

**MANITOUWADGE GENERAL HOSPITAL
DIRECTORY OF GENERAL RECORDS**

CORPORATE RECORDS

Record	Description	Format	Retention Period
Documents of Incorporation	Original Documents of Incorporation	Electronic & hard copy	Per MGH Retention Policy
By-laws and Special Resolutions	Current & previous hospital by-laws	Electronic & hard copy	Per MGH Retention Policy
Notices under the Corporations Information Act	Annual Returns (Form 1)	Hard copy	Per MGH Retention Policy
Minutes			
Board and Executive Committee Minutes	Minutes of Board & Committee Meetings	Electronic & hard copy	Per MGH Retention Policy
Minutes of Members' Meetings	Annual General Meeting Minutes	Electronic & hard copy	Per MGH Retention Policy
Standing Committees of the Board	Recording of proceedings	Electronic & hard copy	Per MGH Retention Policy
Executive Correspondence	Executive correspondence	Electronic & hard copy	Per MGH Retention Policy
General Corporate Correspondence	Corporate correspondence	Electronic & hard copy	Per MGH Retention Policy
Position Papers, Briefs, Key Speeches or Presentations and Media Releases	Reports, media releases, presentations	Electronic & hard copy	Per MGH Retention Policy
Hospital Policies	Records documenting the hospital's official policies & procedures	Electronic & hard copy	Per MGH Retention Policy
Commercial Agreements	Commercial agreements, tenders, leases	Electronic & hard copy	Per MGH Retention Policy
Insurance Policies	Policy, claims and general correspondence	Electronic & hard copy	Per MGH Retention policy
Transfer/Deed of Land	Housing Agreement of Purchase and related documentation	Hard copy	Per MGH Retention policy
Funding Agreements	MOHLTC & LHINS	Hard copy	Per MGH Retention policy
Library	Official list of all books, subscriptions, etc. as well as grant applications	Electronic & hard copy	Per MGH Retention policy
MedXpress	Coach inspection reports; travel/passenger/parcel stats and analysis; insurances; proposal	Hard copy	Per MGH Retention policy
Accreditation	Reports & working documents	Electronic & hard copy	Per MGH Retention policy
Quality & Performance	Quality improvement plans, reports, statistical information	Electronic & hard copy	Per MGH Retention policy

**MANITOUWADGE GENERAL HOSPITAL
 DIRECTORY OF GENERAL RECORDS**

FINANCIAL RECORDS

Record	Description	Format	Retention
Annual Financial Statements		Electronic & hard copy	Per MGH Retention policy
Finance Services	Budget, reports	Electronic & hard copy	Per MGH Retention policy
Source Documents	Records integral to the creation of financial statements & tax returns	Electronic & hard copy	Per MGH Retention policy
GST rebate or refund	Records which relate to and support the GST rebate or refund	Electronic & hard copy	Per MGH Retention policy
Employer Health Tax Records (including source documents)		Electronic & hard copy	Per MGH Retention policy
Retail Sales Tax Records (including source documents)		Electronic & hard copy	Per MGH Retention policy
Contracts	Contracts for inventory items utilized through Healthpro Buying group	Electronic & hard copy	To keep contracts committed to for inventories
Inventories	Formulary Drugs, Stock Medical Surgical Items	Electronic & hard copy	To manage and maintain Hospital Pharmacy and Med.Surg Inventories

**MANITOUWADGE GENERAL HOSPITAL
DIRECTORY OF GENERAL RECORDS**

HUMAN RESOURCES RECORDS

Record	Description	Format	Retention
Labour Relations	Collective Agreements, seniority lists, general union correspondence, collective bargaining documents	Electronic & hard copy	Per MGH Retention policy
Benefits	Policies, plans, administration manual, forms and brochures related to administration of benefits	Electronic & hard copy	Per MGH Retention policy
Job Descriptions	Job descriptions for positions within MGH	Electronic & hard copy	Per MGH Retention policy
Survey & Indicator Data	Data related to staff surveys, absenteeism, labour market, etc.	Electronic & hard copy	Per MGH Retention policy
Minutes of Joint Health and Safety Committee	Minutes of JOHSC	Electronic & hard copy	Per MGH Retention policy
Material Safety Data Sheet	Material Safety Data Sheets	Electronic & hard copy	Per MGH Retention policy
Occupational Health and Safety Records	JOHSC meeting minutes, inspection schedule, MOL orders, inspection reports, general correspondence	Electronic & hard copy	Per MGH Retention policy
Notice of accidents and records relating to confined spaces, lifting or self propelled mobile equipment, autoclave/sterilization machinery, and lifting equipment	Notices	Electronic & hard copy	Per MGH Retention policy