

RED LAKE MARGARET COCHENOUR MEMORIAL HOSPITAL  
 DIRECTORY OF RECORDS - (PIB=PERSONAL INFORMATION BANK/GCR= GENERAL CLASS RECORD)  
 AS OF DECEMBER 2011

RECORD TYPE	INFORMATION ITEMS	DESCRIPTION	DEPARTMENT	RETENTION PERIOD	AUTHORITY -PIB	PERSONAL INFO. INCL.	USES	USED BY	INDIVIDUALS IN BANK
PIB	Police Reference Check Program Records	Police Reference Checks are used to assist in determining the suitability of successful candidates for positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences.	Administration	TBD			Police Reference Checks are used to assist in determining the suitability of successful candidates for part-time positions of employment or volunteer work where the primary duties require direct	Human Resources	Private citizens
GCR	Pay Equity	Records relating to evaluation of positions by comparing duties, skills and accountabilities of similar positions to support equal pay for work of equal value. Records may include copies of policies and research.	Administration	TBD					
GCR/PIB	Occupational Health & Safety	Records relating to the Hospital's Occupational Health & Safety program to support and maintain a safe and healthy workplace through working with the Joint Health & Safety Committee, and assessment of occupational hygiene, ergonomics and safety issues. Records may include test results and needs assessments, employee incident and first aid reports, results of inspections and investigations, training conducted. Occupational hygiene records include concerns related to workplace exposure to chemical, physical ( noise, temperature, radiation) and/or biological agents. Ergonomics records include personnel concerns related to workstation and furniture design and configuration, Records include plans to respond to accommodation needs and return to work issues, and monitoring of compliance with statutory obligations such as WHMIS & the Occupational Health & Safety Act.	Administration	TBD	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s9. Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s26. Workplace Safety and - Insurance Act, 1997	Employee names, test results, concerns about health, safety, accomodation needs	Respond to health and safety concerns and issues	Occupational Health & Safety staff and Joint Health & Safety Committee, Human Resources	Employees, those involved in an incident, names of witnesses
GCR	Material Safety Data Sheets	Records relating to compliance with WHMIS - Workplace Hazardous Material Information System: Material Safety Data Sheets provide workers and emergency personnel with procedures for handling or working with hazardous or potentially hazardous substances in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.	Administration	TBD					
PIB	Workers' Compensation and Disability Management	Records relating to monitoring claims for compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. Records include workers' compensation and long term disability claims, injury report forms and disability recurrence reports and supporting correspondence.	Administration	TBD	Workplace Safety and Insurance Act, 1997, Schedule A, c. 16	Employee name, copies of injury report forms, long term disability claim forms and WSIB forms	Fulfill Hospital's obligations to injured or ill employees including planning for workplace accommodation and safe return to work; to comply with legislation	Occupational Health Safety & Wellness staff	Employees who are injured or who become ill

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GCR	Labour Relations	Records relating to the Hospital's relationship with its workforce. Includes copies of collective agreements and correspondence with Union representatives.	Administration	TBD					
GCR	Job Classifications	Records relating to the classification of employment positions within the Hospital. Records include employee skills inventories, copies of job descriptions, job classification history files, and job classification requests.	Administration	TBD					
GCR	Human Resources Administration	Records relating to the general and overall administration of the Hospital's human resources program. May include general information relating to human resources management, processes, systems, and functions. Records may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.	Administration	TBD					
GCR	Fire Safety Tests and Inspection Reports	Records relating to tests of fire alarm system and inspection of Hospital buildings and property. Includes reports on compliance with Ontario's Fire Code, and any required actions to meet fire safety standards.	Administration	Inspection date + 2 years					
GCR	Fire Safety Planning	Records relating to planning, preparation and implementation of fire safety. Includes records relating to firefighting equipment locations, fire alarm systems, fire doors, locations of exits, staircases and elevators, evacuation and emergency procedures, firefighting equipment inspection and maintenance.	Administration	TBD					
GCR	Employment Equity	Records relating to identification and removal of barriers to the equal treatment of all Hospital personnel with regard to hiring and promotional opportunities and workplace treatment. This includes women, members of visible minorities and disabled individuals.	Administration	TBD	Human Rights Code, R.S.O. 1990, c. H.19, s. 5.				
PIB	Employee Medical Data	Records relating to the medical status, conditions, and recovery of individual Hospital employees. This includes matters where there are physical injuries and development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.	Administration	TBD	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 26.	Information about an employee's medical conditions and whether he/she can return to regular work duties	Assist with employee medical issues as they relate to employment.	Human Resources	Employees: contract and permanent

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PIB	Employee History Data	Records relating to Hospital employees' work history. May include information on retirements, layoffs, and resignations. Records may include resumes, successful job call results, previous employment reference checks, criminal record checks, photocopies of degrees and diplomas, educational transcripts, letters of discipline, employee emergency contact information sheets, and personal contact information sheets.	Administration	TBD	Employment Standards Act, S.O. 2000, c. 41, s. 15.	Employee number and name, application form, benefits options, education, work history, attendance and leave records, performance evaluations, disciplinary actions, WSIB records.	Document work history	Human Resources, applicable manager as appropriate	Employees: contract and permanent
PIB	Employee Competition & Recruitment	Records relating to the recruitment of staff for permanent, part-time, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Records may include job postings, resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and supporting correspondence.	Administration	At least one (1) year after date of hire	Public Hospitals Act R.S.O 1990, c. P.40	Individuals' submitted resumes and/or job applications, containing information on employment history, education, contact information	Document competition and hiring processes		Hospital employees and members of public applying for positions
GCR	Emergency Planning	Records relating to plans to respond to emergencies such as community disasters, fire, hazardous chemical spills, bomb threats, person with a weapon or hostage taking. Includes evacuation procedures and processes to recall staff and physicians on a 24/7 basis in the event of an external disaster.	Administration	7 years					
GCR	Operating Budget	Records relating to management and administration of operating budgets for Hospital departments that set out allocations for operating expenses for the fiscal year. This includes budget process procedures, expenditure forecasts, budget submissions and variance reports.	Common	5 years					
PIB	Employee Performance Management	Records relating to the performance management program for Hospital employees. Includes information on career development planning, interim and merit increment review, and evaluation processes. Records may include accountabilities, goals, measures, timelines, progress to date and outcomes.	Common	TBD					
PIB	Attendance and Scheduling	Records relating to the attendance and scheduling that document hours of work, overtime hours, shift schedules, vacation time, statutory holidays and sick leave.	Common	3 years after creation date	Employment Standards Act s. 15 (5)	Leaves of absence, hours of work, overtime, statutory holidays, and sick time taken, vacation days, attendance, shift schedules	Document attendance, record and manage sick time	Human Resources, Department Managers	Employees, contract & permanent
GCR-PIB	Agreements and Contracts	Agreements and contracts between the Hospital and organizations or individuals relating to the provision of goods and services, leases, performance of obligations; includes memorandums of understanding.	Common	Life of agreement (clauses surviving termination expired) + 2 years (+ 15 years if involving patient care)	Public Hospitals Act R.S.O 1990, c. P.40	Name and contact information, details of financial arrangements between individual and Hospital	Contract management	Finance	Individuals who enter into agreements with the Hospital

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GCR	Policies- Hospital	Policies governing the practices and procedures of the Hospital	Common: program & department policies; Patient Experience & Quality: corporate policies	15 years					
PIB	Patient Diagnostic Images	Medical images of patients: Ultrasound and X-Ray	Diagnostic Imaging	If patient is 18 years or older - 5 years ; younger than 18 - 5 years after 18th birthday of patient	Public Hospitals Act R.S.0 1990, c. P.40	Information from the Master Patient Index and medical images	Diagnosis and care and treatment of patient	Care providers	Patients
GCR	Legal Matters and Cases	Records relating to the administration of, and consultation in respect of legal matters and litigation affecting or initiated by the Hospital. This may include information on legal opinions, litigation fees, legal challenges and issues.	Director of Patient Safety & Quality Improvement	TBD					
GCR - PIB	Incident Reports	Reports relating to incidents occurring in the Hospital or on Hospital property where an individual has been or may have been injured.	Director of Patient Safety & Quality Improvement	3 years; if under 18 years of age, kept until individual is 20 years old	Public Hospitals Act R.S.0 1990, c. P.40	Name and contact info. of individual, details of injury or possible injury including related circumstances	To improve safety, to inform affected parties and to respond to any issues related to the matter	Patient Experience & Quality Department staff	Patients or visitors who have or may have been injured
GCR - PIB	Quality & Patient Safety Reviews	Records relating to the assessment and evaluation of the quality of health care provided and related programs and services.	Director of Patient Safety and Quality Improvement	TBD	Quality of Care Information Protection Act, 2004, S.O. 2004, c. 3, Sched. B; Public Hospitals Act R.S.0 1990, c. P.40	Patient name and contact information, patient health information, care and treatment provided, adverse events	To evaluate care and service delivery and care and improve the quality of care and services provided to patients	Patient Experience & Quality, Clinical Chiefs; Program leadership; Clinical Educators	Patients
PIB	Patient Feedback: Complaints and Compliments	Records relating to complaints and compliments from patients or visitors	Director of Patient Safety and Quality Improvement	3 years	Public Hospitals Act R.S.0 1990, c. P.40	Name and contact information of individual complimenting or complaining about some aspect of their Hospital experience; information relating to the nature of the complaint or compliment	Respond to concern or complaint ; evaluate and improve program and service delivery	Staff of Patient Experience & Quality Office; care providers	Patients and visitors
PIB	Claims (Potential)	Records relating to potential claims against the Hospital.	Director of Patient Safety and Quality Improvement	7 years	Public Hospitals Act R.S.0 1990, c. P.40	Name, contact information of affected individual and details of potential claim	Respond to issues raised by the claim	Patient Experience & Quality Department staff, may include legal counsel	Individuals who may make a claim
PIB	Claims	Records relating to claims made against the Hospital.	Director of Patient Safety and Quality Improvement	5 years after close of claim	Public Hospitals Act R.S.0 1990, c. P.40	Name, contact information of affected individual and details of the claim	Respond to the claim	Patient Experience & Quality Department staff, legal counsel, insurer	Individuals who have made a claim

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GCR	Immunization Program	Records relating to the Hospital's immunization program which annually offers a flu shot to Hospital employees, physicians and volunteers. Records may include recommendations and reports, vaccine storage and handling information, standards, research and statistics.	Employee Health	TBD					
GCR	Site Plan Applications	Applications for development of buildings, parking areas, sidewalks, landscaping, fences, lighting, drainage and municipal services. Records may include photographs of existing site and drawings of proposed development.	Environmental Services	TBD					
GCR	Operational Equipment and Furnishings	Records relating to the management and tracking of medical and operational equipment and furnishings used in the Hospital. This may include user guidelines and training materials, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.	Environmental Services	TBD					
GCR	Log Book and daily work summaries	Records of work orders and service reports.	Environmental Services	3 years					
GCR	Facilities Management	Records relating to maintaining the electrical, mechanical and ventilation infrastructure as well as their physical appearance. This includes records of inspections, scheduled maintenance and repairs.	Environmental Services	TBD					
GCR	Construction and Renovation	Records relating to renovation of Hospital site. Records may include reports, specification guidelines, plans and estimates, architectural and engineering drawings, schedules, permits, project status reports.	Environmental Services	TBD					
GCR	Building Technical Standards & Safety	Records relating to implementation and maintenance of building technical standards and safety protocols at the Hospital including applicable legislation and regulations.	Environmental Services	TBD					
GCR	Taxation	Records relating to federal and provincial taxes, and other taxation matters. Includes the Harmonized Sales Tax (HST) Records include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, T4ANR slips and summaries, reports, and correspondence.	Finance	TBD					

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PIB	Patient Accounts	Records relating to charges for services not covered under the Ontario Health Insurance Plan (OHIP) such as in-room telephone, television, preferred accommodation, ambulance co-payment and medical devices such as crutches and spints. For patients who are not eligible for OHIP coverage, records will include charges for treatment and care services.	Finance	TBD	Public Hospitals Act R.S.O 1990, c. P.40	Patient name, contact information, services provided not covered by OHIP, amount owing	Receive payment for treatment and services provided to patients that are not covered by OHIP	Finance	Hospital Patients
GCR - PIB	OHIP Billing Information	Records relating to claims submitted to the Ministry of Health & Long Term Care in respect of treatment and services provided to patients under the Ontario Health Insurance Plan.	Finance	10 years minimum	Health Insurance Act R.R.O. 1990, Regulation 552	Name of patient, OHIP number, whether an ambulance service was used, date of admission & discharge, treatment and services provided including reasons.	Receive payment for insurable treatment and services provided to patients	Physicians, Finance	Hospital Patients
GCR	Journal Entries - Incl. Annual Adjusting	Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services, transfer revenue and charges, and correct posted transaction errors. Records may include completed journal entry forms, transaction journals, copies of invoices and receipts, annual adjusting entries and correspondence.	Finance	Life of Hospital + 5 years					
GCR	General Ledger Accounts	Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Records include copies of accounting entries and supporting documentation.	Finance	Life of Hospital + 5 years					
GCR	Cheques	Records relating to management and processing of cheques. Includes information on the Hospital's issuance of cheques and information relating to Hospital issued cheques and external cheques that are returned to the Hospital after they have been cashed by banking and financial institutions including whether they have been dishonoured. Records include cancelled, processed, and dishonoured cheques, and supporting correspondence.	Finance	TBD					
GCR	Cheque Register and Reports	Records relating to the administration and use of the Hospital's cheque register reports. Reports set out pertinent details of expenditures and expense vouchers. They include codes for cheques issued and may be used for tracking purposes. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.	Finance	7 years					
PIB	Cash Receipts Register	Records relating to payments for Hospital services that are made in cash.	Finance	7 years	Public Hospitals Act R.S.O 1990, c. P.40	Names of individuals of made payments in cash	Maintain record of receipts issued	Financial Services staff	Individuals who made cash payments for services

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GCR	Capital Budget	Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items within a given fiscal year. Records may include budget requests, contractor and hard costs data, and internal chargebacks.	Finance	TBD					
GCR	Capital Assets	Records relating to the Hospital's capital assets such as land, furniture, machinery and equipment. May include information on asset value and depreciation.	Finance	TBD					
GCR	Bank Statements and Reconciliations	Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts during a specific time and and set out the current state of the account. Reconciliations compare a bank account's balance in Hospital's records with that in the banks' records and explain any discrepancies. Records include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.	Finance	7 years					
GCR	Audited Annual Financial Statements	Audited annual financial statement including analysis of financial position, income, funding and liability statements, net assets and expenses. statements, net assets sheets, and expense statements.	Finance	Life of Hospital plus 5 years					
GCR - PIB	Accounts Receivable	Records relating to payments received related to chargeable services such telephone, television, internet and to care provided to patients not covered by OHIP.	Finance	7 years					
GCR - PIB	Accounts Payable	Records relating to processing payments made by the Hospital to suppliers of goods and services. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.	Finance	7 years	Public Hospitals Act R.S.0 1990, c. P.40	Supplier name, address, receipts, invoices, expense claim statements, payment certificates, financial transactions.	Maintain record of payments; report to Hospital Board on expenses paid to Council members and employees.	Audit; Accounts Payable staff of Finance and other services.	Employees, individuals providing goods or services to the Hospital.
GCR	Accounting and Finance Administration	Records relating to management of financial and accounting responsibilities. May include information on accounting methodologies, signing authorities and federal and provincial compliance obligations.	Finance	TBD					
GCR	Year End Audit Working File	Records relating to preparation of the year end audit of the Hospital's financial records.	Finance	20 Years					

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GCR	Financial Statements and Reports	Records relating to the production and use of financial statements and reports. These documents include details of the Hospital's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.	Finance	TBD					
GCR	Expense Claims	Records relating to claims for reimbursement for financial expenses incurred in the course of performance of work duties including personal vehicle use, parking, conference attendance, and air travel. Records include expense claim forms, justification for expenses claimed, invoices and receipts.	Finance	TBD					
GCR	Annual Reports & Annual Financial Returns	Records relating to annual reports of the Hospital's operations, activities and financial condition including financial statements and analysis, financial returns, management reports and findings of an independent audit.	Finance	Life of Hospital plus 5 years					
GCR	Access to Information & Protection of Privacy	Records relating to administration of requests for access under the Freedom of Information & Protection of Privacy Act including requests for correction to personal information, and privacy complaints.	Freedom of Information & Privacy Coordinator	TBD	Freedom of Information & Protection of Privacy Act	Name and contact information of requesters, third parties, complainants	Respond to requests for access, correction, complaints	Freedom of Information & Privacy Office staff; Information & Privacy Commissioner	Individuals who make access requests, requests for correction or complaints
PIB	Requests under Personal Health Information Protection Act	Records relating to requests for access to personal health information	Health Records	28 years	Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A.	Name, contact info. & medical record number of individual to whom the personal health information (PHI) relates, the PHI requested; may include patient consent to disclose to another person or organization (e.g. insurance co.) , may include name & contact info for substitute decision maker (if applicable)	To identify, locate and provide requested personal health information to patient/former patient or as directed by patient or substitute decision maker	Release of Information Department staff	Patients or former patients of Hospital, may include substitute decision maker
PIB	Patient Registration	Records relating to registration of patients who visit the Hospital for care and treatment	Health Records	Permanent	Public Hospitals Act R.S.O 1990, c. P.40	Patient name, demographic and contact information, medical record number and OHIP number, date of visit and reason for visit, name primary care and attending physician, emergency contact information, length of stay.	Maintain a record of Patient visits to Hospital	Registration staff, care providers	Patients

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PIB	Patient Chart - Health Record	Record of the care and treatment provided to patients, Includes information from the Master Patient Index	Health Records	If patient is 18 years or older - 10 years after discharge or death of patient; younger than 18 - 10 years after 18th birthday of patient	Public Hospitals Act R.S.0 1990, c. P.40	Please see Master Patient Index; medical condition and diagnostic information, test results, medications, records relating to any surgery or medical procedures, births	Provision of care, document the history of patient care, evaluation of quality of care and service provision, research approved by Research Ethics Board.	Care providers, staff responsible for meeting provincial reporting requirements, researchers approved by Research Ethics Board	Patients
PIB	Master Patient Index	Record of all patient visits to the Hospital.	Health Records	Permanent	Public Hospitals Act R.S.0 1990, c. P.40	Patient name, demographic and contact information, medical record number and OHIP number, date of visit and reason for visit, primary care and attending physician, emergency contact information, length of stay.	Used to accurately identify patients and to link patient care information to the correct patient; maintain a complete record of all patient visits	Registration staff, care providers, patient accounts	Patients
GCR	Infection Outbreak Investigations	Records relating to the investigation of infection outbreaks. Includes information concerning where and extent of outbreak and control measure implemented. Records may include completed outbreak investigation forms, disease worksheets, outbreak summary analysis, progress notes and team meeting reports.	Infection Prevention & Control	TBD					
GCR	Infection Control Audits	Records relating to audits of Hospital sites to ensure compliance with infection prevention practices and procedures.	Infection Prevention & Control	TBD					
PIB	Chronic Reportable Diseases	Records relating to patients diagnosed with reportable disease that require reporting to the Northwestern Health Unit; includes investigation reports, progress notes and laboratory test results.	Infection Prevention & Control		Public Hospitals Act R.S.0 1990, c. P.40; Health Protection & Promotion Act; O. Reg. 49/07				
GCR	Telecommunications and Electronic Services	Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. This includes telephone, electronic mail, voice mail, facsimile, pager, cell phone, cable, fiber optics, and emergency systems. Records include installation and maintenance requests, change requests, service contracts and maintenance agreements, related service calls and service provider scheduled repairs and maintenance.	Information Systems	TBD					
GCR	Computer Systems Development	Records relating to the development, implementation, and support of computer system applications used by the Hospital. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Records may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.	Information Systems	TBD					

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GCR	Computer Hardware/Software	Records relating to installation and maintenance of computer hardware. Records relating to computer software which are programs that used with various computer and operating systems. May include information on hardware/software replacements, specifications, and capacity planning. Records include copies of purchase orders, copies of license agreements, hardware/software manuals, requests for installation and maintenance, and hardware/software inventories.	Information Systems	TBD					
GCR-PIB	Security Services	Records relating to providing security for patients, visitors, staff, physicians and volunteers at the Hospital. This includes records relating to physical, technical and administrative controls including security, alarm and controlled access systems, personnel identification cards (includes photograph), authorization records, access controls, video cameras, security logs and incident reports.	Information Systems/Maintenance	TBD	Public Hospitals Act R.S.O 1990, c. P.40	Names of employees, physicians and volunteers, identification number and photograph; security videotapes of persons at Hospital entrances and main hallways; video monitoring of access to the baby floor	To identify staff, physicians and volunteers and document access; video taping and monitoring is used to identify and respond to potential security risks.	Security	Hospital employees, physicians and volunteers
GCR	Computer/Device Access Controls	Records relating to the security, user access and confidentiality of the Hospital's electronic information resources including authentication and verification requirements, computer and device security practices and tools. Including monitoring reports and lists of authorized users.	Information Technology	TBD					
GCR	Computer System Networks	Records relating to the Hospital's interconnected computing systems and components i.e. cables and other devices that connect computers with one another for the purposes of data transmission. This includes the establishment and ongoing management of local area networks (LAN), wide area networks (WAN), and a wireless network (WiFi). Records may include network diagnostics test reports, network needs specifications, help requests and correspondence.	Information Technology	TBD					
PIB	Payroll Deduction Authorizations	Authorizations to make deductions to salary.	Payroll	Current year + 6 years	Income Tax Act, S.C. 1970-71-72, c. 63, s. 230 & Regulation s. 5800.	Employee number, name, deduction authorized	Deduct authorized amounts from salary	Financial Services, Human Resources staff	Employees: contract and permanent
PIB	Pay Period Processing	Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, SIN, payroll adjustment and variance reports, and all supporting correspondence.	Payroll	Current year + 6 years	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12; Canada Pension Plan, R.S., 1985, c. C-8, s. 24; Employment Insurance Act, 1996, c. 23, s. 87; Income Tax Act, S.C. 1970-71-72, c. 63, s. 230.	Employee number, name, gross pay, net pay, deductions, details of hours worked and hours paid, information relating to payroll generation, overriding deductions, year-end payroll reporting, payroll variance reporting, payroll registers, time sheets,	Provide payroll information for Canada Customs and Revenue Agency and Audit requirements.	Financial Services, Human Resources staff	Employees: contract and permanent
PIB	HOOPP: Employee Deductions	Records relating to deductions for HOOPP pension plan.	Payroll	Permanent	Public Hospitals Act R.S.O 1990, c. P.40, Ontario Pension Benefit Act	Pension contribution deduction amount	Document individual employee deductions	Financial Services	Employees

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PIB	Employee Payroll Files	Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and elected and mandatory payroll deductions for each employee. Records include completed payroll notification forms in respect of newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, copies of any court orders, and all supporting correspondence. Please note: records relating to court orders or garnishments are maintained in separate files and the files are closed when the debt is paid or upon expiration of the court order.	Payroll	TBD	Employment Standards Act, 2000, c. 41, s. 15; Insurance Act, R.S.O. 1990, c. I.8, s. 300; Canada Pension Plan, R.S., 1985, c. C-8, s.	Employee number and name, address, sex, social insurance number, date of birth, marital status, telephone number, tax exemptions, employee benefit information, bank account number, name of group life and pension beneficiary	Calculate and administer Hospital payroll; administer employee benefits and pensions.	Finance and Human Resources	Employees: contract and permanent
GCR PIB	Employee Benefit Plans	Records relating to benefit plans offered to eligible staff and retirees which provide full or partial financial coverage to eligible Hospital employees, retirees and/or their families. This may include group life insurance, long and short term disability coverage, and extended health and dental benefits. May include records relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the Hospital's payroll, and types of benefits coverage. Records may include copies of insurance or benefits carriers' policies, benefits coverage notifications, benefits coverage statistical reports, and supporting correspondence. The Hospital has arrangements with external organizations or carriers to insure and administer benefits coverage. The Hospital funds the plan and/or deducts benefit premiums through payroll deduction.	Payroll	TBD	Public Hospitals Act R.S.O 1990, c. P.40	Names and contact information of plan members, spouse and dependents, beneficiaries	Administer benefit plans	Human Resources, Benefit Carriers	Plan members, spouse and or dependents, beneficiaries
PIB	Pharmacy Dispensing Records	Records of inpatient and outpatient drug prescriptions	Pharmacy	3 years	Drugs & Pharmacies Regulations Act, R.S.O. 1990, c. H. 4	Patient name, drug prescribed, date of prescription, name of prescriber	Dispensing of prescribed drugs to patient	Pharmacy staff	Patients who have been prescribed medication
GCR	Policies - Insurance	Insurance policies held by the Hospital	President & CEO	15 years					
GCR	News Releases	Records relating to the development and production of Hospital media releases related to newsworthy events.	President & CEO	TBD					
GCR	Minutes of Leadership Team	Minutes of meetings of the President & CEO and senior leadership.	President & CEO	Life of Hospital + 5 years					
GCR	Documents of Incorporation	Records of the Incorporation of Red Lake Margaret Cochenour Memorial Hospital	President & CEO	Life of Hospital +5 years					
GCR	Community Engagement & Consultation	Consists of records relating to activities to engage and consult with the community about Hospital initiatives and proposed plans, and methods to enhance the patient experience.	President & CEO	TBD					

RED LAKE MARGARET COCHENOUR MEMORIAL HOSPITAL  
 DIRECTORY OF RECORDS - (PIB=PERSONAL INFORMATION BANK/GCR= GENERAL CLASS RECORD)  
 AS OF DECEMBER 2011

RECORD TYPE	INFORMATION ITEMS	DESCRIPTION	DEPARTMENT	RETENTION PERIOD	AUTHORITY -PBI	PERSONAL INFO. INCL.	USES	USED BY	INDIVIDUALS IN BANK
GCR	Communications	Records relating to communications programs including the Hospital's website, press releases and internal newsletters. This includes development of templates for communications purposes such as presentations and notices.	President & CEO	TBD					
GCR	Board of Governors List	Listing of current and former members of the Board of Governors of Red Lake Margaret Cochenour Memorial Hospital.	President & CEO	Life of Hospital + 5 years					
GCR	Board of Governors By-laws	By-laws passed by the Board of Red Lake Margaret Cochenour Memorial Hospital that regulate the administration of the Hospital: includes matters relating to membership, conduct of Board meetings, establishment of Standing Committees of the Board, banking arrangements and appointment of professional staff.	President & CEO	Life of Hospital + 5 years					
GCR	Board of Governors Meeting Minutes	Record of the proceedings of each meeting of the Board of Red Lake Margaret Cochenour Memorial Hospital	President & CEO	Life of Hospital + 5 years					
GCR	Accreditation Records	Records relating to the independent review of the Hospital that takes place every three years.	President & CEO	TBD					
GCR	Minutes of Board Committees and Standing Committees	Minutes of the following committees: Medical Advisory, Quality, Resource Management, Governance, Joint Occupational Health & Safety and Infection Control	President & CEO, Vice Presidents	15 years (exception: Health & Safety - 7 years )					
GCR	Strategic Planning	Records relating to development of the Hospital's goals and objectives including defining the tools and actions necessary for achieving them in a manner consistent with the Hospital's mission, vision and values.	President and CEO	TBD					
GCR	Site Development and Planning Studies	Records relating to developing Hospital sites including planning studies, needs assessments, research and drawings.	President and CEO	TBD					
GCR	Purchasing of Goods & Services	Records relating to purchasing of goods and services. Records may include requestions, copies of purchase orders and packing slips	Purchasing	Supply purchase: 2 years, Capital purchase: 10 years					
GCR	Procurement Records	Records relating to the procurement including requests for proposals, quotation requests, requests for expressions of interest, vendor proposals, tenders and evaluations. Records may include specifications, schedules of work and delivery time frames.	Purchasing	7 years					
GCR	Petty Cash	Records relating to the management of petty cash accounts which are used for the purchase of inexpensive, out-of-pocket goods/services. Records include petty cash account reconciliations, requests for reimbursement and receipts.	Purchasing						