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| **​Most Responsible Office** | **​Record Type** |
| **​Governance** | Articles of Incorporation, Letters patent, Bylaws, Register of Members, Legal Description Committees - Board of Directors |
| **​President and Chief Executive Officer** | ​Accreditation - Hospital  Committees - Joint  Committees - KGH  Committees - KGH - Executive  Committees - Regional  KGH Policy Manual  Reports, Studies, Task Forces, Focus Groups - Corporate |
| **​Chief Operating Officer** | ​Business Cases  Capital Equipment  Contracts and Agreements - Not for Profit, Revenue Source  Correspondence - Ministry, LHIN (chronological)  Surveys - Corporate |
| **​Clinical Administration Professional Practice and Chief Nursing Executive** | ​Committees - Clinical Departments and Programs  Committees - Practice Council  Education - Patient  Nursing Policy and Procedure Manuals |
| **​Medical Advisory Committee** | ​Medical Advisory Committee - Joint |
| **​Medical Administration** | ​Contracts and Agreements - PAIRO  Medical Staff Files  Medical Staff Files - contentious |
| **​Chief Financial Officer** | ​Accounts Payable and Receivable  Annual Financial Return  Attendance Records, Timesheets, Payroll Summary Report  Audited Financial Statements  Banking  Budget - from Ministry  Budget - Operating  Budget - Reports  Contracts and Agreements - Purchased Service  Financial Statements - Monthly  Fiscal Advisory Committee  Fiscal Operating Plan - KGH  General Ledger  Payroll |
| **​People Services and Organizational Effectiveness** | ​Collective Bargaining - Collective Agreements  Contracts and Agreements - Labour  Credentialing - Regulated Health Professionals  Dispute Resolution - Committees and Meetings  Education  Employee records  Employee records (Departmental)  Health and Safety - Reporting  Incident Reporting - Employee  Job Classification and Description  Recruitment - Internal and External |
| **​Health Information Services and Patient Registration** | ​Patient Record  Patient Record – Child  Patient Record – Cancer Centre  Patient Record – Cancer Centre – Child  Patient Record Destruction Logs |
| **​Clinical Departments** | ​Accreditation - Department  Committees - Queen's  Committees - SEAMO - members  External Reviews  Grants - Clinical Departments  Research - All other  Research - Clinical Drug Trials  Research - Non-Drug Clinical Trials  Student Files - Other than Queen's  Student Files - Queen's |
| **​Communications and Strategy Management** | ​Annual Report - KGH  Presentations, Town Halls  Publications - Print and Electronic, External and Internal |
| **​Planning Office** | ​As-Built Blueprints  Construction, Redevelopment & Space Planning  Project Management - (Moves, projects, etc.)  Real Property Acquisition and Disposition  Specifications |
| **Facilities Management** | Energy Management  Facilities Planning |
| **​Shared Support Services of Southeastern Ontario** | ​Contracts and Agreements - Construction and Development  Contracts and Agreements - Procurement  Requests for Proposal and Proposals - 3SO  Vendor Records |
| **​Patient Safety, Quality, Risk and Decision Support** | ​Alerts, recalls  Claims, Complaints, Enquiries  Contracts and Agreements – purchased services  Decision Support  Insurance Policies  Litigation Records  Patient Safety  Quality Management and Utilization  Surveys – Employee Satisfaction  Surveys - Patient Care |
| **​Privacy Office** | ​Freedom of Information (FOI) Requests, Incidents, Investigations  Records Retention and Disposition Program  Records Transfer and Destruction |
| **​Information Management Services** | ​Computer Systems - Access and Security  Computer Systems - Management and Maintenance  Computer Systems - Planning  Information Technology Support Services  Log Files  Project Management - Information Management |
| **​Protection Services** | ​Disaster Planning & Plans  Emergency Manual  Employee Identification, Building Passes  Parking Records |
| **​Clinical Engineering** | ​Medical Equipment Record |
| **​Environmental and Transportation Services** | ​Custodial Orders  Shredding Certificates |
| **​Plant Engineering and Maintenance Services** | ​Asset Control and Inventories  Elevator Log Book  Facilities Maintenance and Repairs  Fire Safety Tests and Inspections  Pest Control  Utilities Management  Waste Management |
| **​Clinical Laboratory Services** | ​Laboratory - Inspection Reports  Laboratory - Lab Tests |
| **​Pharmacy Services** | ​Drug Procurement and Distribution  Drug Procurement and Distribution - Narcotics and Controlled Drugs - |
| **​Regulated Health Professionals** | ​Student – Record of Learning  Student – Employee File  Workload Reports  Workload Statistics |
| **​All Departments** | ​Annual Report - Programs/Services/Departments  Conference, Conventions and Seminars  Correspondence - official incoming and outgoing  Correspondence - transitory, routine  Decision Making (Decisions of Significance)  Incident Reporting  Inventories  Material Safety Data Sheets (MSDS)  Meetings - Department  Office Equipment  Organization Charts - Departments  Policies, Procedures & Guidelines  Project Management  Reference Material  Reporting - Routine  Reports, Studies, Task Forces, Focus Groups  - Department  Special Projects & Events  Statistics  Student Files - other than Queen's  Surveys  Transitory Records |