

WDH Master Inventory

Physiotherapy/Rehabilitation	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Physiotherapy/Rehabilitation	Policies and Procedures	department policies/procedures		Intranet		C 11		yes	
Physiotherapy/Rehabilitation	rehab staff meeting	binder with minutes from meeting	current	physio office	paper	2 years	current	yes	
Physiotherapy/Rehabilitation	Rolodex	phone numbers and mailing addresses	current	desk top	access	ongoing	current	yes	
Physiotherapy/Rehabilitation	committee minutes-working copies	minutes on Intranet, but working copy kept by participating staff	current	appropriate office	paper	duration of the current project		yes	
Physiotherapy/Rehabilitation	educational handouts	instructions for home programs	current	appropriate office and word on computer system	paper and Word doc.	reviewed periodically by staff involved	current	yes	
Physiotherapy/Rehabilitation	wheelchair maintenance program	inventory & repair record	current	OT office	paper	ongoing	current	yes	
Physiotherapy/Rehabilitation	assessment data bases	standard data base for particular diagnosis	current	appropriate office	paper and Word doc.	ongoing	current	yes	
Physiotherapy/Rehabilitation	student records(placement students)	student evaluations	during student placement	therapist's file	paper				
Physiotherapy/Rehabilitation	staff portfolios	record of courses, inservices and educational events attended	ongoing	therapist's file	paper	ongoing	current	yes	
Physiotherapy/Rehabilitation	volunteer stats	record of volunteer hours at WDH	ongoing	computer	access	ongoing			
Physiotherapy/Rehabilitation	message books	record of phone messages received	ongoing	beside phone	paper	until book is full			
Physiotherapy/Rehabilitation	stats	record of allied health time both patient and non patient	ongoing	computer	Cerner		current	yes	
Physiotherapy/Rehabilitation	physio referral priority list	priority for physio referrals	ongoing	referral book in physio office and on computer	paper and Word doc.	ongoing	current	yes	
Emergency	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
ER	Patient Handouts	Education sheets for patients		office 2/intranet	paper	ongoing	current	yes	n
Clinical Nutrition/Diabetes	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected

Clinical Nutrition/Diabetes	Meeting Minutes	Minutes of Huron Perth Diabetes Education Program	2009-2011	computer	email	C-6	current	Y	
Clinical Nutrition/Diabetes	Stats	Stats of Diabetes Nurse Educator; and Registered Dietitian	2008-2011	computer; nurse educator desk	email, paper		current	Y	
Clinical Nutrition/Diabetes	Patient Education Information	Information provided to patients	2008 - present	internet, Dietitian and Diabetes Educator offices, intranet	electronic, paper		current	Y	
Clinical Nutrition/Diabetes	Education Attendance Record	Record of education events attended by dietitian	2008-present	computer	email		current	Y	
Clinical Nutrition/Diabetes	Budget Sheets	Budget for Huron Perth	?	Diabetes Nurse Educator	paper		current	Y	
Stores	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Stores	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	
Stores	Purchase Orders	Completed purchase orders.	Jan 2004 - Jan 2011	Paper copies in filing cabinets	Paper, electronic	F-3	Y and N	closed	
Stores	MSDS Sheets	Material Safety Data Sheets	July 2010-present	Binders	Paper	HR-12	Y	open	
Stores	Vendor & Supplier Quotations	Quotes received for equipment, supplies, projects and services	Jan 2011 - present	Filing Cabinets	Paper	F-11	Y	open & closed	
Stores	Product Inventory Information	Inventory worksheets for year end inventories	Jan 2004 - Jan 2011	Computer and Filing Cabinet	Paper, electronic		Y and N	closed	
Finance	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Finance	Budget - HAPS, BPB, OPS	Hospital Annual Planning Submission, Business Planning Brief, Operating Plan Submission, working papers and schedules	Fiscal years 2000/01 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Paper, electronic (excel)	Current plus 6 years	Final	Y	N/A
Finance	Budget schedules	Internal budget schedules, staffing plans, and salary schedules	Fiscal year 2005/06 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-BUDGET	Electronic (excel)	Current	Current	Y	N/A
Finance	Budget and schedules	MOHLTC and internal budgeting schedules	Prior years	Basement storeroom beside staff lounge across from kitchen (aka - The Dungeon)	Paper	Current plus 6 years	Final	N	N/A
Finance	Huron-Perth Diabetes program	R.N. salary and benefit budget	Fiscal year 2011/12	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-BUDGET	Electronic (excel)	Current plus 6 years	Current	Y	N/A
Finance	Huron-Perth Diabetes program	Budget	Fiscal year 2009/10	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-BUDGET	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Oncology Repatriation Budget	Budget submission for Oncology	Fiscal year 2001/02 to 2003/04	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-BUDGET	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	London Regional Cancer Care -Oncology	Payment schedules, correspondence	Prior years to current	Brown steelcase filing cabinet in Financial Analyst's office	Paper		Current	Y	N/A
Finance	General ledger, Accounts payable, Asset management and Management reporting tools	Financial reporting using various software programs	Fiscal year 2006/07 to current	On Financial Analyst's P.C. under ORMED's Financial and Discovery products	Electronic		Current	Y	N/A
Finance	ESP scheduling software	Employee scheduling system	Current year	On Financial Analyst's P.C. under LWHA intranet	Electronic		Current	Y	Yes - Address, phone number

Finance	Mediar software	Accounts receivable software	Current year	On Financial Analyst's P.C on the desktop	Electronic		Current	Y	N/A
Finance	Financial General journal	Manual journal entries posted to financial general ledger	Fiscal year 2003/04 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	F-3	Final	Y	N/A
Finance	Financial General journal	Manual journal entries posted to financial general ledger	Fiscal year 1996/97 to 2002/03	Financial Analyst's office: Bottom right hand drawer of workstation	Paper	F-3	Final	N	N/A
Finance	Cash Disbursement journal	Automatic electronic withdrawals from back posted to general ledger	Fiscal year 2004/05 to current	Top shelf in grey steelcase filing cabinet in finance office beside Executive Assistant's workstation.	Paper	F-3	Current	Y	N/A
Finance	Accounts payable files	A/P invoices and related purchase orders, receiving slips and packing slips	Current and prior fiscal year	Grey and beige steelcase filing cabinets beside Executive Assistant's workstation	Paper	Current plus 6 years	Current	Y	N/A
Finance	Accounts payable files	A/P invoices and related purchase orders, receiving slips and packing slips	Prior years 2 to 6	Basement storeroom beside staff lounge across from kitchen (aka - The Dungeon)	Paper	Current plus 6 years	Final	N	N/A
Finance	Accounts receivable files, credit bureau correspondence	Invoices, receipts, billing reports and sub-ledger	Current and prior fiscal year	Grey steelcase filing cabinet outside Financial Analyst's office. Accounts receivable clerk's workstation	Paper	Current plus 6 years	Current	Y	N/A
Finance	Accounts receivable files	Invoices, receipts, billing reports and sub-ledger	Prior years 2 to 6	Basement storeroom beside staff lounge across from kitchen (aka - The Dungeon)	Paper	Current plus 6 years	F	N	N/A
Finance	Payroll journal	Payroll postings to general ledger	Fiscal year 1999/2000 to current	Small brown vault beside photocopier in Finance office	Paper	F-3	Current	Y	N/A
Finance	Bank Statements and cleared cheques		Prior years to current	Brown filing cabinet beside vault in Finance office and basement storeroom beside staff lounge across from kitchen	Paper	F-3	Current	Y	N/A
Finance	Cash register tapes		Prior years to current	Brown filing cabinet beside vault in Finance office and basement storeroom beside staff lounge across from kitchen	Paper	Current plus 1 year	Current	Y	N/A
Finance	Statistics journal	Manual journal entries posted to statistical general ledger	Current month	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	F-3	Current	Y	N/A
Finance	Statistics journal	Manual journal entries posted to statistical general ledger	Fiscal year 2004/05 to current	Grey steelcase filing cabinet outside Financial Analyst's office. Credenza and drawer on left side of Financial Analyst's workstation	Paper	F-3	Current	y	N/A
Finance	Cash flow spreadsheet	Monthly debits and credits posted to bank	Fiscal year 2001/02 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 1 year	Current	Y	N/A

Finance	Management Planning and Risk report	Operating assumptions and efficiencies	Fiscal year 2010/11	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Quarterly and year end reports to MOHLTC/LHIN - Q, YES reports	MOHLTC/LHIN Quarterly, Year End Supplementary financial and statistical reporting	Fiscal year 2000/01 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	Y	N/A
Finance	Quarterly and year end reports to MOHLTC/LHIN - Q, YES reports	MOHLTC/LHIN Quarterly, Year End Supplementary financial and statistical reporting	Fiscal year 2002/03 to 2010/11	Grey steelcase filing cabinet in finance office outside Financial Analyst's door	Paper	Current plus 6 years	Final	Y	N/A
Finance	Annual Reports	Audited financial statements and annual reports	Fiscal year 1982/83 to current. (Some years missing)	Grey steelcase filing cabinet in finance office outside Financial Analyst's door	Paper	Permanent	Final	y	N/A
Finance	Quarterly and Annual statements to MOHLTC	MOHLTC submissions	Prior years	Basement storeroom beside staff lounge across from kitchen	Paper	Current plus 6 years	Final	N	N/A
Finance	Year end consolidation reporting - BPS, YE reports	Government mandated Broader Public Sector year end financial reporting	Fiscal year 2004/05 to 2010/11	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	Y	N/A
Finance	Broader Public Sector Organizations Survey	Note disclosures in audited statements	Fiscal year 2006/07	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Grant applications - HIRF	Health Infrastructure Renewal Fund application and settlement reports	Fiscal year 2004/05 to 2010/11	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	y	N/A
Finance	Grant applications - DME	Diagnostic Medical Equipment applications	Fiscal years 2001/02 and 2004/05 to 2005/06	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	5 Year projections	Summary of revenue and expenses over a five year period by functional centre	Fiscal year 2006/07 to 2010/11	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current	Final	Y	N/A
Finance	Dr. Payments	Calculations of doctors fees based on billable OHIP fees	Current month	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 1 year	Current	Y	N/A
Finance	Patient Safety reporting - MRSA, CDAD, VRE, Hand Hygiene	Monthly, quarterly, annual reporting of infections	Fiscal years 2008/09 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)		Final	Y	N/A
Finance	Daily Census Summary - DCS	Daily Census Summary report for Acute, Chronic, and Rehab inpatients	Fiscal years 2006/07 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MOH	Electronic (excel)	Current plus 6 years	Final	y	N/A
Finance	Daily Census Summary - DCS	Daily Census Summary report for Acute, Chronic, and Rehab inpatients	Fiscal years 2004/05 to 2005/06	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-Census	Electronic (excel)	Current plus 6 years	Final	y	N/A
Finance	Daily Census Summary - DCS	Daily Census Summary report for Acute, Chronic, and Rehab inpatients	Fiscal years 1998/99 to current	Financial Analyst's office: Bottom right hand drawer of workstation	Paper	Current plus 6 years	Final	y	N/A

Finance	Emergency Department Action Plan - EDAP	MOHLTC report back on ER funding	Fiscal year 2007/08	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Inpatient Diagnostic Professional Fees	Inpatient diagnostic fees by department	Fiscal year 2005/06	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Hospital Inpatient Professional Fees Implementation Survey	Billing numbers for inpatient billing fees	Fiscal year 2006/07	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Labour Reconciliation	Reconciliation of severance costs	Fiscal year 2006/07	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Labour Adjustment form	Application for labour adjustment costs	Fiscal year 2004/05	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Joint LHIN/OHA HSAA review	Financial survey on leading practices	Fiscal years 2008/09 to 2009/10	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 1 year	Final	Y	N/A
Finance	Huron Perth Hospitals Partnership operational chart	Distribution of revenue and expenses within the Huron Perth Hospitals Partnership	Fiscal year 2002/03	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Physician Assistant Program - Schedule E	Expenditure reporting and Budget request for the Physician Assistant Program	Fiscal years 2009/10 to 2010/11	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	ONA economic survey	Nursing salary and staffing survey	Fiscal year 2003/04	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 1 year	Final	N	N/A
Finance	Paymaster Allocations	Existing paymaster relationships	Fiscal year 2007/08	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Audit schedules	Various schedules to enhance year end audit process	Fiscal year 2000/01 to current	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work AUDIT	Electronic (excel)	Current plus 6 years	Current	Y	N/A
Finance	Hospital On-Call Coverage settlement report - HOCC	Year end settlement report for HOCC funding	Fiscal year 2000/01 to 2002/03 and 2009/10	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work AUDIT	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Hospital On-Call Coverage settlement report - HOCC	Year end settlement report for HOCC funding	Fiscal year 2002/03 to 2010/11	Year End Reports - Grey steelcase filing cabinet in finance office outside Financial Analyst's door	Paper	Current plus 6 years	Final	N	N/A
Finance	Hospital On-Call Coverage HOCC	Payment schedule, correspondence	Prior years to current	Brown steelcase filing cabinet in Financial Analyst's office	Paper	Current plus 6 years	Current	Y	N/A
Finance	Y2K reconciliation report	Reconciliation report for year 2000 funding	Fiscal year 1999/2000	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A

Finance	Utility useage and associated costs	Electricity and gas useage	Fiscal year 2002/03 to 2010/11	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 1 year	Final	N	N/A
Finance	Family Health Team	Iniatal set-up costs and funding for Family Health Team	Fiscal year 2006/07	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	North Huron Family Health Team	Monthly invoice	Current month	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current	Final	Y	N/A
Finance	E.R. sessional fees	Journal and retro payment for E.R. Sessional Fees	Fiscal year 1999/2000	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Bank reconciliation	Reconciliation for operating bank account	Current month	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 6 years	Current	Y	N/A
Finance	Insurance quotes	Comparison of cost of insurance premiums	April 2010	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Listowel Hospital invoicing	Calculations for quarterly invoicing for shared management services	Current quarter	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current	Current	Y	N/A
Finance	Physician recruiting invoicing	Calculations for quarterly invoicing for physician recruiting	Fiscal year 2003/04 to current	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current	Current	Y	N/A
Finance	Restructuring costs	Calculation of costs for restructuring	Fiscal year 1998/99 to 2002/03	Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Ambulance invoicing and severance	Calculations and support for Ambulance and Ambulance severance packages	Calendar year 1998 to 2000	Grey steelcase filing cabinet outside Financial Analyst's office. Financial Analyst's office: Drive: U "Jeff Taylor on Imh-sparky/user files" - Excel-Work-MISC	Paper, electronic (excel)	Current plus 6 years	Final	N	N/A
Finance	Contracts and agreements	Various contracts, agreements and land purchases	Prior years to current	Grey steelcase filing cabinet across from Executive Assistant's workstation beside door to Health Records	Paper	Current plus 6 years	Final	Y	N/A
Finance	Alternate Funding Agreement - AFA	Agreement, payment schedule and correspondence	Prior years to current	Brown steelcase filing cabinet in Financial Analyst's office	Paper	Current plus 6 years	Current	Y	N/A
Finance	ED Wait Times	Correspondence	Fiscal year 2010/11 to current	Brown steelcase filing cabinet in Financial Analyst's office	Paper	Current plus 6 years	Current	Y	N/A
Finance	Most Responsible Physician	Correspondence	Fiscal year 2010/11	Brown steelcase filing cabinet in Financial Analyst's office	Paper	Current plus 6 years	Final	Y	N/A

Finance	GST/HST filings	GST & HST rebate submission forms	Fiscal year 2002/03 to current	Grey steelcase filing cabinet outside Financial Analyst's office in Finance office	Paper	F-6	Current	Y	N/A
Finance	Charitable Organization Return	Year end return to maintain charitable organization status	Fiscal year 1992/93 to current	Grey steelcase filing cabinet outside Financial Analyst's office in Finance office	Paper	Current plus 6 years	Current	Y	N/A
Finance	Microsoft Office Outlook	Staff folders containing various information		Desktop	Electronic (excel)		Current	Y	N/A
Finance	Nursing Plan Report	Distribution and responsibility of nursing staff	Fiscal Years 2000/01 to 2001/02 and 2005/06 to 2008/09	Financial Analyst's office: Drive U: "Jeff Taylor on Imh-sparky/user files - Excel-Work MOH	Electronic (excel)	Current plus 6 years	Final	N	N/A
Health Records	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Health Records	Niday Reports	Monthly list of births at WDH	Jan '07-Present	blue duotang, middle shelf brown in Coder's office	paper	since conception of program	open & closed	Y	N
Health Records	Project 998	Monthly list of out of province pt.	April '08-Present	orange duotang, middle shelf in Coder's office	paper	since conception of program	Current & past years	Y	N
Health Records	NCR Pickers	Monthly list of eligible pt for survey	Jan '03- Present	P:Users,UsersWADPDC,REG,OH ASurvey(monthyear)	electronic	P2	Current & past years	Y	N
Health Records	Submissions	Monthly list of pt submitted	Jan '07-Present	X:Health Records,WDH,HRInfo,Wingham Submissions	electronic	P2	Current & past years	Y	N
Health Records	Intraface	Monthly list of pt. registered	Jan '07-Present	blue binder, bottom shelf, Coder's office	paper	P2	Current & past years	Y	N
Health Records	Complex Care RUGs	Monthly list of Complex Care registered pt.	from date of registration until discharge	purple binder, middle shelf, Coder's office	paper		Current & past months	Y	N
Health Records	RUGs	Monthly list of Complex Care registered pt.	Apr '11 - Present	X:Health Records,WDH,HRInfo, RUGS, "quarter"	electronic		Current & past quarters	Y	N
Health Records	"Combine" Service Register	List of pt. duplicate Pt #'s and Event #'s	Mar'09-Present	blue & black binder, top shelf of cupboard, Coder's office	paper		Current & past years	Y	N
Health Records	I.C.C. Minutes	Meeting Minutes/Member's/Policy	Nov'06 - Present current year	Coder's office , Intranet, U:DLJ	paper electronic	P6 P6	Current & past years	Y	N
Health Records	Medical Records staff meeting minutes	Meeting Minutes	Nov'03 - Present	blue binder, Station #2, Transcription office, staff email,Karen's desk bottom left hand drawer	electronic paper	?	Current & past years	Y	N
Health Records	Scanning Guidelines/Instruction book	guidelines and instructions for how to scan documents	Mar'10 - Present	scanning desk, front office, black tray on Station #1 Transcription office, X: Health Records, WDH, HRInfo,Scanning	Paper, electronic	since conception of program	Current	Y	N
Health Records	Order of Reports on charts	guidelines and instructions for how to compile an inpt. Chart	May'06-Present	brown cupboard Transcription office, black tray Coder's office, X: Health Records, WDH,HRInfo,Wingham Health Records	Paper , electronic		Current	Y	N
Health Records	Coding/Intervention info	guidelines for commonly used codes and interventions	2001-Present	various binders on Karen's desk, coder's office, green duotang, Debbie's desk, steno notebook, bottom drawer Debbie's desk	paper		Current	Y	N

Health Records	Patient Service Changes	list of service changes	Mar'09-Present	Red binder Karen's desk, blue binder scanning desk front office	paper		Current	Y	N
Health Records	Communication books	work related communication within dept	July '05 - Present	Steno book on Karen's desk coder's office, steno book on wooden cupboard Transcription office	Paper		Current	Y	N
Health Records	Death review audit list	list of yearly deaths @ WDH for Dr. Sleeth to review	2009- Present	bottom shelf in dictating room in Transcription office	paper		Current	Y	N
Health Records	Continuing Professional Education (CPE)	List of all CPE credits earned	2006-Present	Karen's desk, bottom rt hand drawer, blue binder4th shelf cupboard	Paper		Current	Y	N
Health Records	Release of Information (ROI)	Medical information to be or that has been released outside of hospital/Instruction manuals/personalized coverletters	1997-Present	Karen's desk, top shelf Station #2 transcription office, U:KAM, on top of wooden cupboard station #1 transcription office	paper electronic		current	Y	N
Health Records	Gift Fund List	list of staff in fund for gifts	Aug'11-Present	wall of transcription office, U:DLJ, emails	paper electronic		current	Y	N
Health Records	Request to edit Lab information	Form that is filled out and send off to Stratford lab in the event of any patient information	Present	Karen's bulletin board	paper		current	Y	N
Health Records	Form to report Duplicate PIN #'s	form that is used when duplicate PIN #'s are found	Present	Karen's bulletin board	paper		current	Y	N
Health Records	EMS request	standardized letter to request Ambulance record	Present	U:KAM	electronic		current	Y	N
Health Records	fax cover sheet	standardized fax cover letter	Present	U:KAM	electronic		current	Y	N
Health Records	postal code list	list of common postal codes	Present	U:KAM	electronic		current	Y	N
Health Records	signature format	signature	Present	U:KAM	electronic		current	Y	N
Health Records	Listowel Med-Rec meeting minutes	minutes taken at joint meetings		Karen's desk, bottom left hand drawer	paper		current/outdated	Y	N
Health Records	WDH mailings/memos								
Health Records	Misc instructions	misc instructions for dept.		Karen's desk, bottom lt hand drawer	paper		current	Y	N
Health Records	Coding equeries	instructions from CIHI for proper coding	2002-Present	on desks of each Coder	paper		current	Y	N
Health Records	Pt. payments at switchboard	instructions for how to enter payment at Switchboard		Karen's desk, top drawer	paper		current	Y	N
Health Records	list of doctors on call in ER	past list of ER on call Drs	April '09 - present	Karen's bottom lt. hand drawer, 4th shelf brown cupboard	paper		outdated	N	N
Health Records	Coding Course info	info from past courses taken	2004 - present	Karen's bottom right / left. hand drawer, Debbie bottom right /left drawer and on top of desk	paper		current/outdated	Y/N	N
Health Records	Dr. Sleeth's pt list	Dr. Sleeth's patient roster list	2011	wall over brown cupboard Stn. #1 Transcription office	paper		current	Y	N
Health Records	unread ECGs	ECGs that have not been read	2 weeks from present date	black file tray Stn. # 1 Transcription office	paper		current	Y	N
Health Records	Preliminary Holters, Carotids, Echos, Loop Recorders	unread reports	up to 4 months from current date	black file tray Stn. # 1 Transcription office	paper		current	Y	N
Health Records	Master Signature sheet	Nursing Signatures	unknown	black file tray Stn. # 1 Transcription office	paper		current	Y	N
Health Records	Vanessa's personal training notes	training notes	2009-Present	upper cupboard, Stn #1 Transcription office	paper		current	Y	N

Health Records	Telephone Advice/TeleHealth forms	Nursing to fill out when pt. calls dept./ Nursing to fill out when patient comes in as directed by Tele Health	2000-2005	upper cupboard Stn #2 Transcription office	paper		outdated	N	N
Health Records	X-ray templates	Radiologist's templates for their xrays	Current year	bottom drawer Stn # 2 Transcription office	paper		current	Y	N
Health Records	Accreditation Notes	Notes taken for Accreditation teams	2010	bottom drawer Stn # 2 Transcription office	paper		outdated	N	N
Health Records	Instructions on how to deal with echos & carotids	instruction guide used by Transcriptionists	2010	bottom drawer Stn # 2 Transcription office	paper		current	Y	N
Health Records	Instruction for dictating	Dictating Instructions	2008-Present	bottom drawer Stn # 2 Transcription office	paper		Current	Y	N
Health Records	List of pulled daysurgies	Past daysurgeries pulled	Dec 2009-Present	blue binder on top of Debbie's desk	paper		outdated	N	N
Health Records	Monthly Coder Duties	list of all duties for Coder's to complete during their month	Dec 2008 - Present	blue binder on top of Debbie's desk, U:DLJ	paper electronic		current/outdated	Y/N	N
Health Records	Changes and new items	paperwork of all new changes and updated forms etc.	2010-present	blue binder on top of Debbie's desk	paper		current/outdated	Y/N	N
Health Records	Colorectal Instructions	paperwork of details/instructions of the Colorectal program	2009-2010	black binder on Debbie's desk					
Health Records	Instructional pamphlets	pamphlets for pt to take home with them	unknown	on top of Jane's desk in the file organizer	paper		current	Y	N
Health Records	Fax log	log book of all sent out faxes	2011	blue binder beside printer	paper		current	Y	N
Switchboard/Registration	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Switchboard/Registration	Downtime Log Ins	manual Cerner downtime log ins		Binder	paper, electronic (desktop)		open	y	Patient Information during Cerner down time
Switchboard/Registration	Fan-Out List	Emergency fan out list		Binder	paper	updated for new personnel	open	y	staff personal phone numbers
Switchboard/Registration	Health Card Response	Invalid Health Cards	24 hours	Binder	paper, electronic (Cerner)	confirmed with MOH—then forwarded to billing	open	y	record of health insurance cards that have been rejected by MOH (lost, stolen, expired)
Switchboard/Registration	On-Call List	Contacts for on call	daily	file folder, (desktop-Shared Files)	paper	daily	open	y	phone numbers for doctors, nurses and techs to be called in for emergencies
Switchboard/Registration	Pastoral Care Lists	Inpatient religious affiliations	daily	Binder	paper	duration of patient stay	open	y	religious affiliations of inpatients
Switchboard/Registration	Departmental Emails	interoffice memos	C-8	Intranet, binder	electronic (webmail), paper		open	y	emails regarding procedures, policies
Switchboard/Registration	Family Health Team Leaders	List of family health team contact numbers	monthly	Bulletin Board, Switchboard binder	paper	updated for new personnel	open	y	Personal phone numbers
Switchboard/Registration	Inpatient List--by MD	list of inpatients --faxed to MD's	daily	binder	paper, electronic (Cerner)	2 months	open	y	List of the Inpatients classified by their MDs. We fax them to the respective MD every morning.
Switchboard/Registration	Doctor's Numbers	Office & personal contact information	HR - 4	blotter	paper, electronic (desktop-Shared Files)	monthly	open	y	personal and business numbers for contacting MDs
Switchboard/Registration	LWHA leadership contact information	leaders personal contact numbers	HR - 4	Bulletin Board, Switchboard binder	paper	Monthly	open	y	Personal phone numbers
Switchboard/Registration	Hospital Clinic List	Specialist's Contact List	HR - 9	Bulletin Board	paper	updated for new personnel	open	y	Office and personal phone numbers
Switchboard/Registration	Switchboard Schedules	a copy of switchboard schedules	weekly	filing drawer	paper	undetermined	past	y	copy of sign-in sheets
Switchboard/Registration	Code Compliance	record of 'Code' calls	HR - 10	red paper folder under monitor	paper	ongoing	open	y	record of actual events or drills for Code Compliance
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		current in the lab, previous years in storage room	Paper	2 years		N	Name and hospital number

Laboratory	Calibration records	Instrument calibrations		lab: department specific	Paper	2 years plus current year		Y and N	
Laboratory	Workload	Management Data ie Statistics		X' file under LWHA units	Electronic	5 years		Y	
Laboratory	Instrument records	Service repair, annual maintenance		lab: department specific	Paper	Life of Instrument plus 2 years		Y	
Laboratory	Maintenance records	Preventative, function checks, temperature records		current in the lab-department specific, previous years in storage room	Paper	2 years plus current year		N	
Laboratory	Requisitions	patient lab requisitions		front office	Paper	1 month		Y	Name, DOB, address, HC#, Hospital #, Doctor
Laboratory	Patient reports	laboratory results (Lifelabs, SGH, PHL)		lab back office/Cerner LIS	Paper/ electronic	Paper: 3 months Electronic kept the life of Cerner		Y	Name, DOB, address, HC#, Hospital #, Doctor, lab results
Laboratory	QC records	Lab Quality Control data	April 2010 to present	URT on lab computers	Electronic	2 years plus current year		Y	
Laboratory	SOP's	Policies, processes and procedures - change forms, archived versions		docushare (ihlpdocs.on.ca)	Electronic			Y	
Laboratory	Blood Bank SOPs	Policies, processes and procedures - change forms, archived versions	indefinitely	docushare (ihlpdocs.on.ca)	Electronic	indefinitely		Y	
Laboratory	QMPLS	External proficiency testing reports and information		binders in lab back room	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	binders in lab back room	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	blood bank department and storage room	paper	indefinitely		N	
Laboratory	Transfusion results	Transfusion reaction/Antibody investigation/ Transfusion records	indefinitely	Binder in Blood bank/storage room/cerner	paper/electronic	indefinitely		N	Name, DOB, address, HC#, Hospital #, Doctor, lab results
Laboratory	POCT	point of care documentation: nursing recerts, glucometer training	2006 to present	Lab back office (binder and file cabinet)	paper			Y and N	Employee Name
Laboratory	Cerner	Validation records and training	2009 to present	Lab back office in binder and file cabinet	paper			N	Employee Name
Laboratory	Equipment records	Equipment information log	1983 to present	lab back office	paper	? Indefinitely		Y	
Laboratory	Exception reports	Cancelled records/critical reports/correction reports	2010 to present	Lab back office	paper	2 year plus current year		N	Name, Hospital number, lab results, Techs name
Laboratory	Phone log sheets	lab results/request phoned	2009 to present	Old ones in binder in lab back office-current in lab departments	paper	2 year plus current year		N	Name of Doctor or Nurse who called
Laboratory	Fax log sheets	any faxing done through the lab	2009 to present	clip board in back office	paper	2 year plus current year		N	Patient name/doctor name/fax number
Laboratory	Specimen rejection log	Any samples that have been rejected by the lab	2009 to present	binder on front lab bench	paper	2 year plus current year		N	
Laboratory	Blood Bank QC	BB QC for Equipment and reagents		blood bank department and storage room	paper	5 years		Y and N	
Laboratory	Cerner notes	issues from Cerner	2009 to present	binder on main desk	paper			Y	
Laboratory	OLA peer assessment binder	OLA 2011	2011	binder in back lab office	paper			N	
Laboratory	audits	armband/morning blood work TAT/safety audit	2011	file cabinet in back lab office	paper			N	Employee Name, patient name, hospital #, DOB
Laboratory	ORBCON/docushare training	Nurses training records	2011	file cabinet in back lab office	paper			N	employee name
Laboratory	QC reviews	Corrective action sheets	2009 to present	file cabinet in back lab office	paper	2 years plus current year		N	

Laboratory	inventory	inventory control logs and inventory records		Binders in each department/main bench plus previous in storage room	paper	2 years plus current year		Y and N	
Laboratory	Meeting minutes	lab staff meeting minutes	2005 to present	binder on main desk	paper			N	
Laboratory	Standing orders	Lab test orders	2011	binder at Catherine's desk	paper	6 months		Y	Name, DOB, Hospital #, Doctor, Address
Laboratory	Transfer lists	Cerner list of lab tests transferred to another site for testing	2011	file on main desk	paper	6 months		Y	Name, DOB, Hospital #, Doctor
Laboratory	Pending logs	lists of lab tests that are waiting to be completed	2010 to present	binder on main desk	paper	2 years plus current year		Y	Name, Hospital #
Laboratory	Sign in sheets	Lab Hazard information sheet	2010 to present	binder in back lab office	paper	2 years plus current year		Y	Visitor name
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 Units	posted on air handler unit	ongoing	Various Penthouses	paper		ongoing	y	n
Maintenance	Chart Record of Supply Fans 1,2,3,4,5	in Penthouse	ongoing	In Penthouse	paper		ongoing	y	n
Maintenance	Assorted Cateoques	hospital equipment	past to present	Maintenance Shop	cateoques	until replaced from company with current	ongoing	y	n
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	n
Maintenance	Boiler Check Sheet	daily checks of the operation of the boilers	1 year	Boiler Room	spreadsheet	Outstanding	ongoing	y	n
Maintenance	Procedure Test for Water treatment	indicates the appropriate water treatment	1 year	Boiler Room	Spreadsheet	Outstanding	ongoing	y	n
Maintenance	Chart recorder for Equipment in Lower Boiler Room	indicates that the machines are functioning properly	1 year	Lower Boiler Room	spreadsheet	Outstanding	ongoing	y	n
Maintenance	Lock Out Tag Out Chart	listing of all Lock outs / tag outs performed	1 year	Maintenance Shop	paper copy	Outstanding	ongoing	y	n
Maintenance	Pre Use Inspection Chart	Tools to have a loack out tag out card signed off at time of use	1 year	Maintenance Shop	paper copy	Outstanding	ongoing	y	n
Maintenance	Generator Checksheet	Shows weekly tests along with any service required	3 years	Generator Room	paper copy	Outstanding	ongoing	y	n
Maintenance	Yearly Fire Book	Shows all Fire Exting/Emerg liting/Fire Hoses	3 years	Maintenance Shop	paper copy	Outstanding	ongoing	y	n
Maintenance	Electrical Safety Authority Log Book	Shows all electrical work completed by Maintenance Staff	3 years	Maintenance Shop	Paper copy	Outstanding	ongoing	y	n
Maintenance	Vacuum Checksheet	Daily records of pressure for Vaccum System	1 year	Maintenance Shop	Paper copy	Outstanding	ongoing	y	n
Maintenance	Stericycle Manual	describes weight,number of containers shipped , shipping labels,Manifeste	1	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Record of Ashland Water treatment and service Report	preventative maintenance for water treatment program	monthly	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Confined Space Manual	tests, training program	yearly	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Steam Traps	reference book	1 year	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Service Manuals	assorted manuals for all different types of equipment	past to present	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Certificate of Inspection for GCAN Insurance	certificate of approval	yearly	Maintenance Shop	certIFICATE	Outstanding	ongoing	y	n
Maintenance	Asbestos Survey	Annual Inspection of all Asbestos in the Building	yearly	Kevin Armstorg's office	Annual Inspection	Outstanding	ongoing	y	

Maintenance	Engineers Log Book	daily records of temperature readings for Boiler room	2011	Boiler Room	Log Book	Outstanding	ongoing	y	n
Maintenance	Parking Lots/Sidewalks Snow Removal	dates times and locations of maintenance	2011	Maintenance Shop	Log Book	Outstanding	ongoing	y	n
Maintenance	Certificates of value tag charts Standard (Permanent)	posted	permenant	Maintenance Shop	Binders	Outstanding	ongoing	y	n
Maintenance	Certificates of Registration of the Plant	TSSA technical inspection	Oct.2008,2009	North wall Power Plant	Boiler Room	Outstanding	ongoing	y	n
Maintenance	Log Book for Mtc.(maintenance staff work-sheet	tracking of call in, call back, and time worked	2011	Maintenance Shop	log book	Outstanding	ongoing	y	n
Diagnostic Imaging	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Diagnostic Imaging	Staff Education	record of technologists educational hours as mandated by the College of Medical Radiation Technologists of Ontario (CMRTO)	2007	In department. Above Radiologists desk. In clearly marked binder - "Personnell Diagnostic Imaging"	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. Above Radiologists desk. In clearly marked binder - "Personnell Diagnostic Imaging - Staff Meeting Minutes"	Paper	5 years	Current	Y	N
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.		In department. Above Radiologists desk. In binder labelled "DI Equipment PM/Service Info"	Paper	+ 5 years	Current	Y	N
Diagnostic Imaging	Radiation Exposure Reports	Radiation exposure amounts to wearers of a TLD as provided by Health Canada Radiation Protection Bureau National Dosimetry Services	each report is quarterly	In department. Above Radiologists desk. In binder labelled "Radiation Exposure Reports"	Paper	+ 5 years	Current	Y	N
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. Above Radiologists desk. In binder labelled "HARP and Acceptance Testing"	Paper	2 years + after life of equipment	Current	Y	N
Diagnostic Imaging	Diagnostic Imaging Policy and Procedures & 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. Above Radiologists desk. In binder labelled "Policy & Procedures and Medical Directives". Also available on LWHA intranet	Paper and electronic (on intranet)	3 years	Current	Y	N
Diagnostic Imaging	Accreditation Notes	Diagnostic Imaging Team Accreditation evidence of action	Prior to Accreditation November 2010	In department. Above Radiologists desk. In binder labelled "Diagnostic Imaging Team Evidence Binder"	Paper		Current	Y	N
Diagnostic Imaging	Staffing Schedules and Call-back sheets	schedules, on-call and call-back sheets for technologists and receptionists	6 week current posted schedule and call sheet	In department. Above Radiologists desk. In binder labelled "Attendance & Callback/Standby Records" Current and future schedules are found in front office drawer labelled - "Schedules"	Paper	6 months	Current	Y	N

Diagnostic Imaging	Reference Books	Text books for technologists, Radiologists, physicians to refer to regarding Radiography and Ultrasonography	N/A	In department. Above Radiologists desk.	Book	N/A	Current	Y	N
Diagnostic Imaging	Orientation Manual	orientation checklist for new staff to LWHA Diagnostic Imaging Department(s)	Updated October 2010	In department. Above Radiologists desk. In binder labelled "Diagnostic Imaging Orientation Manual"	Paper	until updated	Current	Y	N
Diagnostic Imaging	Cerner Resource	Reference for our HIS (Hospital Information System) Cerner ie. How to schedule a patient, make changes, etc.	Since the implementation of Cerner	In front office in top right desk drawer. Binder labelled "Cerner Resource Guide - Radiology Dept."	Paper	life of Cerner use in hospital	Current	Y	N
Diagnostic Imaging	Technologist Ultrasound Worksheets	Ultrasound findings for patient studies are documented on these worksheets. i.e. Measurement of anatomy		In Ultrasound room desk.	Paper and electronic (after scanned into PACS to be kept on patients electronic file)	scanned into patients electronic records kept on PACS	Current	Y	Y
Diagnostic Imaging	Telephone Directory	list of hospital departments and extensions	last update - June 2011	DI front desk	Paper and electronic (on intranet)	as long as applicable	Current	Y	N
Diagnostic Imaging	DI requisitions	Requisitions filled out awaiting patient appointments		DI front desk in binder labelled "Patients Calling for Appointment"	Paper	scanned into patients electronic records kept on PACS	Current	Y	Y
Diagnostic Imaging	Fax numbers and cover sheets	list of frequently used fax numbers and alphabetized cover sheets		DI front desk in binders x 2 labelled "Fax #'s cover sheets "	Paper	as long as applicable	Current	Y	N
Diagnostic Imaging	Diagnostic Imaging Supplies Order Book	catalogue and order sheets for DI office supplies		DI front desk in binder labelled "DI Supplies Order Book"	Paper		Current	Y	N
Diagnostic Imaging	Disaster Code Books	reference for staff in the event of a disaster		In department.	Paper	as long as applicable	Current	Y	N
Diagnostic Imaging	Ultrasound Probe Disinfecting Log Book	Record of probe disinfecting in Cidex OPA after invasive ultrasound procedures.	since installation of equipment	In department ultrasound room	Paper		Current	Y	N
Diagnostic Imaging	Equipment User Manuals	User manuals provided by the equipment vendors.	from installation of equipment	In department. In each imaging room.	Paper	life of piece of equipment + 2 years	Current	Y	N
Diagnostic Imaging	Patient Education	education material available for patients		In department waiting area.	Paper	as long as applicable	Current	Y	N
Diagnostic Imaging	Procedure Notes	Step by step instructions for various imaging procedures and equipment needed.		In department exam rooms.	Paper	as long as applicable	Current	Y	N
Housekeeping	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Housekeeping	Housekeeping and Laundry call in folder	record of staff called in order of sequence and availability	continuation/current	Housekeeping and Laundry sign in office	green folder	1 year	active	Y	yes
Housekeeping		check list for daily work completed on floors	continuation/current	Housekeeping office	blue binder	1 year	active	y	no
Housekeeping	Parts Binder	parts books and manuals for all equipment	continuation/current	Housekeeping office	black binder	outstanding	active	y	no
Housekeeping	General Binder with Housekeeping Info. Content	assorted information regarding products and information regarding infection control	continuation/current	Housekeeping office	black binder	outstanding	active	Y	no
Housekeeping	Communication Book	method on staff to communicate	2011-present	Housekeeping office	blue note book	continuation	active	Y	no
Housekeeping	3 Project Cleaner binders	sign out sheets for monthly, weekly project cleaning	2007/present	Housekeeping office	3 blue binders	continuation	active	Y	no
Housekeeping	Kit Supply System	Catalogues of available products	current	Housekeeping office	white binder	replaced when issued new one	active	Y	no

Housekeeping	Microfibre&Matting Info.	Catalogues of available matting&info.on microfibre products	current	Housekeeping office	light blue binder	replaced when new info.comes in	active	Y	no
Housekeeping	Rec.&Gift Club	lists of members of Rec.Club,minutes of meetings	continuation/current	Cupboard in housekeeping office	blue binder with min.grey box with lisings of members we have bought for	2year	active	Y	no
Laundry	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Laundry	poundage amounts	hospital, outlinen, monthly summary	2008-2011	desktop	electronic-desktop	F1	open	Y	
Laundry	poundage amounts	hospital, outlinen, monthly summary	1997-2011	excel-housekeeping file	electronic-desktop	F1	final	Y	
Laundry	monthly amounts	Wescast uniforms	2009-2011	Laundry desk	paper	F1	open	Y	
Laundry	monthly billings	revenue from outside sources	2009-2011	Laundry desk	paper		open	Y	
Laundry	daily procedures	laundry routines for each day	daily	Laundry bulletin board	paper			Y	
Laundry	humidex heat stress response plan	daily record of temperature and humidity	2008-	Laun. Bull. board	paper		open	Y	
Laundry	eye wash station inspection list	monthly record of eye wash cleaning	2011-	main laundry area across from eye wash	paper		open	Y	
Laundry	programmed wash cycles	worksheets for programmed wash cycles	daily	main laundry above desk	paper		closed	Y	
Laundry	safety and fire rules	general rules for laundry dept.	1989-	laundry bull. Board	paper		closed	Y	
Laundry	client phone list	list of all our customers		laundry office	paper		current	Y	business phone numbers
Laundry	support staff phone list	list of staff in case we have to call in	2011-	Laundry office by phone	paper		current	Y	home phone numbers
Laundry	linen ordering book	list of all linen supplies & amounts	2011-	Laundry office desk	paper		open	Y	
Nursing Office	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Nursing Office	Job Posting	Posting for Clinical Services		spc U: drive	word			Y	
Nursing Office				Green Binder-N.O. grey file cabinet	Paper				
Nursing Office	Letters of Offer/Decline	Offers/Decline letters for Clinical Services		spc U: drive	word				
Nursing Office	Certificate of Competence	Nursing Registration	1 year	Grey file cabinet	paper	2006-2011			
Nursing Office	Medical Directives			Grey file cabinet	Paper	2005-2011			
Nursing Office	Contracts	Pastrol Care - Ernest Dow		Grey file cabinet	paper	2009-2010			
Nursing Office		Lambton College		Grey file cabinet	Paper	2010			
Nursing Office		Georgian College		Grey file cabinet		2008			
Nursing Office		Laurentian University		Grey file cabinet		2007			
Nursing Office		Clinical dietitian - Jennifer Phelan		Grey file cabinet		2009			
Nursing Office	Letter of Complaint			Grey file cabinet			unknown		
Nursing Office	RPN School Transcripts			Grey file cabinet		1980-1994		N	Yes
Nursing Office	Delegation of Dispensing	Medication authorization	1 year	Grey file cabinet	Paper	2010-2011			
Nursing Office	Union Contracts			Grey file cabinet	Paper			Y	
Nursing Office				White/Black Binder					
Nursing Office	Policies and Procedures		Master copies	Blue Binder 2nd file cabinet N.O.	Paper				
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	Meeting Minutes	departmental meeting minutes	current copy only	bulletin board, then discard (electronic kept with manager)	hardcopy	discard after all have reviewed	final	y, then discard	no
Nutrition and Food Services	Memos (General corporate correspondence)	Internal memos	current copy	bulletin board, then discard (electronic kept with manager)	hardcopy	discard after all have reviewed	final	y, then discard	no

Nutrition and Food Services	Departmental policies	all departmental policies are on the intranet	current copy; time varies from 1999-present	intranet; policies; wdh nutrition and foodservices	electronic	C-11 (current foodsystem in operation since 1999; all policies reflective of these practices)	final on the intranet	y	n
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	U:CDD:NFS and paper in the NFS dept	electronic and paper (NFS Dept)	C-9 (date + 2 years)	final	y	n
Nutrition and Food Services	Schedules and sign in forms		2010-present	hardcopy in NFS drawer	hardcopy	typical to keep schedules for 1 year for staff reference	archive / reference	n	n
Nutrition and Food Services	Quality reports	temperature audits, tray return, satisfaction; dishmachine audits (are these like the fire inspections - keep for 2 years?)	2010-present	small storage room	hardcopy	c-15; normal retention has been 1 year	final	y	n
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 cabinets	Paper	HR-3	Y	Final, Signed	y
Payroll	Non-Active Ambulance 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		Grey Steel Filing cabinet - Printer area	Paper	HR-3	y	Closed	y
Payroll	Non-Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information		Medical Records Filing area	Paper	HR-3	y	Closed	y
Payroll	Non-Active Personnel Files	Employment contracts/job offer letters, performance reviews, discipline notes, certificates, employment information		Cream Steel Filing cabinet - Printer area	Micro Fiche	HR-3	y	Closed	y
Payroll	Year End Documents	All information to Back Up Year End Employer T4 copies	2010	Payroll Analyst office, steel filing cabinet	Paper		N	Final	y
Payroll	Year End Documents	All information to Back Up Year End Employer T4 copies	2000 to 2009	Grey Steel Filing cabinet - Printer area	Paper		N	Final	y
Payroll	Payroll Journals (P03)	Payroll Journals	2011	Payroll Analyst office, steel filing cabinets	Paper		Y		y
Payroll	Payroll Journals (P03)	Payroll Journals	2009 & 2010	Grey Steel Filing cabinet - Printer area	Paper		N	Final	y
Payroll	Payroll Journals (P03)	Payroll Journals	2004 to 2008	Cream Steel Filing cabinet - Printer area	Paper		N	Final	y
Payroll	Payroll P43	Receiver General Reports	2001 to 2006	Cream Steel Filing cabinet - Printer area	Paper		N	Final	y

Payroll	Payroll Disks	ESR, PBM Hours	2002 to 2010	Cream Steel Filing cabinet - Printer area	Disk		N	Final	y
Payroll	HOOPP	HOOPP information, Payments,Statements,Part Time Enrollment letters, 2001 MDC	1993 to 2002	Box in Printer Area	Paper		N		y
Payroll	Payroll Info Box	1998-2002 EHT, 1997-2000 Mutual Group payments,1997-2000 Reciever General, Clarica & Liberty Extended Health payments	1997 to 2002	Box in Printer Area	Paper		N		y
Payroll	Payroll Information	Deduction Remittances, Service Awards,HOOPP MDC's,Surveys, EHT Recon 2002-2010, Previous HR Policies		Brown Filing Cabinet - Business Office	Paper				y
Payroll	Union Contracts	ONA / CUPE/ OFHCW Central & Local Current Contracts		Payroll Analyst office, steel filing cabinets	Paper		Y		y
Payroll	Benefit Booklets	Benefit Booklets for handout and Enrollment Paperwork		Payroll Analyst office, steel filing cabinets	Paper		Y		y
Payroll	PBM Hours	Employee Accumulated Hours	2011	Payroll Analyst office, steel filing cabinets	Paper				y
Payroll	Uniform Allowance	Information for payments made for SEIU paid allowance	2008 to 2011	Payroll Analyst office, steel filing cabinets	Paper		N		y
Payroll	ID Badge	Product for Photo ID Badge		Payroll Analyst office, steel filing cabinets					y
Payroll	Seniority Lists	ONA/CUPE/OFCW & Non Union Full Time & Part Time posted lists	2006 to Current	Payroll Analyst office, File Folder	Paper		Y		y
Payroll	Retiree Benefits	Retired Employee Benefit payments	Current	Payroll Analyst office, File Folder	Paper		Y		y
Payroll	Non Active Payroll Information	Non-Active Employees/Payroll reports/Payroll Information	Prior Years	Cream Steel Filing cabinet - Printer area	Micro Fiche		N		y
Payroll	Payroll Information	Payroll Information	1999 to 2011	N:\sub folders	Electronic		Y		y
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
Pharmacy	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Pharmacy	Public Health File	record of fridge inspections & cold chain incidents, vaccine orders		pharmacy file cabinet	paper		open	yes	no
Pharmacy	Refrigerator Temp Charts	record of refrigerator temperatures for ER and Pharmacy Refrigerators	2010 to present	pharmacy file cabinet	paper	2yr	closed	no	no
Pharmacy	Laminar Flow hood file	test & certification report	Sept 1999 to present	pharmacy file cabinet	paper		closed	no	no
Pharmacy	Automated file	field service reports	Feb 2010 to present	pharmacy file cabinet	paper		closed	no	no
Pharmacy	LMH Delivery Records	Delivery Sign in sheets	Jan 2010 to present	pharmacy file cabinet	paper	1yr	closed	no	no
Pharmacy	HealthPRO Contracts	drug contracts	electronic	Pharmacy computer	http://www.healthprocanada.com	5yr	open	yes	no
Pharmacy	Special Access Forms	medication rec'd through Special Access Program	1998 to present	pharmacy file cabinet	paper		closed	no	no
Pharmacy	Drug Recall Records	submitted recall forms	Nov 2009 to present	pharmacy file cabinet	paper		closed	no	no
Pharmacy	Narcotic/Controlled Drugs Records Binder	record of narcotics entering and leaving dept.		narcotic cupboard	paper	3 yr	open	yes	no
Pharmacy	Desktop Reference Display	desktop reference of current policies for daily pharmacy operations	2009 to present	pharmacy dept	paper	2yr	open	yes	no
Pharmacy	Compounding book	formulations for external medications prepared by pharmacy		pharmacy dept	paper		open	yes	no
Pharmacy	Pharmacy Meetings	Minutes of joint Pharmacy Staff meetings		pharmacy dept	paper	P-6?	open	yes	no
Pharmacy	Chemotherapy info	Procedures & Spill inservice	Jan 2008	pharmacy file cabinet	paper		closed	yes	no

Pharmacy	Narcotic/Controlled Drugs Orders from LMH binder	signed PO's for narcotic orders purchased from LMH	May 2009 to present	Pharmacy shelf	paper		closed	no	no
Pharmacy	Chemotherapy Premeds Manufacturing Book	record of premeds manufactured for chemo patients	Aug 2007 to present	Pharmacy shelf	paper		closed	no	no
Pharmacy	PharmNet User group binder	Minutes	Oct 2009 to present	Pharmacy shelf	paper		closed	no	no
Pharmacy	Pharmacy Monthly Stats	workload measurement stats	Sept 2007 to present	Pharmacy shelf	paper	2 yr?	closed	no	no
In-patient Nursing	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
In-patient Nursing	Evaluation List	In-Patient list to keep track for evacuation emergencies	Daily	Out Box on the wall at Team C nurses station	paper	One day	current	y	no
In-patient Nursing	Patient Handouts	Various hand outs for patient information regarding community services	as needed	In the Ward Clerk inventory closet	paper pamphlets	until expiry date or replaced with new information	current	y	no
In-patient Nursing	Phone Lists	Phone numbers for Doctors, Hospitals,Nursing Homes and other often used numbers	as updated	Under Monitor screen at Ward Clerks Desk and at various other phone sites across the wards	paper	kept until there is a change in number or a new number is added	current	y	yes
In-patient Nursing	Check list for eye wash station inspections	signing sheet to verify checks that the eye wash station is functioning properly	weekly	above sink and eye wash station in clean utility room	paper	kept on floor yearly	curent	y	no
In-patient Nursing	Huron Patient Transit trips billed to hospital	recording patient trips away from hospital using Huron Patient Transit that the patient is unable to pay for themselves	as trips happen	at Ward Clerk desk on red clipboard on first shelf	paper	Given to supervisor Quarterly	current	y	no
Oncology	Subject of the Record	Brief Description	Time Period	Location	Format	Retention	Status	Current Y/N	Personal Information Collected
Oncology	Daily Temperature Checks	Water bath for hot packs	2010-present	East Wall	paper	indefinite	Current	y	N
Oncology	Eyewash station	monthly checks	2010-present	East Wall	paper	indefinite	Current	y	N
Oncology	PPE information	poster	2010-present	East Wall	paper	indefinite	Current	y	N
Oncology	Client Safety	poster	2010-present	East Wall	paper	indefinite	Current	y	N
Oncology	LRCP Correspondence	Rx deferrals and orders	2009-present	nursing station	paper	C1	Current	y	y
Oncology	CAPCE meeting notes	White binder	2010-present	nursing station	paper	C1	Current	Y	N
Oncology	LRCP Drug Guidelines	2 binders	2002-present	nursing station	paper	C1	Current	Y	N
Oncology	Various Drug Procedures	binders	2008-present	nursing station	paper	C1	Current	Y	N
Oncology	ER meeting minutes	Minutes and agendas	2009-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Parental Drug Information	Drug monographs	2002-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Manual for IV Lines	Manual for IV Lines	2009-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Medical Directives, Policy and Procedures	Medical Directives, Policy and Procedures	2002-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Treatment Guidelines	For chemo drug delivery from LRCP	2002-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Standards and Competencies	For chemotherapy Nursing practise	2011-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Telephone Triage Guidelines	Telephone Triage Guidelines	2002-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	CCO Symptom management	Patient handout	2002-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Drug Information sheets	Patient handout	2006-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Chemo Spill Review and Certification	Chemo Spill Review and Certification	2006-present	nursing station	paper	indefinitely	Current	Y	N
Oncology	Ambulance Concerns/ER transfers	Ambulance Concerns/ER transfers	2006-present	file drawer	paper	indefinitely	Current	Y	N

Oncology	Equipment Warranties	Warranties and Cleaning Instructions	2010-present	file drawer	paper	indefinitely	Current	Y	N
Oncology	GAP Analysis - LRCP	GAP Analysis - LRCP	2006-present	file drawer	paper	indefinitely	Current	Y	N
Oncology	ER Concerns	ER Issues and Concerns	2006-present	file drawer	paper	indefinitely	Current	Y	N
Oncology	Physician Assistant	file on duties	2010-2011	file drawer	paper	2years	Closed	Y	N
Oncology	Safety Inspection Reports	Results from Walkabout	2010-present	file drawer	paper	9 years	Open	Y	N
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 breaches,	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, Credentialing, 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	