

Corporate Records

Type of Record	Record Format	Retention Period	Official Custodian
Agreements/Contracts	Hard Copy	Permanent	Finance
Leases/Deeds	Hard Copy	Permanent	Administration
Hospital Annual Report	Hard Copy	Permanent	Administration
Documents:			
Documents of Incorporation	Hard Copy	Permanent	Administration
Register of Directors	Hard Copy	Permanent	Administration
Register of Members	Hard Copy	Ten Years	Administration
Notices under the <i>Corporations Information Act</i>	Hard Copy	Permanent	Administration
Policies	Hard Copy	Permanent	Administration
Administrative By-Laws	Hard Copy	Permanent	Administration
Medical Staff By-Laws	Hard Copy	Permanent	Administration
Executive Correspondence	Hard Copy	Date of correspondence plus minimum 2 years up to 15 years.	Senior Management
Insurance Policies	Hard Copy	Depending on the policy	Finance
Minutes:			
Board of Directors	Hard Copy	Permanent	Administration
Committees	Hard Copy	Permanent	Administration
Standing Board Committees	Hard Copy	Permanent	Administration
Members' Meetings	Hard Copy	Permanent	CHI Administration
Leadership & Partnerships Committee	Hard Copy	Permanent	Administration
Quality and Risk Management			
Litigation Files	Hard Copy		Administration
Credentials/Medical Staff Files	Hard Copy	Permanent	Administration

Financial Records

Type of Record	Record Format	Retention Period	Official Custodian
General			
Annual Financial Statements	Hard Copy	Permanent	Finance
Special Contracts or Agreements necessary to understanding general ledger entries	Hard Copy	Permanent	Finance
General Journal	Hard Copy	Permanent	Finance
General Ledger	Hard Copy	Permanent	Finance
Source Documents (i.e. records integral to the creation of financial statements and tax returns)	Hard Copy	Six (6) years from the end of tax year (fiscal period) to which they relate	Finance
Bank Reconciliation Statements	Hard Copy	7 Years	Finance
Bank Statements	Hard Copy	7 Years	Finance
Cancelled Cheques	Hard Copy	7 Years	Finance
Cheque Register	Hard Copy	Permanent	Finance
Duplicates of Charitable Donations Receipts (Other than 10 Year Gifts)	Hard Copy	Two years from end of calendar year to which they relate	Finance
Donation Records (10 Year Gifts)	Hard Copy	Two years after revocation of charitable registration	Finance
Accounts Payable Receipts	Hard Copy	7 Years	Finance
Payroll:			
Payroll Register	Hard/Electronic Copy	7 Years	Payroll
T4/T4A Reports	Hard Copy/Disk	7 Years	Payroll
Time Sheets	Hard/Electronic Copy	7 Years	Payroll
Deduction Register	Electronic Copy	7 Years	Payroll
Patient Accounts:			
Patient Ledger Card	Hard Copy	7 Years	Finance
Cash Receipts Register	Hard Copy	7 Years	Finance
Cash Receipts	Hard Copy	10 Years	Finance
Customer Invoices	Hard Copy	7 Years	Finance
Other Billing Invoices	Hard Copy	7 Years	Finance
Revenue Journals:			
Accounts Receivable Revenue Reports and Worksheets	Hard Copy	10 Years	Finance

Type of Record	Record Format	Retention Period	Official Custodian
Budget	Hard Copy	Permanent	Finance
Procurement Records			
Related to the selection of suppliers.	Hard Copy	7 Years	Purchasing Office
Copies of the Agreement <i>See above for hard copy of agreement under "Corporate Records"</i>	Hard Copy	7 Years	Purchasing Office

Payroll/Human Resources Records

Type of Record	Record Format	Retention Period	Official Custodian
Employee Records:			
Canada Pension Plan Contributions	Electronic Copy	Six years following the year for which they are kept	Payroll
Designated Substance Exposure Records	Hard Copy	40 Years	Occupational Health and Safety
Employees' Earning Record Cards	Hard Copy/ Electronic Copy	Six years following the year for which they are kept	Payroll
Employer's Report of Injury/ Disease (Form 7)	Hard Copy	40 Years	Occupational Health and Safety
General Employment Records	Hard Copy	3 years after creation date	Payroll
HOOPP Records Individual Contributions	Electronic Copy	7 Years	Payroll
Income Tax/T4 Forms	Hard Copy/Disk	7 Years	Payroll
Occupational Health and Safety Records	Hard Copy	40 Years	Occupational Health and Safety
EHT Records/Billing Forms	Hard Copy	7 Years	Payroll
Payroll Deduction Authorization Forms	Hard Copy	7 Years	Payroll
Payroll Journal Sheets	Hard/Electronic Copy	7 Years	Payroll
Time Cards/Sheets	Hard/Electronic Copy	7 Years	Payroll

Quality and Risk Management

Type of Record	Record Format	Retention Period	Official Custodian
Quality and Risk Management Reports:			
Patient/Visitor Incident Report	Electronic and/or Hard Copy	7 Years	Administration
Accreditation Survey Recommendations	Hard/Electronic Copy	7-10 Years	Administration
Patient Concerns	Electronic and/or Hard Copy	7 Years	Administration
Patient Satisfaction Survey Results	Hard/Electronic Copy	5 Years	Program Support Coordinator
Disaster Plans	Intranet and Hard Copy	Permanent	Administration

Patient Care Records and Other Materials

NOTE: RECEIPT OF A COURT ORDER OR NOTICE OF MOTION SUPERCEDES THIS RETENTION PERIOD. NO PATIENT RECORD MAY BE DESTROYED IF SUCH A DOCUMENT HAS BEEN RECEIVED.

Type of Record	Record Format	Retention Period	Official Custodian
Patient Register	Hard Copy	50 Years	Health Records
Health Records for inpatients	Hard Copy and Electronic	10 Years from discharge and/or death	Health Records
Communications:			
Nurse Call Activation records	Electronic	1 year	IT
Documentation:			
Minutes of Committees Relating to Patient Care (Other than Standing Committees of the Board)	Hard Copy	7 Years	Various Clinical Areas