

Records Inventory Worksheet

Department: **Pastoral Care**

Date Completed: **October 20, 2011**

Time Period Covered: **January 1, 2007 to present**

Completed by: **C. Lashmar, C. MacInnes**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Student Records	Records of student performance while at CMH.	Pastoral Care Office	Paper	5 years	Signed	Pastoral Care Coordinator
Lecture Notes	Lecture notes and presentations.	Pastoral Care Office	Paper	5 years	Signed	Pastoral Care Coordinator
Volunteer Lists	Pastoral Care Volunteer lists with names and contact information	Pastoral Care Office	Paper	5 years	Signed	Pastoral Care Coordinator