs	current	done daily when steris is to be used	No
MDRD	Pasteurizer record	temperature is recorded daily to ensure proper temperature is reached	2010-present	clipboard in department	paper	kept daily for the month, filed in envelope along with other documents x7 yrs	current	done daily when pasteurizer is to be used	No
LAUNDRY	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Laundry	Linen Weights	describes pounds of linen handled in laundry	2007,2008,2009,2010	Linen Room	paper copy	3Yr.	active	y	No
Laundry	Linen weights	current calculation 2011	2011	Linen Room	Paper copy	3 Yr.	active	y	No
Laundry	Quality Assurance	accurate readings	2010	Linen Room	Paper Copy	3 Yr.	closed	n	No
Laundry	Mtc. Manual	manuals to repair equipment in laundry	previous -current	Linen Room	Paper copy	indefinitely	active	y	No
Laundry	Asbestos Training Awareness for staff	Asbestos Training Awareness for staff	2009	Linen Room	Paper Copy	indefinitely	active	y	No
Laundry	Linen Ordering Book	Linen Ordering Book	2008-2011	Linen Room	Paper copy	indefinitely	active	y	No
Laundry	Pest Control Manual	Pest Control Manual	2011	cabinet at back door laundry	paper copy	ongoing	active	y	No
Laundry	Weight Guidelines	Weight Guidelines	previous- current	seperation window at weigh scales	paper copy	ongoing	active	y	No
Laundry	Holiday Planner	Holiday Planner	2011	laundry bulletin Board	paper copy	ongoing	active	y	Yes
Laundry	staff listings	staff listings	2011	laundry bulletin Board	paper copy	ongoing	active	y	Yes
Laundry	Trillium ,Tim Horton's Business Contacts	Trillium ,Tim Horton's Business Contacts	ongoing	laundry bulletin Board	business cards	ongoing	active	y	No
OPERATING ROOM	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Operating Room	Crash cart checklists	to ensure all the supplies required to run a code are present, and to ensure the defibrillated is in working order	?-present	on crash cart	paper	1 year	current	y	No
Operating Room	Temperature/Humidity readings	to ensure the temp and humidity is within the proper range to keep supplies/bundles sterile	2011	on table beside warmer	paper	1 year	current	y	No

Operating Room	Anesthetic Machine checklist	to ensure proper functioning of the anaesthetic machine	date of machine in OR to present	on the machine	computer on machine	unsure--on machine but can be downloaded at PM checks	current	y	No
Operating Room	Preanesthetic checklist	to ensure all supplies are present for anesthetist to give an anaesthetic	?- present	on clipboard on machine	no record	n/a	current	y	No
Operating Room	Cautery procedure settings	a list of settings are preprogrammed into the cautery machine, a list of these are on each machine	date of machine in OR to present	on machine	paper	n/a	current	y	No
Operating Room	Daily Extra instruments usage for MDRD	staff to fill out if any extra instruments opened	2011	in each OR on bottom shelf of table	paper	n/a	current	y	No
Operating Room	OR patient daily list	a list is printed off of patients booked for surgery for each surgeon	2010-present	computer in daysurg	paper	n/a	current	y	Yes
Operating Room	Preadmit list	alist is printed off of patients bkd for preadmits	s/a	s/a	paper	n/a	current	y	Yes
Operating Room	Ambulatory care Procedure list	a list is printed off of patients booked for procedures in ambulatory care	s/a	s/a	paper	n/a	current	y	Yes
Operating Room	C-Section restock checklist	a list of all supplies required for a section	2009	on C-section cart	paper	n/a	current	y	No
Operating Room	Doctors/nurses glove size list	a list of all glove sizes for each OR member	1999 and updated prn	on pick sheet and suture cart	paper	n/a	current	y	No
Operating Room	Housekeeping checklist	a checklist of cleaning schedule	2010	in housekeeping room	paper	1 year	current	y	No
Operating Room	call sheets/timesheet/daily staff assign sheet	includes persons working and who is on call for the OR	2007	in lounge on clipboard & pinned to bulletin board	paper	1-6 weeks	current	y	No
Operating Room	staff education sheets	a list of all courses, seminars, inservices staff have attended	?	in binder in daysurgery	paper	1 year	current	y	No
Operating Room	glucometer testing /maintenance	a checklist to go through every morning	?	beside glucometer	paper	lab keeps	current	y	Yes
Operating Room	Monthly cleaning agenda for daycare/or/suturecart	a book we keep with the dates monthly cleaning was done	2010	in daycare ontop of printer	paper	OR staff	current	y	No
Operating Room	schedules	monthly schedules of surgeons and anaesthetists	2010	in daycare pinned on board by phone	paper	month-one	current	y	No
Operating Room	Pick Sheets	to ensure we pick all of the supplies needed for cases	2010	in binder in bundle room	paper	ongoing	current	y	No
Operating Room	Phone list organizer-with multiple lists	staff phone numbers, critcall #, hospitals in the area etc.	2009	in daysurgery/recoveryroom by phone	paper	ongoing	current	y	No
Operating Room	Communication book	information to communicate to the rest of the staff	1999	in lounge	paper	ongoing	current	y	No
Operating Room	Monthly stat sheet	a sheet that we fill in to keep record of the number of cases	2009	in daysurgery/recoveryroom by phone	paper	month-one	current	y	No
Operating Room	Narcotic count sheet	record of narcotic daily	?	in medication room	paper	Pharmacy keeps for ?1 yr	current	y	no
HOUSEKEEPING	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Housekeeping	Housekeeping call in binder	record of staff called in order of sequence and availability,	continuation/current	Housekeeping sign in office	Binder	1 year	active	y	yes
Housekeeping	Kitt Supply System	catalog of available product	current	Housekeeping sign in office	Binder	replaced when issued new one	active	y	no
Housekeeping	Project Book	listing of projects to be completed	2008-present-ongoing	Housekeeping sing in office	Binder	continuation	active	y	no

Housekeeping	Parts Book	Catalog of different pieces of equipment used. Accessible for ordering parts/repairs	continuation	Housekeeping sign in office	Binder	Outstanding	active	y	no
Housekeeping	General Binder with Housekeeping Info. Content	assorted information regarding products and checklists etc.	continuation	Housekeeping sign in office	Binder	Outstanding	active	y	no
Housekeeping	Holiday Planner	spreadsheet for staff indicating vacation requests	2011	Housekeeping sign in office	spread-sheet	1 year	active	y	yes
Housekeeping	Communications Book	method for staff to communicate	2007-present	Housekeeping sign in office	ledger	continuation	active	y	no
PAYROLL	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Payroll	Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information		Payroll Analyst office, steel filing cabinet	Paper	HR-3	Y	Final, Signed	y
Payroll	Non-Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information		Out patient Bldg, basement storage	Paper	HR-3	y	Closed	y
Payroll	Volunteer File	Signed Confidentiality Sheets	2002-2008	Payroll Analyst office, steel filing cabinet	Paper		N	Final, Signed	y
Payroll	Payroll Rates	Rates for the Year ex: CPP/HOOPP/WDIB/	2006-2011	Payroll Analyst office, steel filing cabinet	Paper		N		y
Payroll	Year end	All information to Back Up Year End Employer T4 copies	2007	Payroll Analyst office, steel filing cabinet	Paper		N	Final	y
Payroll	SEIU Central Union Contracts	Signed Contract Language for Full Time & Part Time	Oct 2006-Oct 2009	Binder on bottom shelf & Booklet	Paper		N		y
Payroll	ONA Central Union Contracts	Previous Signed Contract Language for Full Time & Part Time & Communique information	Mar 2006-Mar 2008	Binder on bottom shelf	Paper				n
Payroll	ONA Central Union Contracts	Current Local Contract Lanugage	Expiry - March 31, 2014	Booklet on Desk	Paper				n
Payroll	ONA Local Union Contracts	Current Signed Local Contract Lanugage	Expiry - March 31/2011	Binder on bottom shelf	Paper				n
Payroll									n
Payroll	Seniority Lists	ONA/SEIU Full Time & Part Time posted lists	2001-2011	Binder on bottom shelf	Paper				n
Payroll	PBM Hours	Employee Accumulated Hours	2002-2008	Binder on bottom shelf	Paper				n
Payroll	Uniform Allowance	Information for payments made for SEIU paid allowance	1994-2010	Binder on bottom shelf	Paper		N	Final	y
Payroll	Year End Documents	All information to Back Up Year End Employer T4 copies	20008	Closed Book Shelf	Paper		N	Final	y
Payroll	Year End Documents	All information to Back Up Year End Employer T4 copies	2010	Closed Book Shelf	Paper		N	Final	y
Payroll									
Payroll	Current Payroll Documents	All Current Year Payroll Information	2011	Closed Book Shelf	Paper		Y		y
Payroll	ID Badge	Product for Photo ID Badge		Closed Book Shelf					y
Payroll	Surveys	Annual Surveys	2004-2010	Black Filing Cabinet-top drawer	Paper		N	Final	y
Payroll	Payroll Benefits	Benefit payments	2010-2011	Black Filing Cabinet-2nd drawer	Paper		Y	Final	y
Payroll	Non-Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information	2009-2011	Black Filing Cabinet-3rd drawer	Paper	HR-3	N	Closed	y
Payroll	Benefit Booklets	Benefit Booklets for handout		Black Filing Cabinet-3rd drawer	Paper				y

Payroll	Non-Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information		Black Filing Cabinet-4th drawer	Paper	HR-3	N	Closed	y
Payroll	Payroll & Year End Files	Previous years of payroll information		Out patient Bldg, basement storage	Paper		N	Closed	y
Payroll	Payroll Records	All information pertaining to Payroll	Current & Previous	Q:\cindy\payroll also under the U:\	Electronic		Y		y
Payroll									
Payroll	Investigations and Complaints - Open	Information related to open investigations and pending resolutions regarding employee complaints and employee misconduct, grievance and arbitration, labour relations	July 2010-present	x:\human resources\complaints	Electronic (Word)	HR-6	Y	open	y
PHYSIOTHERAPY	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Physiotherapy	Patient Education	Information for patients' knowledge, self-care/treatment, exercise programs	September 1994-present	filing cabinet in physiotherapy department, x:/physiotherapy/documents	Paper, electronic	as long as applicable	open	Y	N
Physiotherapy	Physiotherapy Personnel Files	Information related to employee education and performance reviews	September 1994-present	filing cabinet in physiotherapy department	Paper	HR-6 and HR-3	open	Y	N
Physiotherapy	Patient statistics	month end report on visits, direct care, indirect care	May 2010	cerner	electronic	5 years	ongoing	Y	N
Physiotherapy	Physiotherapy Policies	Policies on management of the department	August, 1988-May, 2007	LWHA intranet	electronic	as long as applicable	final	Y	N
Physiotherapy	Job descriptions	descriptions of physiotherapist, physiotherapy assistant	June 2007, June 2010	LWHA intranet	electronic	as long as applicable	final	Y	N
Physiotherapy	Staff information emails	Information sent by staff through email	2010-present	LWHA Webmail	electronic	as long as applicable	ongoing	Y	N
Physiotherapy	College of Physiotherapists of Ontario emails	Information passed on to registrants from the College	2010-present	LWHA Webmail	electronic	as long as applicable	ongoing	Y	N
Physiotherapy	Staff information notes	Notes left for other staff to pass on information	October 2010-present	Notebook in Physiotherapy Office	Paper	until issues are dealt with	ongoing	Y	N
Physiotherapy	Job Fair Information	Information for secondary school students regarding physiotherapy and physiotherapy assistant occupations	June 2011	x:/physiotherapy/documents	electronic	as long as applicable	final	Y	N
PHARMACY	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Pharmacy	E-Health Records	Record of Staff Registration	03/2009	Pharmacy Office	paper	3yr after employee leaves	closed	yes and no	yes
Pharmacy	Health Pro Contracts	drug contracts	9/2009 to present	Pharmacy Office	paper- pharmacy office; electronic : http://www.healthprocanada.com/reconnectv2/Login.aspx	5 yr	closed	yes and no	no
Pharmacy	Pharmacy & NightCupbd Entry Calendars	Calendars showing who entered outside of pharmacy hours	2009 to present	Pharmacy Office	paper	2 yr	closed	yes and no	yes
Pharmacy	Resumes	job applications	2009 to present	Pharmacy Office	paper	3yr	closed	yes and no	yes
Pharmacy	Accreditation Info	pertaining to pharmacy, team minutes	2010	Pharmacy Office	paper	3yr	closed	no	no
Pharmacy	Adverse Drug Reaction Reports	MOH ADR Reports (copy of submitted reports)	2006	Pharmacy Office	paper	5yr	closed	yes and no	yes

Pharmacy	Clozaril Support Program Forms & Guidelines	Guidelines for Clozaril Study	2006	Pharmacy Office	paper	As long as program inforce	open	yes	no
Pharmacy	Clozaril Rx Binder	Prescription Records for Clozaril Outpatients	9/2009 to present	Pharmacy	paper	2 yr	open	yes	yes
Pharmacy	Clozaril Statement Folder	Novartis Invoices for Clozaril	9/2009 to present	Pharmacy	paper	2 yr	open	yes	yes
Pharmacy	Structured Practical Evaluation Records	OCP requires proof of checking 500 RX for registration	2010 to present	Pharmacy Office	paper	College has not specified	closed	no	yes
Pharmacy	Refrigerator Temp Charts	Record of refrigerator temperatures	2010 to present	Pharmacy desk drawer	paper	2 yr	closed	no	no
Pharmacy	Health Pro Contract Refunds	Copy of refunds submitted	2009 to present	Pharmacy desk drawer	paper	2yr	closed & open	yes and no	no
Pharmacy	WDH Drug Delivery Records	Delivery sign in sheets	2010 to present	Pharmacy desk drawer	paper	1yr	closed	no	no
Pharmacy	Drug Recall Records	submitted recall forms	2010 to present	Pharmacy desk drawer	paper	2yr	closed	no	no
Pharmacy	Drug Returns for Credit	return of outdated stock	2010 to present	Pharmacy desk drawer	paper	2yr	closed & open	yes and no	no
Pharmacy	ISMP Surveys	institutional safety surveys completed for ISMP	2006 to present	Pharmacy Office	paper	?	closed	no	no
Pharmacy	Pandemic Planning	Recommended Drugs to stock	2009 to present	Pharmacy Office	paper	2 yr	closed	yes	no
Pharmacy	Staff Education Binde	Record of Staff Inservice	2009 to present	Pharmacy	paper and electronic: pharmacy/pharmacy 2011/staff Ed 2011	3 yr	closed	no	yes
Pharmacy	MOH Workload Units	workload units by month	2009 to present	Pharmacy electronic	electronic: pharmacy/2011/Pharmacy stats	2 yr	closed	no	no
Pharmacy	Desk Top Reference Display	desktop reference of current policies for daily operation of pharmacy	2009-present	pharmacy desktop	paper	current only	closed	yes	no
Pharmacy	LOA Record Binder	Rx records for drugs prepared for inpatient leave of absence	2009 to present	Pharmacy Shelf	paper	2 yr	open	yes	yes
Pharmacy	Narcotic Records Binder	record of narcotics entering and leaving dept	2009 to present	Pharmacy shelf	paper	2 yr	open	yes	sometimes
Pharmacy	Compounding Record Binder	record of all formulations prepared by pharmacy staff	2009 to present	Pharmacy Shelf	paper	2 yr	open	yes	no
Pharmacy	Controlled Drug Binder	record of controlled drugs entering and leaving dept	2009 to present	Pharmacy Shelf	paper	2 yr	open	yes	
Pharmacy	Insulin Rx Outpatient Records	record of prescriptions for insulin for outpatients	2011 to present	Pharmacy Shelf	paper	2 yr	open	yes	yes
Pharmacy	Narcotic & Controlled Dose Records	record of all N & C drugs given to patients	2009 to present	Pharmacy drawer below dispensing counter	paper	2 yr	open	yes	yes
Pharmacy	Public Health Order Folder	Record of orders and temp charts sent to PDHU.	2010 to present	Pharmacy Shelf	paper	1yr	open	yes	no
Pharmacy	Gateway Reports	unit distribution of drug costs		Q:\pharmacy\2011\Gateway Reports	electronic	1 yr	open	yes	no
Pharmacy	Medical Rounds	record of presentations	2011/12	Q:\pharmacy\2011\Medical Rounds Calendar	electronic	1yr	open	yes	no
Pharmacy	Pharmacy Meetings	Minutes of Joint Pharmacy Staff Meetings	2011	Q:\pharmacy\2011\Pharmacy Meetings	electronic	1 yr	open	yes	no
Pharmacy	Pharmacy Stats	Month-End Statistics	2011	Q:\pharmacy\2011\Pharmacy Stats	electronic	1 yr	open	yes	no
Pharmacy	WDH Creams	Cream Formulas used by WDH	2010/11	Q:\pharmacy\2011\WDH Creams	electronic	indefinitely	open	yes	no
Pharmacy	Delegation of Dispensing	Delegaton of Dispensing info and forms for nursing	2011	Q:\pharmacy\2011\Delegation of Dispensing	electronic	1 yr	open	yes	no
Pharmacy	Nursing List -by dept	as described	7/2011	Q:\pharmacy\2011\Nursing List as at July 8, 2011	electronic	1yr	open	yes	yes
Pharmacy	Nursing List -alphabetical	as described	8/2011	Q:\pharmacy\2011\m and rpn as of Aug 14 2011(1)	electronic	1yr	open	yes	yes

HEALTH RECORDS	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Pharmacy	Pharmacy Book List	list of reference books ordered for various dept.	2011	Q:\pharmacy\2011\Pharmacy Book List	electronic	indefinitely	open	yes	no
Health Records	Privacy Breach Investigations	Notes, Summaries of Privacy Breach Investigations	3 years	WDH Desk and LMH Desk	Paper		Open/Closed	Y	
Health Records	Signed confidentiality statements	All staff	Jan 2009 - present	WDH Filing Cabinet and LMH Filing Cabinet	Paper		Complete	Y	
Health Records	ALC Orders	For all inpatients	April 2011 - present	WDH Desk	Paper		Complete	Y	
Health Records	Occupancy Spreadsheet	All Inpatients	April 2010 - present	Computer	Electronic	10 years	Complete	Y	
Health Records	Utilization Spreadsheets	Inpatients/Outpatients	April 2008 -present	Computer	Electronic	10 years	Complete	Y	
Health Records	CCIS Logins	Login and Passwords for all CCIS Users	April 2009 - present	Computer	Electronic	3 years	Complete	Y	
Health Records	Meeting minutes	Registration Dept	April 2009 - present	Computer	Electronic	5 years	Complete	Y	
Health Records	Meeting minutes	Health Records Dept	April 2009 - present	Computer	Electronic	5 years	Complete	y	
Health Records	Meeting minutes	M.A.C.	April 2009 - March 2011	Computer	Electronic	5 years	Complete	y	
Health Records	Meeting minutes	Leadership	April 2009 - present	Computer	Electronic	5	Complete	y	
Health Records	Correspondence	ROI requests, complaints, etc	Jan 2009 - present	Desk	Paper	5	Complete	Y	
Health Records	Research Documents	ICES studies - Stroke, Queens University Ag Studies projects, CCO studies, PREDICT	Jan 2009 - present	LMH Cabinet and WDH Desk	Paper	5	Complete	Y	
Health Records	Meeting minutes	RSS - Privacy Meetings	April 2009 - present	Computer	Electronic	5	Complete	Y	
Health Records	Meeting minutes	RSS - HIM/Sched-Reg	April 2009 - present	Computer	Electronic	5	Complete	Y	
Health Records	Pathology Spreadsheet from Stratford Hospital	WDH Pathologies	April 2011 - present	WDH Cabinet	Paper	1 year	Complete	Y	
Health Records	Bank Account Books	WDH Rec and Gift Club	January 2010 - present	WDH Cabinet	Paper			Y	
GENERAL ADMINISTRATION	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
General Administration	LWHA Board	Minutes of Alliance Board Meetings	2003-Present	E.A.'s Office	Paper/Electronic (Word)	C-5	Final	Y	N/A
General Administration	L.M.H. Board	Minutes of the Listowel Memorial Hospital Board Meetings	1919-Present	E.A.'s Office	Paper/Electronic (Word)	C-5	Final	Y	N/A
General Administration	LWHA Board Committees	Minutes from the Executive/Strategic Planning/Quality & Risk/Audit/Governance & Nominations/Resource/Communications/Joint Conference/Fiscal Advisory Committee Meetings	2003-Present	E.A.'s Office	Paper/Electronic (Word)	C-7	Final	Y	N/A
General Administration	L.M.H. Board Committees	Minutes from the L.M.H. Board Committee Meetings	1999-2002/2003-Present	C.E.O's Office/E.A.'s Office	Paper/Elect	C-7	Final	Y	N/A
General Administration	LWHA Executive Team	Minutes from the LWHA Executive Team Meetings	2003-Present	E.A.'s Office	Paper/Electronic (Word)		Final	Y	N/A
General Administration	LWHA Leadership Team	Minutes from the LWHA Leadership Team Meetings	2003-Present	E.A.'s Office	Paper/Electronic (Word)		Final	Y	N/A
General Administration	L.M.H. Executive/Leadership Team Minutes	Minutes from the L.M.H. Executive Team Meetings (Group consisted of all Leaders).	2000-2003	E.A.'s Office	Paper		Archival		N/A
General Administration	Medical Advisory Committee	Minutes from M.A.C. Meetings	2007-Present	E.A.'s Office	Electronic (Word)		Final		
General Administration	Annual Reports	Annual Hospital Reports	1967-Present	E.A.'s Office	Paper		Final	Y	N/A
General Administration	Financial Statements	L.M.H. Financial Statements	1972-Present	E.A.'s Office	Paper		Final	Y	N/A
General Administration	Physician Credentials	Physician Files	Current Staff	E.A.'s Office	Paper		Final	Y	Yes - Personal Demographics
General Administration		Physician Files	Previous Staff	O.P. Building File Room	Paper		Archival	N	Yes - Personal Demographics

General Administration	Hospital By-Laws	L.M.H. Hospital By-Laws	1981-Present	E.A.'s Office	Paper/Electronic (Word)	C-2	Final	Y	N/A
General Administration	Medical Staff By-Laws	L.M.H. Medical Staff By-Laws	1981-Present	E.A.'s Office	Paper/Electronic (Word)	C-2	Final	Y	N/A
General Administration	Medical Staff Rules & Regulations	L.M.H. Medical Staff Rules & Regulations (Policies & Procedures)	1985-Present	E.A.'s Office	Paper/Electronic (Word)	C-2	Final	Y	N/A
General Administration	Forms/Templates	Forms Produced In-House	1990-Present	E.A.'s Office	Paper/Electronic (Word & Perform)	As long as in use	Final	Y	N/A
General Administration	Policies & Procedures	All Hospital Policies and Procedures	Present P & P's	E.A.'s Office	Some Paper/Electronic & on Intranet	As long as in use - archived on Intranet	Final	Y	N/A
CODE COMPLIANCE	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Code Compliance	Fire Reporting Log	info. Required to receive certificate of fire inspection	Nov.2009-2011	white file cabinet Rm 2-105	paper copy	3 yr. C-15	closed	y	no
Code Compliance	Code Compliance Binder	lof of mocks/staff participation	2011	white file cabinet Rm 2-105	paper copy	5 yr.	open	y	no
Code Compliance	Code Compliance Schedule x2	spread sheet of when mock codes are to be practiced	2011	code compliance board for staff basement 1-001C	paper copies	3Yr	open	y	no
Code Compliance				code compliance office Rm 2-105					
Code Compliance	Evacused Binder	description of use and repairs	+ years 2011	white file cabinet Rm 2-105	paper	outstanding	open	y	no
Code Compliance	CBRN Manuals	operations level x2	Sept. 11, 12, 2007.	white file cabinet Rm 2-105	paper	outstanding	open	y	no
Code Compliance	Fire Safety Manual for training	Training for Care and Occupancy	July 2007	white file cabinet Rm 2-105	paper	outstanding	open	y	no
Code Compliance	File systems for previous training, evaluations etc	staff evaluations etc. education	2007,02008,2009,2010.	code compliance desk	paper	5 yr.	open	y	no
Manager ER/OR/Ambulatory care	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Manager ER/OR/Ambulatory care	Departmental notes	Notes from clinical areas, stats	April 2010 to present	Filing cabinet, U: and C:My Documents	Folder, Word	P-6	current	Y	N
Manager ER/OR/Ambulatory care	Staff	Interview notes, resumes, performance	April 2010 to present	Filing cabinet, U: and C:My Documents	Folder, Word	HR-5, HR-6	current and closed	Y and N	Y
Manager ER/OR/Ambulatory care	Project charters, notes	Bipap, RSTP collaborative, sentinel node biopsy, FMEA, diabetes registry	July 2011 to present	Filing cabinet, U: and C:My Documents	Folder, word	P-6	current and closed	Y	N
Manager ER/OR/Ambulatory care	Financial information	Departmental budgets, education and travel expenses	March 2011 to present	Filing cabinet, U: and C:My Documents	Folder, Excel	F-10	current	Y	N
Manager ER/OR/Ambulatory care	Meeting notes - internal	Departmental or internal committee minutes, notes from meetings	April 2010 to present	Filing cabinet, U: and C:My Documents	Folder, Word	P-6	current	Y	N
Manager ER/OR/Ambulatory care	Complaints	Patient complaints, investigation notes	March 2011 to present	Filing cabinet, U: and C:My Documents	Folder, Word	P-6	current, closed	Y and N	N

Manager ER/OR/Ambulatory care	Meeting notes - external	EMS, LHINS non-urgent transport	April 2010 to present	Filing cabinet, U: and C:My Documents	Folder, Word	P-6	Current	Y	N
Manager ER/OR/Ambulatory care	Education	Orientation, educational programs, skills day, NRP,	April 2010 to present	Filing cabinet, U: and C:My Documents	Folder, word, excel	P-6	current and outdated	Y and N	N
Nursing Administration	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Nursing Administration	committee agenda/minutes	for the following committees MAC, MSA, Clinical Team, P &T,	1 year		word or paper				N
Nursing Administration	Performance Management	Learning plans, meeting minutes, self evaluations	active		word or paper		open	y	Y
Nursing Administration	Complaints-open	Active complaints from patients all attached documentation			paper		open	y	Y
Nursing Administration	Complaints-closed	complaints that have been closed	2008 to present		paper		closed	y	Y
Nursing Administration	QCIPA reviews	quality of care reviews protected	2008 to present		paper				N
CEO	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
CEO	Board Documentation	Research, Briefing Notes, Reports, Agendas, Minutes of Board and Board Committees	Nov 2010 until Present	U:/Board	Word, Excel, PDF, PowerPoint	As long as necessary to support Board functioning	Archive and active	Y, N	Board, Chief of Staff and CEO Evaluations
CEO	Capital Requirements	Manuals, Submissions, Plans, Budgets wrt renovations and capital	Nov 2010 until Present	U:/Capital Requirements	Word, Excel, PDF, PowerPoint	As long as necessary to support capital plans	Archive and active	Y, N	No
CEO	Clinical	Reports, Briefings, Plans, Documents with respect to Clinical Services at LWHA	Nov 2010 until Present	U:/Clinical	Word, Excel, PDF, PowerPoint	As long as necessary to support clinical services	Archive and active	Y, N	Yes - VP Clinical Selection, Performance etc.
CEO	Communication	Newsletters, Memos, Press Releases, Staff forum notes	Nov 2010 until Present	U:/Communication	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Conferences and Presentations	Presentations and documentation from conferences attended	Nov 2010 until Present	U:/Conferences and Presentations	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Finance	Financial budgets, briefing notes and documentation	Nov 2010 until Present	U:/Finance	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Foundations	Board agendas, minutes, documents, briefing notes, communication for Wingham and Listowel Foundations	Nov 2010 until Present	U:/Foundations	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly Foundation Staff evaluations
CEO	Human Resources	Portfolio plans, interview documents, reference material, personnel documents, collective agreements, job descriptions	Nov 2010 until Present	U:/Human Resources	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Yes
CEO	Incident Management System	Guidelines, policies and procedures to implement an Incident Management System	Nov 2010 until Present	U:/Incident Management System	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Personal	Resumes, Performance Appraisals, Personal Objectives, Notes	Nov 2010 until Present	U:/Personal	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Yes

CEO	Reference Material	Policies, Procedures, Templates and other useful documents from current and previous employers	Nov 2010 until Present	U:/Karl Stuff to CFWD and U:/NWHC GMCH and U:/Policies and U:/Templates	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly
CEO	Leadership Team	Agendas, Minutes, Documents from various Leadership Committees	Nov 2010 until Present	U:/Leadership Team	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Medical Advisory Committees	Agendas, Minutes, Documents for Medical Advisory Committee and Medical Staff Meetings of LMH and WDH	Nov 2010 until Present	U:/Medical Advisory Committee	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Credentialing information
CEO	North Huron Family Health Team	Agendas, Minutes, Documents, Reports from Board meetings and Hospital/FHT Joint Initiatives	Nov 2010 until Present	U:/North Huron Family Health Team	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly FHT ED
CEO	North Perth Family Health Team	Agendas, Minutes, Documents, Reports from Board meetings and Hospital/FHT Joint Initiatives	Nov 2010 until Present	U:/North Perth Family Health Team	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly FHT ED
CEO	North Huron Health Professionals Recruitment	Agendas, Minutes, Documents, Reports from meetings of recruitment committee	Nov 2010 until Present	U:/North Huron Health Professionals Recruitment	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly Physician and recruiter
CEO	North Perth Health Professionals Recruitment	Agendas, Minutes, Documents, Reports from meetings of recruitment committee	Nov 2010 until Present	U:/North Perth Health Professionals Recruitment	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	Possibly Physician and recruiter
CEO	Operations	Reports, Briefings, Plans, Documents with respect to Clinical Services at LWHA	Nov 2010 until Present	U:/Operations and U:/Vice President Operations	Word, Excel, PDF, PowerPoint	As long as necessary to support clinical services	Archive and active	Y, N	Yes - VP Operations Selection, Performance etc.
CEO	Quality and Risk	Reports, Briefings, Plans, Documents with respect to Quality and Risk	Nov 2010 until Present	U:/Quality and Risk	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
CEO	Regional Information	Reports, Briefings, Plans, Documents, Budgets, Proposals, agendas, minutes etc with respect to regional and LHIN initiatives	Nov 2010 until Present	U:/SW-LHIN and Regional Initiatives	Word, Excel, PDF, PowerPoint	As long as deemed necessary	Archive and active	Y, N	No
VP Operations	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
VP Operations	Board and Resource Minutes	Some copies of Board and Resource Minutes	2009/10 Fiscal Year	VP Operations Filing Cabinet - Wingham	Paper	C-5	Y		
VP Operations	Signed Vendor Contracts		2005-2011	VP Operations Filing Cabinet - Wingham	Paper	F-11 & C-12	y		
VP Operations	MOHLTC/LHIN Funding Documents	Funding Correspondence	2009 to present	VP Operations Filing Cabinet - Wingham & Electronic	Paper/Electronic	F-3	Y		
VP Operations	Audited Statements	Copies of Audited Statements	2007 to present	VP Operations Filing Cabinet - Wingham & Electronic	Paper/Electronic	F-3	Y		
VP Operations	Redevelopment Documents for Fisher Clinic		2009 to present	VP Operations Filing Cabinet - Wingham & Electronic	Paper/Electronic	F-3	Y		
VP Operations	Redevelopment Documents and Correspondence Wingham Redevelopment		2011 to present	Electronic	Electronic	F-3	Y		
VP Operations	Policies	Final copies of Financial, Procurement, and Purchasing policies	2010 to present	Electronic	Electronic	C-11	Y		
VP Operations	Lease Agreements	Clinic, Outpt Building,		Electronic	Electronic		Y		
Chief Information Officer	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected

Chief Information Officer	Vendor files	General correspondence, maintenance agreements, reference/troubleshooting material	2002-present	u:\.\vendors and email	electronic, word, Excel PDF	as long as related system us in use, C12	archival	Y,N	none
Chief Information Officer	Privacy	records of privacy breeches	2008-present	g:\privacy	electronic - Word, Excel	HR-6	open and closed	Y, N	Yes, staff education, discipline
Chief Information Officer	Cerner/Regional Minutes and Reference Material	Minutes of various regional cerner committee meetings/working groups and related reference material	2008-present	u:\.\cerner and email	electronic- Word, PDF	as long as related system us in use	archival and active documents	Y,N	none
Chief Information Officer	Source code and technical reference	Source code for older in-house developed software, and various interfaces	1994-present	u:\.\dev	electronic	as long as related system us in use or used for archival purposes	archival and active documents	Y,N	none
Chief Information Officer	Business/strategic plans	various business/strategic plans for IT and healthrecords and related reference material	2008-present	u:\.\business	electronic, word, Excel PDF	indefinite	archival	N	none
Chief Information Officer	IT Procurement	quotes and related notes for IT purchases	2008-present	u:\.\procurement	electronic	F-11	archival	N	none
Chief Information Officer	General/misc	Other minor general IT and miscellaneous documents	2002-present	u:\.\general and email	electronic	indefinite	archival	Y,N	none
Chief Information Officer	Project Charters/General projects	IT project charters and related planning/implementation documents	2002-present	u:\.\charters and email and g:\Cerner	electronic	as long as related system us in use	complete and active	Y, N	none
Human Resources	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Human Resources	Collective Agreements	Contracts entered into between hospital and unions	Term of Agreement	HR office - filing cabinet	Paper	HR-12	Final, Singed	Y and N	N/A
Human Resources	Employment Opportunities	Job Postings/Advertisements	Current, plus previous calendar year	Binder - HR Office & Internet & Internet if current	Electronic (PDF)& Paper	HR-5	Current, Final	Y and N	N/A
Human Resources	Forms/Templates	Vacation forms, shifts swaps, special assignments, etc	Current	x:scheduling/lmh/Forms x:scheduling/lmh/Templates	Electronic (Word)	HR-14	Final	Y	N/A
Human Resources	Nursing Registration Numbers	Confirmation of Nurse's certification - information obtained through College of Nurses website	Reviewed/Updated annually	Binder - HR Office	Paper	Current Year	Final & Pending	Y	N/A
Human Resources	ONA Minutes	Meeting minutes from Hospital Association meetings	Current, plus previous calendar year	HR office - filing cabinet x:humanresources	Electronic & Paper	HR-14	Final	Y	N/A
Human Resources	Orientation Packages	Hospital information package for new staff	Current	HR office - filing cabinet	Paper	indefinite	Final	Y	Birth Certificate, SIN #, banking information
Human Resources	Pay Equity Documents	Job Fact Questionnaires	Current	HR office - filing cabinet x:humanresources	Electronic & Paper	HR-6	In progress	Y	N/A
Human Resources	Resumes	Applications for employment	previous 6 months to present	Electronic - Human Resources - Email - Resumes & File Cabinet HR office	Electronic& Paper	HR-5	Final	Y	Address & Phone #
Human Resources	RFP Information	HRIS RFP, supporting documents	Current	HR office - filing cabinet	Paper	7 years	In progress	Y	N/A
Human Resources	Schedules	Employee/Unit Schedules	Current, plus previous calendar year	HR office - filing cabinet ESP	Electronic & Paper	HR-7 - Electronic HR-14 - Paper	Final & in progress	Y and N	N/A
Human Resources	SEIU Minutes	Meeting minutes from Staff Planning meetings	Current, plus previous calendar year	HR office - filing cabinet x:humanresources	Electronic & Paper	HR-14	Final	Y	N/A
Human Resources	Shift offer sheets	Call-in sheets for available shifts	Current, plus previous calendar year	HR office & Units (Binders)	Paper	HR-14	Final	Y and N	Employee phone #
Human Resources	Time-Off Requests	Employee requests for Vac, STAT's, Level Bank, Etc.	Current, plus previous calendar year	HR office - filing cabinet	Paper	HR-6	Final	Y and N	N/A

Human Resources	Vacation Planners	Employee/Unit Vacation schedule	Current, plus previous calendar year	File Cabinet - HR office, electronic - X:scheduling/lmh/vacation planners 2011	Electronic (Word) & Paper	HR-6	Final	Y	N/A
Human Resources	Daily Sign-in Sheets	Employee's confirmation of hours worked	Current, plus previous calendar year	HR office - filing cabinet	Paper	HR-7	Final, Singed	Y and N	N/A
Human Resources	Weekly Time Cards	Summary of employee's weekly hours worked - transmitted to payroll	April 2010 - present	Electronic - ESP	Electronic	HR-7	Final, approved	Y	N/A
Occupational Health Services	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Occupational Health Services	Employee Health Files	files containing personal medical information (immunization record, health Hx, doctor's notes, OHN charting)	Current employees, terminated employee health files (dating back to?)	paper - locked cabinet in OHN's office, electronic - parklane	paper and electronic	3yrs after departure	open and closed files	y/n	yes - name, DOB, address, SIN etc., personal medical information
Occupational Health Services	WSIB	WSIB case management information	2009-current	paper - locked cabinet in OHN's office, electronic - parklane, u:\..\ WSIB	paper and electronic	min. 6 years	open and closed files	y/n	yes - name, DOB, address, SIN etc., personal medical information
Occupational Health Services	Health and Safety	H&S program files - templates/forms, various project info, MOL, policies, BPGs and Guidance Documents	2009-current	locked desk cabinet, u:\..\ Health and Safety	paper and electronic	templates and project plans kept until no longer used, MOL information kept for min. 6yrs?	draft, final	y	none
Occupational Health Services	Employee Health	BPGs, forms/templates, policies, various project info, medical directives, EAP info	2009-current	locked desk cabinet, u:\..\ Employee Health	paper and electronic	kept until no longer used	draft, final	y	none
Occupational Health Services	Infection Prevention and Control	guidance documents, minutes, committee notes	2009-current	locked desk cabinet, u:\..\IPAC	paper and electronic	kept until no longer used		y	none
Occupational Health Services	Committee Minutes/Notes	various committee minutes and personal notes	2009-current	locked desk cabinet	paper		archived	y/n	none
Infection Prevention and Control	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Infection Prevention and Control	IPAC Policies	Policies regarding infection prevention and control procedures and protocols for use by health care workers	1983-present	LWHA Intranet in Policy Manuals, LWHA Infection Control	Word or PDF	C-11	Current	Y	No
Infection Prevention and Control	Meeting minutes	Record of meetings for Infection Prevention & Control Committee, Reprocessing Committee, Just Clean Your Hands Committee, Pandemic Planning committee	2003-present	Paper copies in binders "IPAC Minutes" on bookshelf in IPAC office; Electronic version from 2009 onward on LWHA Intranet	Paper + Word	P-6	Final	2011 - Yes; prior to 2011 - no	No
Infection Prevention and Control	Surveillance/Investigation Forms	Information gathered during surveillance for hospital-acquired infections, including details of the investigation for each case	2004-present	Hanging file folders "IPAC Stats" on bookshelf in IPAC office	Paper	P-2, P-3	2004-2010:Final 2011: open	Yes	No
Infection Prevention and Control	IPAC Reports to committees	Current IPAC information provided to JOHSC, Client Safety & Environment, NAC, ICC, MAC and Medical Staff	2004- present	IPAC Inservice/ Records binder by year on bookshelf in IPAC office; attached to committee meeting minutes	Paper; electronic (in minutes)	Creation year + 6 years	2004 - 2010: Final 2011: open	Yes	No
Infection Prevention and Control	IPAC Communication/Education	IPAC information to HCWs in form of memos, newsletters, inservice education	2000- present	IPAC Inservice/ Records binder by year on bookshelf in IPAC office; in IPAC Word file	Paper + Word	Creation year + 6 years	2000-2010: final 2011: open	Yes	No

Infection Prevention and Control	Audits	Audits of practice/compliance as required by MOHLTC, PIDAC, etc, i.e. reprocessing, IPAC program, hand hygiene, RP/AP, environmental cleaning	2007 - present	IPAC "Audits" file in cupboard above desk (WDH) and desk drawer file at LMH	Paper	Creation year + 6 years	open	Yes	No
Infection Prevention and Control	ARO Records	Listing of MRSA, VRE and C. difficile positive patients	2006 - present	IPAC Surveillance binders by year on bookshelf in IPAC office; G:\Leadership\CDI Database	Paper and electronic	Creation year + 6 years	2006-2010: archived 2011: open	Yes	No
Infection Prevention and Control	ARI Data	# of patients screened in Emergency dept for Acute Respiratory Illness with pass/fail indication	2010 - present	Most recent 3-4 weeks held in ICP email; remainder available via Cerner gateway report	Electronic	Creation year + 5 years	Most recent 3-4 weeks open	Yes	No
Infection Prevention and Control	Public Reporting/Quality Indicators	Indicator data submitted to Ministry of Health and posted on LWHA website for CDI rates, MRSA and VRE Bacteremia rates and Hand Hygiene Compliance rates	2009 - present	IPAC Surveillance binder by year on bookshelf in office; JCYH Committee meeting minutes & monthly report to CEO for H.H.; IPAC & JOHSC meeting minutes; LWHA website	Paper + electronic	indefinite	Open	Yes	No
Director of Diagnostic and Support Services	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Director of Diagnostic and Support Services	Vendor files	general correspondence, service contract information, agreements, contact information,	2002 - present	U: drive	electronic, word and excel	2 years past the life of the instrument/equipment	archival	yes	none
Director of Diagnostic and Support Services	Human Resource / Union information	general correspondence with employees, disciplinary letters and privacy breeches,	2009 to present	U: drive	electronic and in personnel files	indefinitely	complete and active	yes	yes - personal information is collected to include disciplinary action, Performance appraisals, college and education certificates
Director of Diagnostic and Support Services	RIS, LIS, computer information	general correspondence with HIS committees, minutes from meetings, general discussions	2007 to present	U: drive	electronic, word and excel	2 years past the life of the software program	archival	yes	patient information occasionally is collected to help identify problems
Director of Diagnostic and Support Services	business and strategic plans for LWHA	general information, requests from CEO, CFO, Senior management	2004 to present	U: drive	electronic, word and excel	indefinitely	archival	yes	general queries, thoughts, ideas regarding certain programs at LWHA
Director of Diagnostic and Support Services	RFP information	final RFP submissions and proposals for Diagnostic equipment	2010 to present	U: drive	electronic ,word and excel	7 years past initial date	archival	yes	may have comments from certain staff members involved in process
Director of Diagnostic and Support Services	project management information	general discussions with possible vendors, contractors, staff	2010 to present	U: drive	electronic, word and excel	7 years past initial date	archival	yes	staff members contact information may be included
Director of Diagnostic and Support Services	General Lab information	general lab discussion with staff, OLA responses, IHLP communications	2004 to present	U: drive	electronic, word and excel	open and closed	archival and active documents	yes	staff members, patient information
Director of Diagnostic and Support Services	General Rad information	general rad discussion with staff, OBSP responses, Radiologist communications	2009 to present	U: drive	electronic, word and excel	open and closed	archival and active documents	yes	staff members, patient information
Director of Diagnostic and Support Services	General Facilities and Support information	general discussions with staff, manager, contractors, vendors, etc	2010 to present	U: drive	electronic, word and excel	open and closed	archival and active documents	yes	staff members, vendor information
Inpatient Nursing Management	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected

Inpatient Nursing Management	Patient Complaints	open files/under investigation - hardcopy; (closed files with VP Clinical)	April 1, 2011 to present	manager's "active files"	paper	C-10 (this should be patient care or is it HR - 6)	open	yes, for q6mos report to the Board	y
Inpatient Nursing Management	Meeting Minutes - patient care related	variety of committees / staff meetings / CR meetings etc	2010-present	U:CDD:Meetings	electronic	P-6	final	yes, reference	n
Inpatient Nursing Management	Memos (General corporate correspondence)	general correspondence / more formalized in memo (very few on file)	2009-present	u:CDD:memos	electronic or email	C-9	final	no	n
Inpatient Nursing Management	Hospital policies	some final and draft copies of hospital policies related to clinical, pharmacy, NFS and/or quality portfolio	2009-present for all except 2007-present for NFS	u:CDD:Policies and procedures	electronic	C-11	final and draft ('true' finals are on the intranet)	yes	n
Inpatient Nursing Management	Accreditation Records	Accreditation report (2010) and survey results; LWHA Submission for Accreditation Conditions; newsletters; team members etc	Nov 2010-present	U:CDD:Accreditation	electronic (supporting documentation i.e. education material etc. is electronic or in my filing cabinet)	C-9	final	yes	n
Inpatient Nursing Management	Accreditation Report (2007)	binder	2007	2007 hardcopy version in small storage closet	hardcopy	C-9	final	no	n
Inpatient Nursing Management	Computerized provider order entry / Healthcare Undergoing Optimization project	currently, I am on the HIS navigation committee, therefore, minutes, terms of reference, project charter	Sept 2011 - present	u:CDD:CPOE HUGO	electronic	P-6	final - for reference from meeting chair	yes	n
Inpatient Nursing Management	Clinical structure / program planning	clinical structure, roles and responsibility documentation; program or department-specific information (Special Note: Huron-Perth NFS meeting minutes 1999-2006 in locker)	June 2011-present (HP NFS minutes 1999-2006)	U:CDD:Clinical programs and departments	electronic and paper (filing cabinet or NFS binder on bookshelf; HP minutes in locker)	P-6	some final; mostly draft	yes	n
Inpatient Nursing Management	Education request forms - approved and denied		2009-present	U:CDD: Education or filing cabinet	electronic and hardcopy	F-10	final	no	y
Inpatient Nursing Management	Financial information	working copy of 5 year capital planning for In-patient nursing, pharmacy, foodservices	2011-2015	U:CDD: Finance: capital plan	electronic	F-10	working copy	yes	n
Inpatient Nursing Management	Student Placement Requests		2009-present	U:CDD:HR:Student placements	electronic and paper in filing cabinet	HR-6	final	yes	y
Inpatient Nursing Management	Human Resources Documents	Template letters, student placements, union contracts, orientation documents, job descriptions, postings	2009-present	u:CDD:HR	electronic	HR-1	reference & resource documents; final	yes for union contracts	y for student placement info; otherwise no
Inpatient Nursing Management	Infection Control - documents / memos etc.	Not the primary holder of the documents; recipient only	2009-present	u:CDD:Infection Control	electronic / paper in filing cabinet	C-9	final	yes	n
Inpatient Nursing Management	Pastoral Care Standards	Standards documents and list of faith based groups at WDH	2011	u:CDD:Pastoral care	electronic	c-9	final	yes	y
Inpatient Nursing Management	Quality and Risk related reports / summaries	RM Pro monthly and quarterly reports; leadership walkabout overview, emergency planning documents (IMS), quality improvement plan, prospective analyses, reference material)	most from 2009-present; prospective analyses are from 2006-2010	u:CDD:quality and risk	electronic	??C-8 or c-9	final and working documents	yes	some y (i.e. risk monitor pro reports, complaints); reference material and roll-up data = no
Inpatient Nursing Management	Patient Experience Surveys (satisfaction)	Retrievable through NRC Picker website	2003-present	NRC Picker website	electronic	C-9	final	yes	n
Inpatient Nursing Management	Personal goals and workplans	goals / workplans etc for personal organization and planning	2009-present	u:CDD:Cherie	electronic	C-9	final	current year yes; others no	n

Inpatient Nursing Management	Personal notes	notebook - hardcopy	Nov 2010-present	manager's locker / current notebook in hutch	hardcopy	typical to keep for 1 year for reference	personal notes/reminders	no	most often no
Inpatient Nursing Management	General / Miscellaneous	Other minor documents or miscellaneous resources/items	2009-present	u:CDD (unfiled documents)	electronic	as long as there is useful life	complete and active	yes/no	most often no
Inpatient Nursing Management	Physician Asst - Pilot project	2 year pilot project for Physician Assistant - documents include supervising physician information, documents related to the project etc	2009-2011	filing cabinet	hardcopy	HR-3 or is this about the physician?	complete	y (PA left in August 2011)	yes
Nutrition and Food Services Management	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Nutrition and Food Services Management	Patient Complaints	open files/under investigation - hardcopy; (closed files with VP Clinical)	April 1, 2011 to present	manager's "active files"	paper	C-10 (this should be patient care or is it HR - 6)	open	yes, for q6mos report to the Board	y
Nutrition and Food Services Management	Meeting Minutes - patient care related	variety of committees / staff meetings / CR meetings etc	2010-present	U:CDD:Meetings	electronic	P-6	final	yes, reference	n
Nutrition and Food Services Management	Memos (General corporate correspondence)	general correspondence / more formalized in memo (very few on file)	2009-present	u:CDD:memos	electronic or email	C-9	final	no	n
Nutrition and Food Services Management	Hospital policies	some final and draft copies of hospital policies related to clinical, pharmacy, NFS and/or quality portfolio	2009-present for all except 2007-present for NFS	u:CDD:Policies and procedures	electronic	C-11	final and draft ('true' finals are on the intranet)	yes	n
Nutrition and Food Services Management	Accreditation Records	Accreditation report (2010) and survey results; LWHA Submission for Accreditation Conditions; newsletters; team members etc	Nov 2010-present	U:CDD:Accreditation	electronic (supporting documentation i.e. education material etc. is electronic or in my filing cabinet)	C-9	final	yes	n
Nutrition and Food Services Management	Accreditation Report (2007)	binder	2007	2007 hardcopy version in small storage closet	hardcopy	C-9	final	no	n
Nutrition and Food Services Management	Computerized provider order entry / Healthcare Undergoing Optimization project	currently, I am on the HIS navigation committee, therefore, minutes, terms of reference, project charter	Sept 2011 - present	u:CDD:CPOE HUGO	electronic	p-6	final - for reference from meeting chair	yes	n
Nutrition and Food Services Management	Clinical structure / program planning	clinical structure, roles and responsibility documentation; program or department-specific information (Special Note: Huron-Perth NFS meeting minutes 1999-2006 in locker)	June 2011-present (HP NFS minutes 1999-2006)	U:CDD:Clinical programs and departments	electronic and paper (filing cabinet or NFS binder on bookshelf; HP minutes in locker)	P-6	some final; mostly draft	yes	n
Nutrition and Food Services Management	Education request forms - approved and denied		2009-present	U:CDD: Education or filing cabinet	electronic and hardcopy	F-10	final	no	y
Nutrition and Food Services Management	Financial information	working copy of 5 year capital planning for In-patient nursing, pharmacy, foodservices	2011-2015	U:CDD: Finance: capital plan	electronic	F-10	working copy	yes	n
Nutrition and Food Services Management	Student Placement Requests		2009-present	U:CDD:HR:Student placements	electronic and paper in filing cabinet	HR-6	final	yes	y
Nutrition and Food Services Management	Human Resources Documents	Template letters, student placements, union contracts, orientation documents, job descriptions, postings	2009-present	u:CDD:HR	electronic	HR-1	reference & resource documents; final	yes for union contracts	y for student placement info; otherwise no

Nutrition and Food Services Management	Infection Control - documents / memos etc.	Not the primary holder of the documents; recipient only	2009-present	u:CDD:Infection Control	electronic / paper in filing cabinet	C-9	final	yes	n
Nutrition and Food Services Management	Pastoral Care Standards	Standards documents and list of faith based groups at WDH	2011	u:CDD:Pastoral care	electronic	c-9	final	yes	y
Nutrition and Food Services Management	Quality and Risk related reports / summaries	RM Pro monthly and quarterly reports; leadership walkabout overview, emergency planning documents (IMS), quality improvement plan, prospective analyses, reference material)	most from 2009-present; prospective analyses are from 2006-2010	u:CDD:quality and risk	electronic	C-8	final and working documents	yes	some y (i.e. risk monitor pro reports, complaints); reference material and roll-up data = no
Nutrition and Food Services Management	Patient Experience Surveys (satisfaction)	Retrievable through NRC Picker website	2003-present	NRC Picker website	electronic	C-9	final	yes	n
Nutrition and Food Services Management	Personal goals and workplans	goals / workplans etc for personal organization and planning	2009-present	u:CDD:Cherie	electronic	C-9	final	current year yes; others no	n
Nutrition and Food Services Management	Personal notes	notebook - hardcopy	Nov 2010-present	manager's locker / current notebook in hutch	hardcopy	typical to keep for 1 year for reference	personal notes/reminders	no	most often no
Nutrition and Food Services Management	General / Miscellaneous	Other minor documents or miscellaneous resources/items	2009-present	u:CDD (unfiled documents)	electronic	as long as there is useful life	complete and active	yes/no	most often no
Nutrition and Food Services Management	Physician Asst - Pilot project	2 year pilot project for Physician Assistant - documents include supervising physician information, documents related to the project etc	2009-2011	filing cabinet	hardcopy	HR-3 or is this about the physician	complete	y (PA left in August 2011)	yes
Inpatient Nursing Management	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Inpatient Nursing Management	Investigations and Complaints (Open)	Patient/Family/Visitor Complaints	Receipt of complaint	File holder on desk	paper	Only until it is closed and it goes to VP	Open	Y	no
Inpatient Nursing Management	Union contracts/documents	meeting notes	at meetings	shelf	paper	ongoing	open	Y	no
Inpatient Nursing Management	Banked Status	vacation/banked hours for staff	monthly	File holder on desk	paper	month	closed	Y	no
Inpatient Nursing Management	Equipment Information	Equipment Literature	year	Binder -cupboard	paper, electronic	length of equipment	closed	Y	no
Inpatient Nursing Management	Student Placements	college/university requests	semi-annual	Folder	paper/electronic	year	current	Y	no
Inpatient Nursing Management	Administration Call Schedule	input data	monthly	computer	electronic	annual	current	Y	no
Inpatient Nursing Management	RMP lists	incident summaries	monthly	file and computer	both	year	current	Y	no
Occupational Therapy	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Occupational Therapy	address book	phone numbers and mailing addresses	current	desk	paper	ongoing	current	yes	
Occupational Therapy	committee minutes-working copies	minutes on Intranet, but working copy kept by participating staff	current	file drawer -either site	paper	duration of the current project		yes	
Occupational Therapy	educational handouts	instructions for home programs	current	appropriate office and word on computer system	paper and Word doc.	reviewed periodically	current	yes	
Occupational Therapy	inservice handouts	handouts, overheads & notes used for presenting inservices	within last 3 -5 years	O.T. file drawer	paper	ongoing	current	yes	
Occupational Therapy	LMH wheelchair project	working committee notes, wheelchair inventory, recommendations	current	LMH office file drawer, emails, word documents	paper and Word doc.	ongoing	current	yes	

Occupational Therapy	assessment data bases	standard data base for patient type (e.g. inpatient, hand therapy etc.)	current	O.T. office filing cabinet	paper and Word doc.	ongoing	current	yes	
Occupational Therapy	student records(placement students)	student evaluations	during student placement	O.T. filing cabinet - WDH	paper				
Occupational Therapy	staff portfolios	record of courses, inservices and educational events attended	ongoing	WDH O.T. bookshelf	paper	ongoing	current	yes	
Occupational Therapy									
Occupational Therapy	message books	record of phone messages received	ongoing	beside phone	paper	until book is full			
Occupational Therapy	stats	record of therapist time both patient and non patient	ongoing	computer	Cerner		current	yes	
Manager Support Services	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Manager Support Services	Record of Quotes for Projects	Quotes for different projects	ongoing	Manager Support Services Office	paper		ongoing	y	n
Manager Support Services	Health and Safety Reports	Different reports from JOHS/6 month inspection from department	ongoing	Manager Support Services Office	paper		ongoing	y	n
Manager Support Services	Assorted Cateoques	hospital equipment	past to present	Manager Support Services Office	cateoques	until replaced from company with current	ongoing	y	n
Manager Support Services	Operation Manuals	Operations Manuals for Multi-disciplinary areas	past to present	Manager Support Services Office	paper /Binders	until manual is replaced with a new item	ongoing	y	n
Manager Support Services	Contractor Agreements	Need Agreements for All contractors who work on site	1 year	Manager Support Services Office	paper	Outstanding	ongoing	y	n
Manager Support Services	Work Orders/Old	completed work orders	1 year	Manager Support Services Office	paper	Outstanding	ongoing	y	n
Manager Support Services	Key Logs for the outstanding keys	indicates who has the appropriate keys for the building	past to present	Manager Support Services Office	paper	Outstanding	ongoing	y	n
Manager Support Services	Housekeeping Logs	Shows all completed tasks by Housekeeping staff	1 year	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Blue Prints for Different Buildings	Keep Blue prints of the Different Buildings	ongoing	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Copies of Contracts	Keep Contracts for Garbage/O2/Elevator/Health Pro/RTU/Door	3 years	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	TSSA info	Keep all the latest news from TSSA	3 years	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Boiler Certificates and any work completed	Show the latest Boiler Certificates for Yearly Inspections	3 years	Manager Support Services Office	Paper copy	Outstanding	ongoing	y	n
Manager Support Services	Staff Issues/records	Keep record of any H/R issues for Support staff including Interviews	1 year	Manager Support Services Office	Paper copy	Outstanding	ongoing	y	n
Manager Support Services	New Fisher Medical Clinic	Keep track of Minutes/Tests etc for the New Fisher Medical Clinic	3 years	Manager Support Services Office	Paper copy and electronic copy	Outstanding	ongoing	y	n
Manager Support Services	Staff Education	Keep track of all necessary education for Support Staff	3 years	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Asbestos Abatement Logs	Keep track of Asbestos surveys from 3rd party at both sites	3	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Steam Survey for 2 sites	Have annual steam survey completed each year	3	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Energy Audit for Both Sites	Have completed energy audit for both sites	3	Manager Support Services Office	paper copy	Outstanding	ongoing	y	n
Manager Support Services	Various Projects at both sites	From the various projects I keep quotes/blueprints/other info	3	Manager Support Services Office	paper copy or electronic	Outstanding	ongoing	y	n
Manager Support Services	Admin Information	Showing staffing-hires and retires	3	Manager Support Services Office	electronic	Outstanding	ongoing	y	n

Manager Healthrecords	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Manager Healthrecords	Privacy Breach Investigations	Notes, Summaries of Privacy Breach Investigations	3 years	WDH Desk and LMH Desk	Paper		Open/Closed	Y	yes
Manager Healthrecords	Signed confidentiality statements	All staff	Jan 2009 - present	WDH Filing Cabinet and LMH Filing Cabinet	Paper		Complete	Y	no
Manager Healthrecords	ALC Orders	For all inpatients	April 2011 - present	WDH Desk	Paper		Complete	Y	yes
Manager Healthrecords	Occupancy Spreadsheet	All Inpatients	April 2010 - present	Computer	Electronic	10 years	Complete	Y	no
Manager Healthrecords	Utilization Spreadsheets	Inpatients/Outpatients	April 2008 -present	Computer	Electronic	10 years	Complete	Y	no
Manager Healthrecords	CCIS Logins	Login and Passwords for all CCIS Users	April 2009 - present	Computer	Electronic	3 years	Complete	Y	no
Manager Healthrecords	Meeting minutes	Registration Dept	April 2009 - present	Computer	Electronic	5 years	Complete	Y	no
Manager Healthrecords	Meeting minutes	Health Records Dept	April 2009 - present	Computer	Electronic	5 years	Complete	y	no
Manager Healthrecords	Meeting minutes	M.A.C.	April 2009 - March 2011	Computer	Electronic	5 years	Complete	y	no
Manager Healthrecords	Meeting minutes	Leadership	April 2009 - present	Computer	Electronic	5	Complete	y	no
Manager Healthrecords	Correspondence	ROI requests, complaints, etc	Jan 2009 - present	Desk	Paper	5	Complete	Y	Yes
Manager Healthrecords	Research Documents	ICES studies - Stroke, Queens University Ag Studies projects, CCO studies, PREDICT	Jan 2009 - present	LMH Cabinet and WDH Desk	Paper	5	Complete	Y	yes
Manager Healthrecords	Meeting minutes	RSS - Privacy Meetings	April 2009 - present	Computer	Electronic	5	Complete	Y	yes
Manager Healthrecords	Meeting minutes	RSS - HIM/Sched-Reg	April 2009 - present	Computer	Electronic	5	Complete	Y	yes
Manager Healthrecords	Pathology Spreadsheet from Stratford Hospital	WDH Pathologys	April 2011 - present	WDH Cabinet	Paper	1 year	Complete	Y	Yes
Manager Healthrecords	Bank Account Books	WDH Rec and Gift Club	January 2010 - present	WDH Cabinet	Paper			Y	No
Information Technology	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Information Technology	Vendor Contact/Support Information	Support numbers, other Vendor contact information, support procedures	2000 - current	IT Files - X: drive	electronic - Word and Excel	indefinite	reference	Y	no
Information Technology	Software/Hardware Technical Information	Software/Hardware Technical Information for installation and support of software systems	2000 - current	IT Files - X: drive	electronic - Word and Excel	indefinite	reference	Y	no
Information Technology	Master Password Lists	Master administrative password lists	2000 - current	(confidential)		indefinite	reference	Y	no
Information Technology	Networking and Telephone Configurations	Networking and Telephone Configurations	2000-current	IT Files - X: drive	electronic - Word and Excel	indefinite	reference	Y	no
Information Technology	Licensing Information	License agreements, key codes	2000-current	IT Files - X: drive	Word, PDF	indefinite	reference	Y	no
Information Technology	IT Department Meeting Minutes	IT Department Meeting Minutes	2008-current	IT Files - X: drive	Word	indefinite	final	Y	no
Executive Assistant	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected

Board Documentation	Minutes, Correspondence, Bylaws, Annual Reports, Contact Information, Working Documents, Forms		2005 - Present (plus some back to 1990s)	U:\EXEC\DOCUMENTS\BOARD	Electronic (Word)		Y and N	In progress & final	
Board & Committee Documentation	Minutes		2010 - 2011 2002 - 2009	CEO Office Finance Office - fire proof cabinet	Paper		Y and N	In progress & final	
Medical Staff Documentation	Minutes, Correspondence, Professional Staff Bylaws, Credentialling, Working Documents, Forms		2005 - present	U:\EXEC\DOCUMENTS\MEDSTAFF	Electronic (Word)	C-1, C-2, C-3, C-4, C-5, C-6, C-7	Y and N	In progress & final	
Leadership Team Documentation	Minutes, Schedules, Working Documents		July 2005 - present	U:\EXEC\DOCUMENTS\Leadership Team	Electronic (Word)	C-8	Y and N	Final	
Policies & Procedures	Policies & Procedures - Administrative		current	U:\EXEC\DOCUMENTS\LWHA Admin Manual	Electronic (Word) - also on Medworxx	C-11	Y and N	Final	
Hospital Charitable Donation Records	Donation database, Correspondence		? - present	P:\Groups\Finance\ACCESS\WDHFOUND & U:\EXEC\DOCUMENTS\DONATION	Electronic (Access, Word)	F-4, F-5	Y and N	In progress & final	
Physician Recruitment Documentation	Minutes, Correspondence, Financial Reports, Working Documents			U:\EXEC\DOCUMENTS\MEDSTAFF	Electronic (Word)	C-9	Y and N	In progress & final	
Documents of Incorporation	Documents of Incorporation, property deed			Finance Office - fire proof cabinet	Paper	C-1		Final	
Litigation Files	Litigation Files		historic	CEO office	Paper	C-13	N	Final	
Misc Corporate Documentation	Correspondence, Physician Files		2004 - present	U:\EXEC\DOCUMENTS\CEO	Electronic (Word)	C-9	Y and N	Final	
Misc Departmental	Forms, Correspondence, etc. created for various departments/leadership		1995 - present	U:\EXEC\DOCUMENTS	Electronic (Word)	C-9	Y and N	Final	