



Administration Records Inventory 2013

Type of Record	Record Format	Retention Period	Official Custodian	Statute/Regulation
Agreements/Contracts	Hard copy	5 years after dissolution of the corporation	CEO/CFO	<i>Corporations Act</i>
Deeds/Leases	Hard copy	5 years after dissolution of the corporation	CEO/CFO	<i>Corporations Act</i>
Documents:				
Documents of Incorporation	Hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Policies and Procedures	Electronic and hard copy	10 years	CEO/Executive Assistant	<i>Corporations Act</i>
Insurance Policies	Hard copy	Depending on the policy	CFO	<i>Limitations Act</i>
Administrative By-Laws	Electronic and hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Medical Staff By-Laws	Electronic and hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Executive Correspondence	Electronic and hard copy	Date of correspondence plus minimum 2 years up to 15 years	Board of Trustees	<i>Limitations Act</i>
Quality Improvement Plan	Electronic and hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Strategic Plan	Electronic and hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Trustees documents	Electronic and hard copy	5 years after dissolution of the corporation	Board of Trustees	<i>Corporations Act</i>
Minutes:				
Board of Trustees	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Board Sub Committees	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Annual Meetings	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Committees	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>

Members' Meetings	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Senior Leadership	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Quality and Risk Management:				
Litigation Files	Hard copy	7 years	CEO/Executive Assistant	
Medical Advisory Committee:				
Meeting Minutes	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act</i>
Quality of Care Minutes	Electronic and hard copy	5 years after dissolution of the corporation	Executive Assistant	<i>Corporations Act, Quality of Care Information Protection Act</i>
Nursing:				
Clinical Manager Minutes	Electronic		CNO	
Interprofessional Committee Minutes	Electronic and hard copy		CNO	