

| Record Type | Title | Description | Department | Retention & Disposal | Legal Authority for PIB | Types of Personal Information | Uses | Users | Individuals in Bank |
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| 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 | Current year plus 5 years after the appeal period and judicial review period have expired | 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 |
| 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 | 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 | Current Fiscal Year plus 6 years | Public Hospitals Act R.S.O 1990, c. P.40 | Supplier name, address, receipts, invoices, expense claim statements, payment certificates, financial transactions. | Maintain record of payments | Audit; Accounts Payable staff of Finance and other services. | Employees, individuals providing goods or services to the Hospital. |
| 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 | Current Fiscal Year plus 6 years | | | | | |
| GCR | Accreditation Records | Records relating to the independent review of the Hospital that takes place every three years. | President & CEO | 10 years | | | | | |
| 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 |
| 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 | | | | | |
| 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 | Payroll, Department Managers | Employees, contract & permanent |
| 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 | 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 set out a 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 | Current Fiscal Year plus 6 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 | 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 List | Listing of current and former members of the Board of Governors of Red Lake Margaret Cochenour Memorial Hospital. | President & CEO | Life of Hospital plus 5 years | | | | | |

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| 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 | 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 | Life of Hospital plus 5 years | | | | | |
| 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 | Current fiscal year plus 10 years | | | | | |
| PIB | Cash Receipts Register | Records relating to payments for Hospital services that are made in cash. | Finance | Current fiscal year plus 6 years | Public Hospitals Act R.S.0 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 |
| 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 | Current fiscal year plus 6 years | | | | | |
| | 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 | Current fiscal year plus 6 years | | | | | |
| 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 | TBD | Public Hospitals Act R.S.0 1990, c. P.40; Health Protection & Promotion Act; O. Reg. 49/07 | | | | |
| 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 | Risk Manager, legal counsel, insurer | Individuals who have made a claim |
| 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 | Risk Management, may include legal counsel | Individuals who may make a claim |
| GCR | Communications | Records relating to communications programs including the Hospital's website, press releases and internal newsletters. | President & CEO | TBD | | | | | |
| 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 | 10 years | | | | | |
| 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 | 7 years after superseded | | | | | |
| 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 | 7 years after superseded | | | | | |
| 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 | 7 years after superseded | | | | | |

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| 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 | Current calendar year plus 7 years | | | | | |
| 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. | Facility Maintenance | Major renovation: 9 years after disposal of building | | | | | |
| GCR | Documents of Incorporation | Records of the incorporation of Red Lake Margaret Cochenour Memorial Hospital | President & CEO | Life of Hospital plus 5 years | | | | | |
| 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 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. | 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 dependents, beneficiaries |
| 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 |
| 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 | Current calendar year plus 7 years after termination | 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 | Applicable manager as appropriate, payroll | Employees: contract and permanent |
| 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. | Employee Health Nurse | Current calendar year plus 50 years | 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. | Employee Health Nurse, applicable managers | Employees: contract and permanent |
| 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 | 3 years after departure | 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 |
| 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 | Current calendar year plus 7 years after termination | | | | | |

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| GCR | Employee Satisfaction Survey Results | Records relating to employee satisfaction surveys | Patient Safety and Quality | 5 years | Excellent Care for All Act | | | |
| 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 | 7 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. | Facility Maintenance Services | Current calendar year plus 7 years | | | | |
| 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 | 7 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 | Test or inspection date plus 2 years | | | | |
| 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. | Facility Maintenance Services | Inspection date + 2 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 | | | | |
| PIB | HOOPP: Employee Deductions | Records relating to deductions for HOOPP pension plan. | Payroll | 6 years from end of tax year | Pension contribution deduction amount | Document individual employee deductions | Financial Services | Employees |
| 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 | 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 Nurse | Current year plus 6 years | | | | |
| 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 | 2 years; if under 18 years of age, kept until individual is 20 years old | 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 Safety, Risk Manager, Administration | Patients or visitors who have or may have been injured |
| GCR | Infection Control Audits | Records relating to audits of Hospital sites to ensure compliance with infection prevention practices and procedures. | Infection Prevention & Control | TBD | | | | |
| 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 | 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 | Current year plus 11 years | | | | |

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| 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 | Labour Relations | Records relating to the Hospital's relationship with its workforce. Includes copies of collective agreements and correspondence with Union representatives. | Administration | Current calendar year plus 20 years after end of contract | | | | | |
| 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 | When matter is disposed | | | | | |
| GCR | Log Book and daily work summaries | Records of work orders and service reports. | Facility maintenance | Current calendar year plus 7 years | | | | | |
| PIB | Master Patient Index | Record of all patient visits to the Hospital. | Health Records | 50 years | 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 | 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 | Date of expiry plus 2 years | | | | | |
| GCR | Minutes of Board Comm | Minutes of the following committees: Medical Advisory, Quality, Resource Management, Governance, Joint Occupational Health & Safety and Infection Control | President & CEO, Vice Presidents | Life of Hospital + 5 years | | | | | |
| GCR | Minutes of Leadership Team | Minutes of meetings of the President & CEO and senior leadership. | President & CEO | 3 years | | | | | |
| GCR | News Releases | Records relating to the development and production of Hospital media releases related to newsworthy events. | President & CEO | Current calendar year plus 8 years | | | | | |
| 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 | Current year plus 6 years; 15 years for records that could be relevant for a legal claim or proceeding, especially records that may involve latent or continuing conditions or issues, for example, environmental activity or exposures | 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 - 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 | 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 | Currency Fiscal Year plus 10 years | | | | | |

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| 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 | Life of the equipment/agreement plus 2 years | | | | | |
| 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 | Current year plus 2 | 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 |
| 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 - 15years after discharge or death of patient; younger than 18 - 10 years after 18th birthday of patient | Public Hospitals Act R.S.O 1990, c. P.40 | 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 | 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.O 1990, c. P.40 | Information from the Master Patient Index and medical images | Diagnosis and care and treatment of patient | Care providers | Patients |
| PIB | Patient Feedback: Complaints and Compliments | Records relating to complaints and compliments from patients or visitors | Patient Safety and Quality Improvement | Current calendar year plus 2 years | Public Hospitals Act R.S.O 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 | Patient Registration | Records relating to registration of patients who visit the Hospital for care and treatment | Health Records | 50 years | 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 |
| GCR | Patient Satisfaction Survey Results | Records relating to patient satisfaction surveys | Patient Safety and Quality Improvement | 5 years | Excellent Care for All Act | | | | |
| 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 | 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 |
| 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 | Current year + 6 years | | | | | |
| 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 |
| 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 | One year from date of hire or 3 years from date of employee severance | | | 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 contact with children and/or vulnerable adults. | Managers | Private citizens |

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| GCR | Policies - Insurance | Insurance policies held by the Hospital | President & CEO | Policies that operate on a 'claims made' basis: 2 years following termination. Policies that operate on a 'claims incurred' basis: 15 years following termination of the policy. Fire insurance policies: one year following termination. | | | | | |
| GCR | Policies- Hospital | Policies governing the practices and procedures of the Hospital | Common: program & department policies; Patient Experience & Quality: corporate policies | 15 years from when policy is no longer in use. Clinical policies related to birth and babies: 33 years from when the policy is no longer in use. | | | | | |
| 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 | Current year plus 7 | | | | | |
| 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: life of asset or 6 years from end of tax year to which they related, whichever is longer | | | | | |
| 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 | Year of record plus 2 years. Up to 15 years where a legal claim or proceeding may arise. | Quality of Care Information Protection Act, 2004, S.O. 2004, c. 3, Sched. B; Public Hospitals Act R.S.O 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 | Quality and Risk Management, Medical Advisory Committee; Program leadership | Patients |
| 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. | Security/Purchasing | Current year plus 2 years, or until the conclusion of an ongoing matter | 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 | 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 | Site Development and Planning Studies | Records relating to developing Hospital site including planning studies, needs assessments, research and drawings. | President and CEO | 9 years after disposal of building | | | | | |
| 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 | 9 years after disposal of building | | | | | |
| 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 | Current Calendar year plus 10 years | | | | | |
| 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 | 7 years | | | | | |
| 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 | Current Calendar year plus 8 years after system is superseded | | | | | |
| 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 | Creation year plus six (6) years | 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 |