

<b>Most Responsible Office</b>  <b>Governance</b>	<b>Record Type</b>  Articles of Incorporation, Letters patent, Bylaws, Register of Members, Legal Description Committees - Board of Directors
<b>President and Chief Executive Officer</b>	Accreditation - Hospital Committees - Joint Committees - KGH Committees - KGH - Executive Committees - Regional KGH Policy Manual Reports, Studies, Task Forces, Focus Groups - Corporate
<b>Chief Operating Officer</b>	Business Cases Capital Equipment Contracts and Agreements - Not for Profit, Revenue Source Correspondence - Ministry, LHIN (chronological) Surveys - Corporate
<b>Clinical Administration Professional Practice and Chief Nursing Executive</b>	Committees - Clinical Departments and Programs Committees - Practice Council Education - Patient Nursing Policy and Procedure Manuals
<b>Medical Advisory Committee</b>	Medical Advisory Committee - Joint
<b>Medical Administration</b>	Contracts and Agreements - PAIRO Medical Staff Files Medical Staff Files - contentious
<b>Chief Financial Officer</b>	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
<b>People Services and Organizational Effectiveness</b>	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
<b>Health Information Services and Patient Registration</b>	Patient Record Patient Record - Child Patient Record - Cancer Centre Patient Record - Cancer Centre - Child Patient Record Destruction Logs
<b>Clinical Departments</b>	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>
<b>Communications and Strategy Management</b>	<p>Annual Report - KGH  Presentations, Town Halls  Publications - Print and Electronic, External and Internal</p>
<b>Planning Office</b>	<p>As-Built Blueprints  Construction, Redevelopment &amp; Space Planning  Project Management - (Moves, projects, etc.)  Real Property Acquisition and Disposition  Specifications</p>
<b>Facilities Management</b>	<p>Energy Management  Facilities Planning</p>
<b>Shared Support Services of Southeastern Ontario</b>	<p>Contracts and Agreements - Construction and Development  Contracts and Agreements - Procurement  Requests for Proposal and Proposals - 3SO  Vendor Records</p>
<b>Patient Safety, Quality, Risk and Decision Support</b>	<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>
<b>Privacy Office</b>	<p>Freedom of Information (FOI) Requests, Incidents, Investigations  Records Retention and Disposition Program  Records Transfer and Destruction</p>
<b>Information Management Services</b>	<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>
<b>Protection Services</b>	<p>Disaster Planning &amp; Plans  Emergency Manual  Employee Identification, Building Passes  Parking Records</p>
<b>Clinical Engineering</b>	<p>Medical Equipment Record</p>
<b>Environmental and Transportation Services</b>	<p>Custodial Orders  Shredding Certificates</p>
<b>Plant Engineering and Maintenance Services</b>	<p>Asset Control and Inventories  Elevator Log Book  Facilities Maintenance and Repairs  Fire Safety Tests and Inspections  Pest Control  Utilities Management  Waste Management</p>
<b>Clinical Laboratory Services</b>	<p>Laboratory - Inspection Reports  Laboratory - Lab Tests</p>
<b>Pharmacy Services</b>	<p>Drug Procurement and Distribution  Drug Procurement and Distribution - Narcotics and Controlled Drugs -</p>
<b>Regulated Health Professionals</b>	<p>Student – Record of Learning  Student – Employee File  Workload Reports</p>

	Workload Statistics
<b>All Departments</b>	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