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

|  |  |  |  |
| --- | --- | --- | --- |
| **SANTÉ MANITOUWADGE HEALTH**  **DIRECTORY OF GENERAL RECORDS** | | | |
| **FINANCIAL RECORDS** | | | |
| **Record** | **Description** | **Format** | **Retention** |
| Annual Financial Statements |  | Electronic & hard copy | Per SMH Retention policy |
| Finance Services | Budget, reports | Electronic & hard copy | Per SMH Retention policy |
| Source Documents | Records integral to the creation of financial statements & tax returns | Electronic & hard copy | Per SMH Retention policy |
| GST rebate or refund | Records which relate to and support the GST rebate or refund | Electronic & hard copy | Per SMH Retention policy |
| Employer Health Tax Records (including source documents) |  | Electronic & hard copy | Per SMH Retention policy |
| Retail Sales Tax Records (including source documents) |  | Electronic & hard copy | Per SMH Retention policy |
| Contracts | Contracts for inventory items utilized through 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **SANTÉ MANITOUWADGE HEALTH**  **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 SMH Retention policy |
| Benefits | Policies, plans, administration manual, forms and brochures related to administration of benefits | Electronic & hard copy | Per SMH Retention policy |
| Job Descriptions | Job descriptions for positions within MGH | Electronic & hard copy | Per SMH Retention policy |
| Survey & Indicator Data | Data related to staff surveys, absenteeism, labour market, etc. | Electronic & hard copy | Per SMH Retention policy |
| Minutes of Joint Health and Safety Committee | Minutes of JOHSC | Electronic & hard copy | Per SMH Retention policy |
| Material Safety Data Sheet | Material Safety Data Sheets | Electronic & hard copy | Per SMH Retention policy |
| Occupational Health and Safety Records | JOHSC meeting minutes, inspection schedule, MOL orders, inspection reports, general correspondence | Electronic & hard copy | Per SMH 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 SMH Retention policy |