

## Directory of Records

### Administration and Governance

- Records relating to the operations and management of the Hospital. General records include: plans, strategies, charts, information on departments and programs, policies and procedures.

### Board of Directors

- Records relating to the operations and management of the Board of Directors. General records include meeting summaries, agendas and minutes.

### Business Office

- Records relating to financial management functions, including accounting, transactions, accounts payable, accounts receivable, reconciliations, financial reporting and policies, procedures, guidelines, standards and accompanying documentation.
- General records may include: requisitions, deposit control reports, direct payments, bank transfers, and records relating to employee expenses, purchase orders and purchase cards.

### Capital Projects

- Records relating to the planning, construction and commissioning of renovations at the Hospital. General records include: plans, news and other communications.

### Clinical Programs

- Records relating to the quality, safety and accessibility of services offered by the Hospital.

### Corporate Communications, Planning and Partnership

- Records relating to the Hospital's communications, initiatives and services. General records relate to special events, public and media relations, publications and presentations.

### Facility Services

- Records related to the operation and management of the Hospital's facilities and property. General records relate to space planning, maintenance and environmental control.

### Finance

- Records relating to financial resources of the Hospital. General records may include documents relating to budget planning, income and expenditure, procurement development, vendor evaluations and contract management.

### Human Resources

- Records relating to the Hospital's employees. General records may include job classification, salary ranges and collective agreements.

### Information Technology

- Records relating to the maintenance, development and management of the Hospital's information holdings.

### Information and Privacy Office

- Records relating to the Hospital's compliance with obligations and processes set out in PHIPA and FIPPA.

**Meeting Minutes and Agendas**

- Records related to the meetings of various councils, groups and areas to support the Hospital operations, services and programs.

**Occupational, Quality and Safety**

- Records relating to the incident investigations and risk assessments.

**Patient Relations**

- Records relating to patient compliments and complaints, including monthly and yearly statistics.

**Patient Satisfaction**

- Records of statistics collected for quality improvement purposes.

**Protection Services**

- Records relating to security incidents, emergency procedures and disaster planning.

**Research**

- Records relating to research conducted by or in the hospital. General records may include administration of ethics, policies and procedures.