

Records Inventory Worksheet

Department: **Corporate Services**

Date Completed: **November 25, 2011**

Time Period Covered: **January 2007 to
December 2011**

Completed by: **Bonnie Collins**

Subject of the Record	Brief Description	Location	Format	Retention/Disposal	Status	Personnel Authorized to Access Record
Finance Committee	Minutes of the Finance Committee	Corporate Services	Electronic and paper	Permanent	Complete	VP/Admin. Asst.
Audit Committee	Minutes of the Audit Committee	Corporate Services	Electronic and paper	Permanent	Complete	VP/Admin. Asst.
Operations Committee	Minutes of the Operations Committee	Corporate Services	Electronic and paper	7 years	Complete	VP/Admin. Asst.
MOHLTC/LHIN Documents	Agreements/Correspondence/Funding Information	Corporate Services	Electronic and paper	Permanent	In process and executed	VP/Admin. Asst.
Agreements/Contracts	Agreements/contracts with partner health care providers	Corporate Services	Electronic and paper	Permanent	In process and executed	VP/Admin. Asst.