



Human Resources, Occupational Health & Safety, Staff Education, Infection Control Records, Rehabilitation Records Inventory 2013

Type of Record	Record Format	Retention Period	Official Custodian	Statute/Regulation
Occupational Health and Safety:				
Joint Health and Safety Committee meeting Minutes	Electronic and hard copy	10 years	Occupational Health and Safety	<i>Occupational Health and Safety Act</i>
Materials Data Safety Sheets	Hard copy	Date of Expiry plus Minimum 2 years	Occupational Health and Safety	<i>Limitations Act</i>
Education:				
Emergency Preparedness Committee Meeting Minutes	Electronic and hard copy			Voluntary
Human Resources:				
CUPE Collective Agreement	Electronic and hard copy	Permanent	Human Resources Officer	Voluntary
ONA Collective Agreement	Electronic and hard copy	Permanent	Human Resources Officer	Voluntary
Negotiation Records	Hard copy	3 Contract Periods	Human Resources Officer	Voluntary
Job Posting Record Sheet	Hard copy	25 years	Human Resources Officer	Voluntary
Infection Control:				
Committee Meeting Minutes	Electronic and hard copy	2 years	Infection Control Nurse	
Surveillance documents	Electronic and hard copy		Infection Control Nurse	
Medical Device and Reprocessing:				
Department Meeting Minutes	Electronic and hard copy		MDRD Manager	
Record of all Devices Reprocessed, Quality Indicator Reports	Hard copy		MDRD Aide	
Autoclave Printouts for Sterilized Trays and Instruments	Hard copy	5 years	MDRD Aide	Voluntary
Autoclave Printouts for Operating Room Trays and Instruments	Hard copy	15 years	MDRD Aide	Voluntary
Rehabilitation:				
Statistical records	Electronic and hard copy	1 year	Rehabilitation Manager	Voluntary
Department meeting minutes	Electronic and hard copy	3 years	Rehabilitation Manager	Voluntary