

Records Inventory Worksheet

Department: **Finance**

Date Completed: **30 August 2011**

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

Completed by: **G. Anderson**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Revenue and Accounts receivable	Patient's Ledger Charts	Finance, Corp Storage, Meditech	Paper and Electronic	3 years*	Ongoing	Finance
Revenue and Accounts receivable	106 Admissions/ Discharge Forms	Finance, Corp Storage, Meditech	Paper and Electronic	3 years	Ongoing	Finance
Revenue and Accounts receivable	Cash Receipts	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Revenue and Accounts receivable	Midnight Census or Patient Movement	Finance, Corp Storage, Meditech	Paper and Electronic	3 years	Ongoing	Finance
Revenue and Accounts receivable	Patients' Charge Slips for In-Patient	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Revenue and Accounts receivable	Patients' Charge Slips for Out-Patients	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Revenue and Accounts receivable	Revenue Journals	Finance, Corp Storage	Paper and Electronic	7 years	Ongoing	Finance
Revenue and Accounts receivable	Daily Cash Work Sheets	Finance, Corp Storage	Paper and Electronic	7 years	Ongoing	Finance
Revenue and Accounts receivable	Correspondence other than policy (unless out-dated)	Finance, Corp Storage	Paper and Electronic	3 years	Ongoing	Finance

Records Inventory Worksheet

Department: **Finance**

Date Completed: **30 August 2011**

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

Completed by: **G. Anderson**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Revenue and Accounts receivable	Safe-Keeping Envelopes	Finance, Corp Storage	Paper and Electronic	3 years	Ongoing	Finance
Revenue and Accounts receivable	Bank Deposit Slips	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Financial Book of Record	General Ledger	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Financial Book of Record	General Journal	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Financial Book of Record	Register of patients	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Financial Book of Record	Cheque register	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Financial Book of Record	Cash receipts register	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Financial Book of Record	Payroll register	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Financial Book of Record	Income register	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance

Records Inventory Worksheet

Department: **Finance**

Date Completed: **30 August 2011**

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

Completed by: **G. Anderson**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Financial Book of Record	Financial statement annual	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Financial Book of Record	T-4 slips	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Financial Book of Record	Annual Financial returns to health authorities	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Financial Book of Record	Corporate income taxes	Finance, Corp Storage, Meditech	Paper and Electronic	10 years	Ongoing	Finance
Accounts Payable	Cheque voucher	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Receiver's Memo of Cheque	Finance, Corp Storage, Meditech	Paper and Electronic	1 years	Ongoing	Finance
Accounts Payable	Customer's Invoice	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Hospital Purchase Order	Finance, Corp Storage, Meditech	Paper and Electronic	1 years	Ongoing	Finance

Records Inventory Worksheet

Department: **Finance**

Date Completed: **30 August 2011**

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

Completed by: **G. Anderson**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Accounts Payable	Copy of Cheque Printout	Finance, Corp Storage, Meditech	Paper and Electronic	3 years	Ongoing	Finance
Accounts Payable	Cancelled Cheques	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Accounts Payable Journal	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Bank Statements	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Bank Reconciliation	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Accounts Payable	Sub-Ledger Cards	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Accounts Payable	General Ledger Cards	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance
Accounts Payable	Capital Acquisition Invoices	Finance, Corp Storage, Meditech	Paper and Electronic	Permanent	Ongoing	Finance

Records Inventory Worksheet

Department: **Finance**

Date Completed: **30 August 2011**

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

Completed by: **G. Anderson**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Payroll	Time cards	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Payroll	Employee Pay cheques	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance
Payroll	Employer remittances	Finance, Corp Storage, Meditech	Paper and Electronic	7 years	Ongoing	Finance