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| **​Most Responsible Office** | **​Record Type** |
| **​Governance** | Articles of Incorporation, Letters patent, Bylaws, Register of Members, Legal DescriptionCommittees - Board of Directors |
| **​President and Chief Executive Officer** | ​Accreditation - HospitalCommittees - JointCommittees - KGHCommittees - KGH - ExecutiveCommittees - RegionalKGH Policy ManualReports, Studies, Task Forces, Focus Groups - Corporate |
| **​Chief Operating Officer**  | ​Business CasesCapital EquipmentContracts and Agreements - Not for Profit, Revenue SourceCorrespondence - Ministry, LHIN (chronological)Surveys - Corporate |
| **​Clinical Administration Professional Practice and Chief Nursing Executive**  | ​Committees - Clinical Departments and ProgramsCommittees - Practice CouncilEducation - PatientNursing Policy and Procedure Manuals |
| **​Medical Advisory Committee** | ​Medical Advisory Committee - Joint |
| **​Medical Administration** | ​Contracts and Agreements - PAIROMedical Staff FilesMedical Staff Files - contentious |
| **​Chief Financial Officer**  | ​Accounts Payable and ReceivableAnnual Financial ReturnAttendance Records, Timesheets, Payroll Summary ReportAudited Financial StatementsBankingBudget - from MinistryBudget - OperatingBudget - ReportsContracts and Agreements - Purchased ServiceFinancial Statements - MonthlyFiscal Advisory CommitteeFiscal Operating Plan - KGHGeneral LedgerPayroll |
| **​People Services and Organizational Effectiveness**  | ​Collective Bargaining - Collective AgreementsContracts and Agreements - LabourCredentialing - Regulated Health ProfessionalsDispute Resolution - Committees and MeetingsEducationEmployee records   Employee records (Departmental)Health and Safety - ReportingIncident Reporting - EmployeeJob Classification and DescriptionRecruitment - Internal and External |
| **​Health Information Services and Patient Registration**  | ​Patient RecordPatient Record – Child Patient Record – Cancer CentrePatient Record – Cancer Centre – ChildPatient Record Destruction Logs |
| **​Clinical Departments** | ​Accreditation - DepartmentCommittees - Queen'sCommittees - SEAMO - membersExternal ReviewsGrants - Clinical DepartmentsResearch - All otherResearch - Clinical Drug TrialsResearch - Non-Drug Clinical TrialsStudent Files - Other than Queen'sStudent Files - Queen's  |
| **​Communications and Strategy Management** | ​Annual Report - KGHPresentations, Town HallsPublications - Print and Electronic, External and Internal |
| **​Planning Office** | ​As-Built BlueprintsConstruction, Redevelopment & Space PlanningProject Management - (Moves, projects, etc.)Real Property Acquisition and DispositionSpecifications |
| **Facilities Management** | Energy ManagementFacilities Planning |
| **​Shared Support Services of Southeastern Ontario** | ​Contracts and Agreements - Construction and DevelopmentContracts and Agreements - ProcurementRequests for Proposal and Proposals - 3SOVendor Records |
| **​Patient Safety, Quality, Risk and Decision Support** | ​Alerts, recallsClaims, Complaints, EnquiriesContracts and Agreements – purchased services Decision SupportInsurance PoliciesLitigation RecordsPatient SafetyQuality Management and UtilizationSurveys – Employee SatisfactionSurveys - Patient Care |
| **​Privacy Office**  | ​Freedom of Information (FOI) Requests, Incidents, InvestigationsRecords Retention and Disposition ProgramRecords Transfer and Destruction |
| **​Information Management Services**  | ​Computer Systems - Access and SecurityComputer Systems - Management and Maintenance Computer Systems - PlanningInformation Technology Support ServicesLog FilesProject Management - Information Management |
| **​Protection Services**  | ​Disaster Planning & PlansEmergency ManualEmployee Identification, Building PassesParking Records |
| **​Clinical Engineering** | ​Medical Equipment Record |
| **​Environmental and Transportation Services** | ​Custodial OrdersShredding Certificates |
| **​Plant Engineering and Maintenance Services**  | ​Asset Control and InventoriesElevator Log BookFacilities Maintenance and RepairsFire Safety Tests and InspectionsPest ControlUtilities ManagementWaste Management |
| **​Clinical Laboratory Services**  | ​Laboratory - Inspection ReportsLaboratory - Lab Tests |
| **​Pharmacy Services**  | ​Drug Procurement and DistributionDrug Procurement and Distribution - Narcotics and Controlled Drugs - |
| **​Regulated Health Professionals**  | ​Student – Record of LearningStudent – Employee FileWorkload ReportsWorkload Statistics |
| **​All Departments** | ​Annual Report - Programs/Services/DepartmentsConference, Conventions and SeminarsCorrespondence - official incoming and outgoingCorrespondence - transitory, routineDecision Making (Decisions of Significance)Incident ReportingInventoriesMaterial Safety Data Sheets (MSDS)Meetings - DepartmentOffice EquipmentOrganization Charts - DepartmentsPolicies, Procedures & GuidelinesProject ManagementReference MaterialReporting - RoutineReports, Studies, Task Forces, Focus Groups  - DepartmentSpecial Projects & EventsStatisticsStudent Files - other than Queen'sSurveysTransitory Records |