

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

	<p>Research - All other Research - Clinical Drug Trials Research - Non-Drug Clinical Trials Student Files - Other than Queen's Student Files - Queen's</p>
Communications and Strategy Management	<p>Annual Report - KGH Presentations, Town Halls Publications - Print and Electronic, External and Internal</p>
Planning Office	<p>As-Built Blueprints Construction, Redevelopment & Space Planning Project Management - (Moves, projects, etc.) Real Property Acquisition and Disposition Specifications</p>
Facilities Management	<p>Energy Management Facilities Planning</p>
Shared Support Services of Southeastern Ontario	<p>Contracts and Agreements - Construction and Development Contracts and Agreements - Procurement Requests for Proposal and Proposals - 3SO Vendor Records</p>
Patient Safety, Quality, Risk and Decision Support	<p>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</p>
Privacy Office	<p>Freedom of Information (FOI) Requests, Incidents, Investigations Records Retention and Disposition Program Records Transfer and Destruction</p>
Information Management Services	<p>Computer Systems - Access and Security Computer Systems - Management and Maintenance Computer Systems - Planning Information Technology Support Services Log Files Project Management - Information Management</p>
Protection Services	<p>Disaster Planning & Plans Emergency Manual Employee Identification, Building Passes Parking Records</p>
Clinical Engineering	<p>Medical Equipment Record</p>
Environmental and Transportation Services	<p>Custodial Orders Shredding Certificates</p>
Plant Engineering and Maintenance Services	<p>Asset Control and Inventories Elevator Log Book Facilities Maintenance and Repairs Fire Safety Tests and Inspections Pest Control Utilities Management Waste Management</p>
Clinical Laboratory Services	<p>Laboratory - Inspection Reports Laboratory - Lab Tests</p>
Pharmacy Services	<p>Drug Procurement and Distribution Drug Procurement and Distribution - Narcotics and Controlled Drugs -</p>
Regulated Health Professionals	<p>Student – Record of Learning Student – Employee File Workload Reports</p>

	Workload Statistics
All Departments	<p>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</p>