



DIRECTORY OF RECORDS

CATEGORY	DESCRIPTION OF GENERAL CLASS OF RECORDS
Administration and Governance	Records relating to the operations and management of the Hospital. General records include policies and procedures, information on departments and programs.
Board of Directors	Records relating to the management of the Board of Directors. General records include meeting minutes and agendas.
Capital Expenditures	Records relating to the planning, construction and commissioning of renovations and new equipment.
Communications	Records relating to special events, public and media relations, publications and general presentations.
Emergency Response	Records relating to security incidents, emergency procedures and disaster planning.
Facility Services	Records relating to the operation and management of the facility and property. General records relate to space planning, maintenance and environmental control.
Finance	Records relating to financial management functions including accounting transactions, accounts payable, accounts receivable, reconciliations, financial reporting. Policies, procedures, guidelines, standards and accompanying documentation. Records relating to budget planning, income and expenditure, procurement development, vendor evaluations and contract management. General records may include requisitions, deposit control reports, direct payments and bank transfers, records relating to employee expenses and purchase orders.
Human Resources	Records relating to employees. General records may include employment contracts, collective agreements, job classifications, salary ranges.
Information Technology	Records relating to the development and maintenance of the hospital's information holdings.
Meeting Minutes and Agendas	Records relating to the meetings of various groups supporting the operations of the Hospital.
Occupational Health and Safety	Records relating to occupational health and safety. General records may include statistical data, policies and procedures.
Patient Services	Records relating to the performance and activities such as financial, quality, safety and accessibility of patient services.
Patient Relations	Records relating to patient compliments and complaints.
Procurement	Records relating to the procurement process, awards and contracts.