

## DIRECTORY OF RECORDS

CATEGORY	TYPES OF RECORDS	DESCRIPTION
<b>Administration &amp; Governance</b> (Records related to the overall operation and management of the hospital.)	Policies, Procedures and Guidelines	These records relate to hospital and departmental policies, procedures and guidelines.
	Planning and Organization	These records relate to administrative planning and organizing activities
	Committees, Workgroups & Teams	These records relate to hospital meeting minutes and agendas for organizational committees.
	Capital Projects	These are records that relate to the planning, construction and commissioning of new and renovated hospital facilities.
	Board	These records relate to the board of directors of the hospital.
<b>Public Relations &amp; Communications</b> (Records related to the community and other stakeholders.)	Public Affairs	These records relate to the organizational communications, initiatives, or services. e.g. newsletters, medica notices, CEO reports, etc.

<b>Facilities &amp; Property</b> <b>(Records related to the operational management and protection of the organization.)</b>	Equipment & Supplies	These records relate to the hospital's inventory and management of property and supplies.
	Maintenance	These records relate to the management of the hospital's facilities and real property.
	Security	These records relate to the operation and security throughout the organization.
<b>Information Technology and Information Management</b> <b>(Records related to the operation of information technology and information management.)</b>	System Installation & Maintenance	These records relate to the installation and maintenance of the computerized system and applications
	Software Development Records	These records relate to all aspects of project management, e.g. Gantt charts, memos, correspondences etc
	Statistical Reports	These records relate to all reports generated for performance management and other statistical reporting.
<b>Finance</b> <b>(Records related to the financial management of the hospital.)</b>	Financial Management	These records relate to financial management functions and accompanying documentation. e.g. budgeting, accounting transactions, accounts payable, accounts receivable, reconciliations, financial reports etc.
	Procurement of Products & Services	These records relate to the hospital's procurement processes. e.g. Request for Proposals (RFP), Request for Quote (RFQ) and Contract Management.
<b>Human Resources</b>	Personnel Files	These are records that relate to the hospital staff, volunteers, students, and medical staff. e.g. employment contracts, benefits, performance evaluations etc

<p><b>(Records related to the organizations human resources.)</b></p>	<p>Occupational Health &amp; Safety Files</p>	<p>These records relate to promoting workplace health and wellness and complying with industry standards, guidelines and regulations, e.g. staff immunizations, incident reporting, and mask fit testing, WHIMIS compliance, etc.</p>
<p><b>Quality Assurance, Risk Management, &amp; Patient Relations</b>  <b>(Records related to the quality assurance, risk management and patient relations within the organization.)</b></p>	<p>Patient and Family Complaints/Compliments</p>	<p>These records relate to suggestions for improvement and complimentary feedback.</p>
	<p>Quality Assurance</p>	<p>These are records relate to the assessment, evaluation and improvements to the quality of health care and other services provided by the hospital.</p>
	<p>Emergency Planning</p>	<p>These records relate to emergency planning such as pandemic plans, fire plans, emergency codes policies and procedures, etc.</p>

**Research, Teaching and Learning**  
**(Records related to the personal and professional growth and development of the organizations human resources.)**

Education

These records relate to materials developed to teach and education volunteers, staff, physicians and the public, e.g. presentations, pamphlets, etc.